

A Quality Choice for Extraordinary Students



GRAND TRAVERSE ACADEMY
MUSTANGS

Junior High Handbook & Program Guide

"The future is not some place we are going to, but one we are creating.
The paths are not found, but made, and the activity of making them
changes both the maker and the destination."

- -John Schaar

Grand Traverse Academy Mission & Belief Statements

Mission Statement

Grand Traverse Academy's mission is for all students to be safe, loved and learning as they achieve excellence in character and academics.

Excellence is defined as:

- prepared for responsible citizenship
- prepared for success in higher education

Belief Statements

The staff of Grand Traverse Academy believes...

- in teaching exemplary character and excellence in academics
- that all students are capable of learning; our high expectations and individualizing help their learning
- in making decisions by first considering what is best for all students
- that success in learning builds self-esteem and pride, challenge and mistakes are part of learning and help build character
- in providing outstanding customer service to GTA community members
- that Choice Theory helps us understand behavior, learning, and the importance of internal motivation
- that staff and students are responsible for continuous improvement
- that our school must have positive relationships built on trust, because everyone is important and contributes to learning
- that GTA parents want good things for their children now and want them to have a bright future
- that our core values will be passed on and maintained by the continued sharing of our history and mission

Grand Traverse Academy Secondary Communication Compact: Staff—Students—Parents

What we expect from our students:

- Ask right away when you have questions or don't understand something
- Check PowerSchool at least two times per week
- Build strong character by addressing concerns with staff members or school leaders rather than gossiping about them
- Notify a leader with any concerns about another student or staff member

What to expect from us:

- Assignments to be posted on PowerSchool the day they are assigned
- Tests to be posted on PowerSchool the Friday before they are to be administered
- PowerSchool to be updated by Tuesday for every assignment/assessment turned in by the previous Friday
- Response to your call or email within 24 hours
- Solution options for any problem or concern that arises
- A partnership in the education of your student
- Careful creation of policies and rules with consistent follow-through; we follow the old adage, "Say what you mean and mean what you say."

What we expect from our parents:

- Let us know right away if any of the above is not happening
- Check PowerSchool with your student at least once per week
- Email or call right away with any concerns
- A partnership in the education of your student
- If you have questions about the reasons behind any policy or rule, ask us; we never mind explaining the reasons why
- Notify a leader with any concerns about a student or staff member

What Creates the Grand Traverse Academy Culture?

Character Education

- The character traits that we emphasize for Junior High and High School students were chosen by students and staff:
 - Interpersonal Communication
 - Professional Work Habits
 - Optimism
 - Integrity
 - Initiative
 - Caring
- Students self-evaluate on their character trait strengths and opportunities for improvement in essay form
- Character Education report cards are mailed home to parents once per semester

School Uniforms

- Studies show that uniforms help to increase safety and security, reduce distractions and peer pressure based on clothing, and instill a sense of community in schools
- At Grand Traverse Academy, everyone – including administration and staff – wears a uniform to school every day
- Elementary, Junior High and High School students each have their own unique color scheme, providing unity for each school level

Mustang Athletics

- Sports offerings at the Secondary level include the following: Boys' Basketball, Girls' Basketball, Boys' & Girls' Cross Country, Boys' & Girls' Track & Field, Volleyball, Cheerleading, Equestrian, Girls' Softball, Boys' Baseball, Girls' Tennis and Boys' and Girls' Downhill Skiing and Boys' Football
- The athletic program is a supplement to the academic program and is organized to meet the needs and interests of our students. Its major goal is to develop well-rounded individuals through structured competition. Our policy is to accept all students for their chosen sport based upon team space and available resources.

Clubs & Student Leadership Opportunities

- National Junior Honor Society & National Honor Society
- Peer-to-Peer Mentoring
- Student Leadership Team
- Builders Club & Key Club
- ECOclub
- Med Club
- Robotics Club
- Tech Team
- Class Officers
- Student Senate

STEM (Science, Technology, Engineering & Mathematics) Curriculum

- We offer a comprehensive STEM curriculum with a wide variety of activity-, project- and problem-based courses to help students develop the skills they need to be successful in post-secondary education and beyond

Dual Enrollment at NMC

- High School sophomores, juniors and seniors may earn both college and high school credit by dual enrolling at Northwestern Michigan College (NMC)

TBA Career-Tech Center/Manufacturing Technology Academy

- Juniors and seniors attend the TBA Career-Tech Center and the Manufacturing Technology Academy to earn high school and college credit and prepare for careers

Junior High Daily Schedule

Class Period	7 th Grade Monday-Thursday
1	8:05-8:50 am
2	8:55-9:40 am
3	9:45-10:30 am
4	10:35-11:20 am
5	11:25-11:55 am (Phys. Ed.)
6	11:55 am-12:25 pm (Lunch)
7	12:30-1:15 pm
8	1:20-2:05 pm
9	2:10-2:55 pm
10	3:00-3:35 pm (Advisory)

Class Period	7 th Grade Friday
1	8:05-8:35 am
2	8:40-9:05 am
3	9:10-9:35 am
4	9:40-10:05 am
5/6	10:10-10:35 am
7	10:40-11:10 am
8	11:15-11:45 am
9	11:50 am-12:20 pm

Class Period	8 th Grade Monday-Thursday
1	8:05-8:50 am
2	8:55-9:40 am
3	9:45-10:30 am
4	10:35-11:20 am
5	11:25-11:55 am (Lunch)
6	11:55 am-12:25 pm (Phys. Ed.)
7	12:30-1:15 pm
8	1:20-2:05 pm
9	2:10-2:55 pm
10	3:00-3:35 pm (Advisory)

Class Period	8 th Grade Friday
1	8:05-8:35 am
2	8:40-9:05 am
3	9:10-9:35 am
4	9:40-10:05 am
5/6	10:10-10:35 am
7	10:40-11:10 am
8	11:15-11:45 am
9	11:50 am-12:20 pm

Grading Scale

Percentage	Letter Grade	GPA Assignment
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	.7
0-59	F	0

When averaging two quarter grades, if the average falls in between two grades the grade will be rounded up to the next grade if the average is above a 2.0 ("C"). Anything below a 2.0 will be rounded to the nearest grade.

Students will not pass a class unless they earn a "C" or better.

Semester Grades:

Quarter Grade = 40%

Quarter Grade = 40%

Exam Grade = 20%

Promotion Policy

Students must pass five (5) classes with a “C” or better in order to be promoted to the next grade level.

Class Schedule Change Request & Drop Procedures

At Grand Traverse Academy, every effort is made to determine the most appropriate courses for students with their needs, interests, and capabilities in mind. Therefore, any request for a schedule change will be considered only for the most compelling reasons. If your schedule does not include required Junior High classes for that academic year, a schedule change may be possible.

During the year, withdrawals from courses and schedule changes are quite rare, but may be justifiable under certain circumstances determined by a school leader. Any decision regarding withdrawals or schedule changes must involve the student, his or her parents, the academic guidance counselor, and a leader. The intent of this policy is to reach decisions in the best interest of the student based upon involvement of both the students and the parents, and the judgment of the professional staff.

Homework & Junior High Assignment Policy

Homework

To encourage our Junior High students to be lifelong learners and to become involved in the community after school, while beginning to prepare them for High School and beyond, we will assign them an average of 15 minutes of homework per night, per class. Students will have math homework every night but in the other subjects, not every teacher will assign homework every night. A couple keys to keeping homework manageable are using class time effectively and doing homework every night – whether it is studying, doing a math assignment or working on one component of a big project. If students do this, they can expect about one hour of homework per night.

Junior High Assignment Policy

To earn full credit for assignments, GTA/JH students must turn them in by the due date. An assignment can be turned in up to one week after the due date for partial credit (maximum credit of 80 percent). After one week past the due date, the assignment will not be accepted unless it is completed during the teacher’s Friday office hours within the marking period (maximum credit of 80 percent). Note that if a Junior High student is taking a High School level course, this policy may vary by teacher.

Junior High Academic Interventions

If a GTA Secondary student’s grade in any class falls below a “C” on a progress report or report card, he/she will begin a series of academic interventions, which may include phone calls home by the teacher, extra tutoring time, and/or intervention class(es) during and after the school day.

Academic Dishonesty

We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment. The following is a list of forms of cheating, plagiarism and other forms of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

Academic Dishonesty includes, but is not limited to:

Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, iPod, laptop or tablet computer, electronic translator, etc. to send or receive unauthorized information; having or using a cheat sheet;

altering a graded exam and re-submitting it for a higher grade without teacher permission; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student; reading a summary rather than reading the actual book.

Note: Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

You can protect yourself by keeping in mind that, unless you indicate otherwise, readers assume that everything in your paper is your original work, and that plagiarism occurs when you allow the reader to **believe** that some fact, idea, or phrase originated with you when it did not. Unintentional examples include: copying materials from a source text; supplying proper documentation, but leaving out quotation marks; and paraphrasing materials from a source text without appropriate documentation. Whenever you use exact words from another person or source, they must be put in quotation marks and credited. Proper credit and citation given to all sources eliminates the danger of unintentional plagiarism.

Consequences of Academic Dishonesty

First offense: Student will receive a zero on the assignment or test. Teacher and leader decide whether student would be able to do an alternate assignment for partial credit. There will be a meeting with the student, parents, teacher, and/or leader.

Second offense: Student will receive a zero on the assignment or test with no option for partial credit. There will be a meeting with the student, parents, teacher, and a leader. The student may be suspended.

Subsequent offenses: Student will receive a zero on that assignment or test. The student may lose credit for the class if cheating has occurred in the same class before this instance. The student will be suspended from school for 3 days.

Attendance Expectations

Students are expected to attend all classes. A parent must excuse students if they are absent or tardy due to an appointment or reason listed below; this also applies to leaving early. Grand Traverse Academy maintains a closed campus. Students may not leave the school at any time during the school day without the permission of the school and their parent. Parents may excuse students by calling the GTA office (932-6038) no later than 8:45 am, sending a signed note or visiting the GTA office. If a student is not in school, he/she may not participate in a school sponsored event.

School officials will excuse absences for the following reasons:

- Personal illness
- Doctor or dental appointments
- Death in the immediate family
- Funeral attendance with parent permission
- Religious holiday observance or other religious activities exempted by statute

School leadership shall have discretionary authority to excuse an absence for a reason the leader deems consistent with the policy, but which is not identified on the approval list.

Students are considered unexcused if the parent does not contact the office. The office will call the student's home for all unexcused absences on the day that they occur.

The office will monitor attendance and provide an attendance report to each parent with each academic report card. Teachers will indicate if your child's attendance is a concern. If the concern remains, then the office will give you an attendance update. For most families, this reminder will be the only intervention needed.

Homework Expectations during Absences

Students miss valuable instruction time when they are absent from school. In order to help students continue to progress academically, we expect that students will make up any assignments they miss when absent. Missed assignments can be found on PowerSchool and any questions can be sent via email to teachers from their PowerSchool site. If you do not have Internet access, or your child needs materials from their locker, please see the Secondary office staff for assistance.

Attendance at Extra-Curricular Functions and Sporting Events

Students are required to be present in school for the entire day in order to attend an extra-curricular function or sporting events. Exceptions will be granted if the attendance office has verified an excused absence with a parent or guardian for what may include but not limited to: medical and dental appointments that could not be scheduled outside of the school day, medical and family related emergencies, funerals, and religious observances. Exceptions are not made for missing any part of the day due to illness. Students are considered absent if they arrive after first hour ends.

Attendance Discipline Policy

Every day at GTA is filled with valuable learning. Therefore, it is important for students to be on time not only for school, but also for class. Students who are tardy to class or absent from class will be held accountable for the time that they have missed.

- If a student has five tardies in a semester, we will talk over the concern with the student and a phone call to parents will be made.
- We will continue to monitor student attendance to look for improvement. If the student does not improve attendance, he/she may not attend class unless he/she arrives to class on time. Instead, the student will work in the office.
- Unless attendance improves, the next step will be an assigned Friday afternoon Study Hall.*
- The next step will be a 24-hour in-school suspension.
- Additional offenses will result in progressive at-home suspension

*The student will work silently in a supervised classroom.

Athletic Grade Policy

Academic Eligibility

Because academic success is our number one priority, Grand Traverse Academy expects that all student athletes will have competent grades. In order to participate in a sport, Junior High students must have passed a minimum of four out of seven courses with a "C" or better, with a minimum GPA of 2.0, for the last completed semester and must maintain a minimum of a "C" or better in all of their current classes.

If an athlete does not maintain passing grades, it will affect their ability to participate, up to and including being unable to join or compete altogether, until academic success is achieved. Students are not eligible for sporting practices or events while serving a school suspension for behavior.

Detailed information on academic eligibility for student athletes may be found in the Athletic Handbook.

Uniform Policy

Students and staff at Grand Traverse Academy wear uniforms daily. We have chosen uniforms because they:

- Allow students and adults to focus on learning
- Help develop a sense of unity

- Help eliminate student or staff judgment of each other because of brand names, etc.
- Improve the safety and security of the school
- Improve behavior in the school
- Insure that inappropriate clothing will not be worn to school

Accessories/Hair

Please keep in mind the intent of the uniform policy is for students and staff to have a simple, professional and unified appearance, both in clothing and personal appearance, including hairstyles/hair color/jewelry/nail care, make-up and general grooming. The focus at GTA is on learning; our ultimate guide for clothing/appearance is to be sure it does not distract from learning. We are preparing students for professional careers, and a professional appearance is important.

- Excessive/extreme jewelry, such as chains or spikes, is not allowed. No visible body piercings, other than earrings, are allowed
- Scarves and wraps are not to be worn during school; bandanas are not allowed at any time
- Neckties appropriate for a school setting may be worn with a white dress shirt
- Dress scarves appropriate for a school setting (i.e., no skulls, inappropriate graphics or language) may be worn with a white dress shirt or a polo uniform top
- T-shirts, when worn under a uniform top, should be white or the same color as the uniform top and free of visible graphics and writing
- Extreme/excessive make-up is not allowed
- Visible tattoos are not allowed
- We do not have hair length requirements, but it is important that students are able to make eye contact, as would be expected in the business world, so hair must not cover the eyes
- Only naturally occurring hair colors are permissible
- Visible body piercings other than earrings are not allowed

Extra-Curricular Functions

It is expected that students at school after hours (before 8:00 am and after 4:00 pm) or at school activities or events, will be dressed appropriately for the occasion.

- Shorts or skirts must not be more than two inches above the knee
- Spaghetti strap tank tops or strapless tops are not allowed
- Students should not bare their midriff
- Writing/slogans on clothing must be appropriate for a school setting
- Excessive/extreme jewelry, such as chains or spikes, is not allowed. Extreme/excessive make-up is not allowed
- Visible tattoos are not allowed
- Bandanas are not allowed
- Only naturally occurring hair colors are permissible when performing in an event or athletic competition
- Visible body piercings other than earrings are not allowed when performing in an event or athletic competition

With ever-changing trends in fashion, the school reserves the right to make such changes to the dress code as may be necessary. Should changes occur, they will be clearly communicated to parents and students.

Banquet Dress Expectations

Awards ceremonies and banquets are opportunities for GTA students to be honored for their achievements as well as opportunities to teach our students how to dress appropriately for special occasions, which is a skill that will serve them throughout their lives. Sometimes, current fashions or clothes students might wear for other, more casual occasions are not appropriate, so students should err on the side of professionalism when selecting an outfit for an event. Students should follow the expectations listed below:

- Skirts must not be more than two inches above the knee
- Pants should fit properly at the waist and be hemmed to an appropriate length and not drag on the floor
- Gentlemen should wear a shirt and tie

- No denim or t-shirts
- Excessive/extreme jewelry, such as chains or spikes, is not allowed
- No visible body piercings, other than earrings, are allowed
- Extreme/excessive make-up is not allowed
- Only naturally occurring hair colors are permissible
- Visible tattoos are not allowed
- No hats are to be worn indoors

Uniform Pieces

Students are only allowed to wear approved uniform clothing in the classroom.

Uniform Guidelines by Grade Level

Uniform Pieces	Kindergarten/Elementary (Grades K-6)	Junior High (Grades 7 & 8)	High School (Grades 9-12)
May Be Purchased from Any Vendor			
Dress Shirts or Blouses	White (Oxford button-down or Peter Pan collar)	White (Oxford button-down or Peter Pan Collar)	White (Oxford button-down or Peter Pan Collar)
Turtlenecks (under uniform shirts, sweaters, vests, or pullovers only)	White (long-sleeved)	White (long-sleeved)	White (long-sleeved)
T-Shirts (underneath uniform shirts only)	White or the Uniform Shirt Color	White or the Uniform Shirt Color	White or the Uniform Shirt Color
Physical Education Uniform	n/a	Shorts: Navy Blue, Black Shirt: Plain Gray or GTA Spirit Wear (available at EmbroidMe, or periodically at GTA)	Shorts: Navy Blue, Black Shirt: Plain Gray or GTA Spirit Wear (available at EmbroidMe, or periodically at GTA)
Must Be Purchased from EmbroidMe or French Toast Schoolbox			
Polo Shirts with Logo	Light Blue (Cobalt Blue Permitted for 2018-19 School Year)	Cobalt Blue (Burgundy Permitted for 2018-19 School Year)	Navy Blue (Black Permitted for 2018-19 School Year)
Skirts	Blue Gold Plaid (French Toast Schoolbox) Navy Blue	Blue Gold Plaid (French Toast Schoolbox) Navy Blue	Blue Gold Plaid (French Toast Schoolbox) Khaki
Jumpers, Skorts	Blue Gold Plaid (French Toast Schoolbox) Navy Blue	n/a	n/a
Pants, Shorts	Navy Blue	Navy Blue	Khaki
Cardigan, V-Neck or Sweater Vest with Logo	Navy Blue	Navy Blue	Navy Blue (Black Permitted for 2018-19)
Fleece Zip Vest or Quarter/Full-Zip Pullover with Logo	Navy Blue	Navy Blue	Navy Blue (Black Permitted for 2018-19)
Blazer	n/a	n/a	Navy Blue (French Toast Schoolbox)

- Pants should fit properly at the waist, be hemmed to an appropriate length, and must not be overly baggy or tight.
- Cargo-style pants or shorts, jeans-style (patch pockets) pants or shorts, denim, leggings, athletic/sweat pants, warm-ups, “skinny” pants and yoga pants are not acceptable.
- Secondary girls’ shorts and skirts should be no shorter than knee-length.
- Shorts for Secondary PE may have a white stripe down the side; the inseam may be no less than six inches in length.
- Shirts for Secondary PE may not be cut or altered in any way.

Uniform Enforcement

If a student has not complied with these guidelines, he/she will be removed from class until the necessary adjustments to their apparel have been made. If necessary, parents will be called to make arrangements to correct the situation.

Recurring violations will result in a one-day suspension. If the uniform violations continue, progressive suspension will result and possible expulsion.

Parties & Other Student Functions

Parent volunteers, student groups and faculty will schedule parties periodically. They must be scheduled at least two weeks in advance and be approved by the school leaders. To be approved, arrangements must have been made regarding chaperones, advisor in charge, music and refreshments, etc.

Attire and dancing styles must be modest, please follow the extra-curricular dress code as defined in the Uniform Policy.

Students must be in school for the entire day in order to attend an extra-curricular function.

Persons in charge have the right to refuse admittance or require persons not properly dressed or behaved to leave. In order to participate, students need to be in attendance the entire day of an event, unless prior arrangements have been made.

Students will not be readmitted after leaving the party. Students are not allowed to loiter in the parking lot or sit in cars. All students must stay in the designated dance area until they leave for the evening.

Students who do not attend Grand Traverse Academy will not be admitted to the event.

Computer Use Policy

Grand Traverse Academy provides many computers and a variety of software for student use. Each student assumes the responsibility of avoiding actions that may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete his/her own data on his/her own "H:" drive. All other use is prohibited. A student will be held responsible for acts (financially and within the discipline system) that access, modify, damage or delete hardware, software and other data and programs other than their own. Students are held accountable for information they access on the Internet. This information must be appropriate for school and free from pornography, profanity or any other offensive material. Parent/guardian and student must sign a computer and Internet usage form each school year.

Personal laptop computers may be used by students who are dual-enrolled at Northwestern Michigan College or other students who have received special permission from school leaders. Volume should be muted so as not to distract others. When personal laptops are used at school, the GTA Computer Use Policy outlined above is in effect. Laptop use privileges will be revoked if the policy is not adhered to. Seniors and High School students who are dual enrolled may apply for access to the GTA wireless network. Application forms are available in the Secondary Office and completed forms should be turned in to office staff.

Electronic Devices

Personal electronic devices and cell phones are only allowed before or after school and must remain in lockers or pockets between the hours of 8:05 and 3:35. For a variety of reasons, these devices are not conducive to a social school community atmosphere. Cell phone use is prohibited during class periods, lunch, tutoring labs and field trips.

If used at inappropriate times, personal electronic devices or cell phones will be taken and kept in the office for a parent to pick up. Grand Traverse Academy is not responsible for the loss, theft or damage to cell phones or other electronic devices.

Food & Beverages

Food and beverages are only allowed in classrooms during lunch time and at the discretion of the classroom teacher for snacks. Water is the only beverage allowed in classrooms during class times.

Public Displays of Affection (PDA)

One of our goals is to have students learn what is acceptable in the workplace. We teach them to be professional in their appearance and their behavior. In order to help achieve this goal, we have specific expectations for how secondary students will display affection toward each other at school. High School and Junior High students are allowed to give each other three-second hugs, and High School students are allowed to hold hands after school. Any other displays of affection are not allowed.

Headphones

It is suggested that all high school students have headphones, which may only be used for academic purposes with school computers.

Backpacks/Book Bags

Backpacks and book bags are to be kept in lockers during the school day unless given special permission by a principal.

Secondary Before- and After-School Expectations

Before School

At Grand Traverse Academy, keeping our students safe is a priority. Once students arrive at school in the morning, they should not leave the building. Secondary students should remain in the Secondary wing (or the Big Gym, available after 7:50 am), using the main hallway for movement only. In addition to the Gym, students may gather with friends in the classroom hallways, taking care to make responsible choices with their freedom.

After School

Older students have more freedom at school, and with more freedom comes more responsibility. We recognize that parents may need to leave their Secondary students at school after dismissal for one of these reasons:

- Parents are unable to pick up students until after work hours (up until 6:00 pm)
- Students are waiting for an athletic practice or competition
- Students are getting help from a teacher during office hours or a scheduled appointment

When Secondary students stay after school, it is expected that they remain in the Secondary wing and inside the building. At 4:10, all students remaining after school must report to MPR 3 until their ride has arrived. They may also be working in a classroom with a teacher.

Secondary Building Care Co-Op

Secondary Wing Maintenance Expectations

We have a fabulous facility for our Secondary students and it is important to involve students in the upkeep of the facility in order to keep it fabulous. All staff and students will be involved in the day-to-day care and maintenance of the Secondary wing.

Building Care Co-op Description

Students interested in assisting the custodial staff with specific school maintenance duties are invited to join the Building Care Co-op. They will be given a job assignment and can earn school uniform gift certificates.

Building Care Co-op Time

Monday-Thursday at a time that works best with the students' schedules.

Selecting a Building Care Co-op Student

Students will complete an application, available in the Secondary Office, to apply to participate in the Building Care Co-op. Administration will select a student who is responsible enough to miss the last 15 minutes of a class every day without sacrificing his/her grade. Each quarter, students will need to apply again and new co-op students will be selected.

Co-op Students with Academic or Discipline Problems

If a Co-op student is having an academic or discipline problem, the teacher will meet with the student to create a plan to solve the problem. If the problem (low grades, not doing job properly, classroom discipline issues) is not resolved as a result of the plan, the Co-op student will be replaced. The student will earn a percentage of the uniform credit based upon days served and the new Co-op student will earn the remainder of the credit for the quarter.

Earnings

For each quarter of service (approximately 10-11 hours), Co-op students will earn \$50 credit toward uniforms/spirit wear at EmbroidMe.

Locker Expectations

Lockers are the property of Grand Traverse Academy and are on loan to students for their convenience. Students are expected to keep their lockers neat, clean and organized at all times. This includes, but is not limited to, keeping surfaces free of ink (including dry erase marker), stickers and gum and disposing of leftover food in a timely manner. Jr. High students are assessed as part of their Advisory class according to the following rubric:

	4-Excellent	3-Good	2-Fair	1-Poor
Organization	All papers are in folders, no loose papers	Most papers are in folders, but a few are loose	Most papers are loose	All papers are loose
	Both coat and backpack are hung up	Coat and backpack are both hung up	Either coat or backpack are not hung up	Coat and backpack not hung up
	Books are all in one place, titles are facing out, organized	Books are in one place, some titles facing out	Books are in one place	Books are scattered and disorganized
Cleanliness	Everything appears neat and organized	Everything appears neat and organized	The locker is disorganized, and a little messy	The locker is a mess and potentially a public health hazard
	No old food or storage containers	No old food or storage containers	Some old food or food containers	Many old food or food containers
	No trash	One or two pieces of trash	A few pieces of trash	Lots of trash
	No open beverages	No open beverages	An open beverage	Open beverages
	No dirt or dust on the top or bottom shelf	Little dirt or dust on the top or bottom shelf	Some dirt or dust on the top or bottom shelf	Very dirty and dusty on top and bottom shelves
	No writing inside locker door	No writing inside locker door	No writing inside locker door	Writing inside locker door (must be cleaned immediately)

Discipline Policy

Grand Traverse Academy Junior High School has high academic expectations for all of our students. In order to achieve them, we also have high behavioral expectations. Students are expected to work collaboratively and professionally at all times. Students are not allowed to disrupt learning or teaching. Our policy is simple; if a GTAJH student ignores a warning to correct his/her disruptive behavior, he/she will receive a verbal warning, then the will be sent to the office to

meet with a leader to discuss a plan for returning to class. If the student returns to the classroom and continues disruptive behavior, he/she shall be suspended from the classroom for 24 hours. A graduated suspension system will be enacted if the disruptive behavior continues.

Student use of profanity will result in an immediate 1-day suspension. A graduated suspension system will be enacted if the disruptive behavior continues.

Students will not be able to participate in extra-curricular activities, including athletic games and practices, while serving a suspension.

Working Together to Create a Safe Learning Environment

State of Michigan Law Regarding School Safety
Students in Grades Six and Above

Physical Assault against another Student

If a student enrolled in grade six or above commits a physical assault at school against another student, the student shall be suspended or expelled for up to 180 days.

“At school” means in a classroom, elsewhere on school premises, on a bus or other school-related vehicle or at a school-sponsored event whether or not it is held on school premises.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assault by Student against a School Employee, Volunteer or Contractor

If a student enrolled in grade six or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, the student shall be expelled from the school permanently.

Verbal Assault or Threat by Student against a School Employee, Volunteer or Contractor

If a student enrolled in grade six or above commits a verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school board, the student shall be suspended or expelled for a period of time determined by the school board or its designee.

Weapon Possession

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity or while the student is en route to or from school on a bus, the superintendent of the school district, or his or her designee, immediately shall report that finding to the student’s parent or legal guardian and the local law enforcement agency. The student shall be suspended or expelled for up to 180 days.

“Dangerous Weapon” includes firearms, knives, iron bars and brass knuckles.

Persistent Disobedience

A school leader or another designated school district official may authorize or order the suspension or expulsion from school of a student guilty of persistent disobedience.

Search of Lockers and Other Areas

To ensure the safety and well-being of the students in our care, school administration may search school property such as lockers, desks or storage areas used by students, as well as the person or property of a student, including backpacks and vehicles. A personal search of a student may be conducted by a leader when there is reasonable suspicion that a search of the student or objects or clothing in the student’s possession or control is warranted. The school reserves the right to have any law enforcement agency with jurisdiction over the school (i.e. the Grand Traverse County Sheriff Department) assist in conducting searches of lockers, desks, or storage areas and their contents. This includes the use of canine units from the law enforcement agency.

Drug/Alcohol/Tobacco Policy

Drug-Free School Policy

GTA will take a firm but compassionate approach toward students using drugs. Our policy is aimed at taking a firm disciplinary stance for drug related incidents at school. At the same time we recognize that some students may require drug treatment information and access to drug treatment programs in order to truly become drug-free. Disciplinary consequences may be individualized according to previous incidents and student's age.

Consequences for Possession/Use of Marijuana, Alcohol or Other Elicit Drugs

First Offense

Five-day suspension; substance abuse program (minimum 30 days)

Second Offense

Ten-day suspension; substance abuse program (minimum 30 days)

Third Offense

Expulsion

Distribution/Sale of marijuana, alcohol or other illicit drugs

Expulsion

Consequences for Possession/Use of Tobacco

First Offense

Three-day suspension

Second Offense

Five-day suspension and referral to the county prosecutors' office for prosecution

Third Offense

Expulsion

Suspension Policy

Suspended students are allowed to make up assignments/assessments they miss during the suspension, for up to 100 percent credit, as long as they are turned in by the due date. Otherwise, late work penalties will apply.

In-School Suspensions: Students will be provided with assignments they have missed during the suspension. It is the student's responsibility to get copies of notes from a peer and to arrange any lab or test make-ups.

Out-of-School Suspensions: Students/parents may obtain assignments through PowerSchool, by e-mailing teachers or with the help of office staff. Students who are suspended out of school may not be on school grounds before school, after school or during lunch or passing periods. If they need to pick something up from the office or their lockers, they may do so during a class period or after 4:00 pm if accompanied by a parent.

Students who are suspended, in-school or out-of-school, may not participate in any extra-curricular activities during the suspension.

Secondary Textbook Deposit Policy

All Junior High students are issued individual math textbooks for the year and are allowed to check out additional textbooks as needed for an overnight period once they have paid a \$50 book deposit. Students will not be given their math books until the deposit is received. Unless otherwise requested, deposits from the previous year roll over and will remain on the student's account until graduation. Deposits should be turned in to the Secondary Office by the end of the first week of school. Checks may be made payable to Grand Traverse Academy.

Medication

Michigan law requires that before any medication, including over-the-counter medication and herbal treatments (with the exception of cough drops), can be administered to students, the school office must have the following:

- a signed statement, including directions completed by the parent or guardian, for over-the-counter medications (with the exception of cough drops, which may be used when accompanied by a note to the office); forms are available in the Secondary office
- a signed statement from a physician and parent explaining doses and any precautions for prescription medication
- the current prescription container from the pharmacy or original packaging for over-the-counter medications

Please note: students are not allowed to transport medication (except cough drops) to and from school; the parent must bring the medication to the office.

Charter Oversight

Lake Superior State University granted the Charter for Grand Traverse Academy. Our Education Service Provider applied for the charter from this University because of a common belief in high quality education, parent choice and cooperative working relationships. LSSU has appointed a liaison for Grand Traverse Academy who attends all GTA Board of Education meetings, is available at any time for consultation and will regularly visit the school. Lake Superior State University will also place student teachers at GTA and together we will offer teacher-training opportunities.

Family Educational Rights and Privacy Act (FERPA)

All parents and guardians of students under 18 have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district which pertain to their student. Procedures for examination and hearings to challenge anything in the record may be made available upon request.

Nondiscrimination Policy

The Grand Traverse Academy ("Academy") does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its education programs or activities in accordance with federal and state civil rights laws, including, but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975. This policy applies to employees, students and the general public.

Inquiries regarding the application of, or the Academy's compliance with, this nondiscrimination policy may be directed to the Academy's Civil Rights coordinator:

Mr. Jim Coneset, Superintendent
Grand Traverse Academy
1245 Hammond Road East
Traverse City, MI 49686
(231) 995-0665

Notice of the Academy's policy on nondiscrimination shall be available in the School, published in any Academy statement regarding the availability of educational services, and in student and staff handbooks.

Contact Information

Address: Grand Traverse Academy
1245 Hammond Road East
Traverse City, MI 49686
Phone: (231) 932-6038
Fax: (231) 922-9392
Website: www.mygta.us