

A Quality Choice for Extraordinary Students



GRAND TRAVERSE ACADEMY
MUSTANGS

2024-25 Secondary Handbook

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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 Agreement: Students-Staff-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 and email daily
- Keep your planner up to date with assignments and test dates
- Build strong character by addressing concerns with staff members and school leaders rather than gossiping
- Notify a leader with any concerns about another student or staff member

What to expect from staff:

- 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 Monday 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 and then 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, please ask
- Notify a leader with any concerns about a student or staff member

What Creates the Grand Traverse Academy Culture?

Character Education

- Good character is the foundation for success in life. The character traits we emphasize and assess are:
 - Interpersonal Communication
 - Professional Work Habits
 - Optimism
 - Integrity
 - Initiative
 - Caring
- Students self-evaluate their character trait strengths and opportunities for improvement twice per year
- Character Education report cards are mailed home to parents once per semester

Choice Theory

- Choice Theory is an explanation of human behavior developed by Dr. William Glasser. It is a theory of personal responsibility based on the belief that everything we do is a choice – we are all responsible for the positive or negative consequences that result from the choices we make. Choice Theory instruction helps our students understand themselves, strengthen interpersonal relationships and increase happiness and satisfaction.

School Uniforms

- School uniforms help build a sense of community, reduce distractions and increase safety
- Both students and staff wear uniforms daily
- Elementary, Junior High and High School students each have their own unique color scheme
- School uniforms allow students and adults to focus on learning
- Uniforms help eliminate student or staff judgment of each other because of brand names
- Behavior in school is improved
- School uniforms ensure that inappropriate clothing will not be worn to school

Uniform Policy

Uniform Requirements 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 (under uniform shirts only) | White or Light Blue | White or Cobalt Blue | White or Navy Blue |
| Physical Education Uniform | n/a | Optional for Junior High Pants: Navy Blue Gym Shorts Shirt: Plain Gray or Gray GTA Spirit Wear (available at EmbroidMe or periodically at GTA) | Pants: Navy Blue Gym Shorts or Plain Navy Athletic Pants (not leggings) Shirt: Plain Gray or Gray GTA Spirit Wear (available at EmbroidMe or periodically at GTA) |
| Pants, Shorts | Navy Blue | Navy Blue | Khaki |
| Must Be Purchased from Approved Vendors | | | |
| Polo Shirts with Logo | Light Blue | Cobalt Blue | Navy Blue |
| Skirts | Blue Gold Plaid (French Toast SchoolBox) or Navy Blue | Blue Gold Plaid (French Toast SchoolBox) or Navy Blue | Blue Gold Plaid (French Toast SchoolBox) or Khaki |
| Jumpers, Skorts | Blue Gold Plaid (French Toast SchoolBox) or Navy Blue | n/a | n/a |
| Cardigan, V-Neck or Sweater Vest with Logo | Navy Blue | Navy Blue | Navy Blue |
| Fleece Zip Vest or Quarter/Full-Zip Pullover with Logo | Navy Blue | Navy Blue | Navy Blue |
| Blazer (worn with a white dress shirt) | 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 pants, shorts or skirts, denim, leggings worn as pants, athletic/sweatpants, warm-ups and yoga pants are not acceptable.
- Shorts and skirts shall be no shorter than the top of the knee when standing for Secondary students.
- Tights or leggings worn under skirts must be navy blue, gray or white.
- 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.
- Shoes should be closed toed, comfortable and without wheels.

Uniform Compliance

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

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, makeup and general grooming. The focus at GTA is on learning; our ultimate guide for clothing/appearance is to ensure that it does not distract from learning. We are preparing students for professional careers, and a professional appearance is important.

- Visible body piercings other than earrings are not allowed
- Only naturally occurring hair colors are permissible
- Visible tattoos or ink, whether permanent or temporary, are not allowed
- Excessive/extreme jewelry, such as chains or spikes, is not allowed
- Bandanas are not allowed
- Neckties appropriate for a school setting may be worn with a white dress shirt
- Dress scarves appropriate for a school setting may be worn with a white dress shirt
- 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
- 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

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. Students will follow the school dress code policy concerning tattoos, piercings, bandanas, hair color, jewelry, and make-up. In addition, the following dress code will apply:

- Shorts or skirts must be no shorter 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

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. For Homecoming and Frost Fest dances, the Prom and graduation, students may follow current trends when selecting attire and some of the extra-curricular expectations may be adjusted. However, clothing and accessories must be appropriate for a school setting, including no bare midriffs or excessively revealing.

Banquet Dress Expectations

Awards ceremonies and banquets are opportunities for GTA students to be honored for their achievements. Students will follow the school dress code policy concerning tattoos, piercings, bandanas, hair color, jewelry, and make-up. In addition, the following award ceremony and banquet dress expectations will apply:

- 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
- Hats may not be worn indoors

Daily Schedules

Junior High

| Class Period | Monday-Thursday |
|---------------------------------|-------------------|
| 1 st | 8:05-9:00 am |
| 2 nd | 9:05-10:00 am |
| 3 rd | 10:05-11:00 am |
| Advisory | 11:05-11:35am |
| 7th Grade PE 8th Grade Lunch | 11:35 am-12:05 pm |
| 7th Grade Lunch 8th Grade PE | 12:05-12:35 pm |
| 7 th | 12:40-1:35 pm |
| 8 th | 1:40-2:35 pm |
| 9 th | 2:40-3:30 pm |

| Class Period | Friday |
|------------------------------------|-------------------|
| 1 st | 8:05-8:35 am |
| 2 nd | 8:40-9:10 am |
| 3 rd | 9:15-9:45 am |
| 7th Grade PE 8th Grade Advisory | 9:50-10:25 am |
| 7th Grade Advisory 8th Grade PE | 9:50-10:25 am |
| No Lunch | n/a |
| 7 th | 10:30-11:00 am |
| 8 th | 11:05-11:35 am |
| 9 th | 11:40 am-12:10 pm |

High School

| Class Period | Monday-Thursday |
|------------------------------|-------------------|
| 1 st | 8:05-8:55 am |
| 2 nd | 9:00-9:50 am |
| 3 rd | 9:55-10:45 am |
| 4 th | 10:50-11:40 am |
| 9/10 Lunch 11/12 Advisory | 11:45 am-12:10 pm |
| 9/10 Advisory 11/12 Lunch | 12:15-12:40 pm |
| 7 th | 12:45-1:35 pm |
| 8 th | 1:40-2:30 pm |
| 9 th | 2:35-3:25 pm |

| Class Period | Friday |
|-------------------------|-------------------|
| 1 st | 8:05-8:40 am |
| 2 nd | 8:45-9:15 am |
| 3 rd | 9:20-9:50 am |
| 4 th | 9:55-10:30 am |
| No Lunch or Advisory | n/a |
| No Lunch or Advisory | n/a |
| 7 th | 10:35-11:05 am |
| 8 th | 11:10-11:40 am |
| 9 th | 11:45 am-12:10 pm |

Secondary Academic Policies

Homework

Junior High students may have an average of 15 minutes of homework per night, per class. High School students may be assigned larger projects and papers and should plan on one to two hours of homework per night. Students will likely have math homework every night but in the other subjects, not every teacher will assign homework every night. To keep this manageable, students are encouraged to use class time effectively and to work on homework every night – whether it is studying, doing a math assignment or working on one component of a big project. Taking college classes will increase homework load significantly; expect at least one hour of additional homework per week, per credit hour.

Universal Accommodations

At GTA, we believe that all students are capable of learning; our high expectations and individualizing help their learning. Due to this and our other core beliefs, teachers often provide a wide range of accommodations for all students without the need for any individualized plans or formalized support. To give an idea of what these supports may include, a short list of some examples has been provided below.

Frequent reminders, frequent check-ins, preferential seating, rephrasing, home communication (planner & email), ability to make corrections, small group instruction, alternative location for work completion, predictable schedule visual schedule that is predictable

Academic Letter Awards/Honor Roll

High School students who earn a GPA of 3.40 or better for both semesters of a school year will be awarded an academic letter at the awards ceremony the following school year. High school students earning a GPA of 3.40 for the semester will be listed on the honor roll.

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 the schedule change does not affect a requirement for graduation, a change may be able to be made. During the year, withdrawals from courses and schedule changes are quite rare, but may be justifiable under certain circumstances determined by the principal. Any decision regarding withdrawals or schedule changes must involve the student, his or her parents, the school counselor and the principal. 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.

Academic Honesty

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; unauthorized use of artificial intelligence (AI) or natural language processing (NLP) tools to complete school work; 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 and 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 may receive a zero on the assignment or test. The teacher and leader decide whether student would be able to do an alternate assignment for partial credit. There may be a meeting with the student, parents, teacher, and/or leader.
- **Second offense:** Student may receive a zero on the assignment or test with no option for partial credit. There may be a meeting with the student, parents, teacher, and a leader. The student may be suspended.
- **Subsequent offenses:** Student may 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 may be suspended from school for three days.

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. Anything below a 2.0 will be rounded to the nearest grade. Any final grade below a 2.0 (whether it is a semester-long class or a year-long class) will receive an “NC” which means that no credit is earned, and the class or an equivalent will need to be completed for graduation credit.

Semester Grades

- Quarter Grade = 40%
- Quarter Grade = 40%
- Exam Grade = 20%

High School Graduation Requirements

Our Grand Traverse Academy High School students will graduate with the prerequisite academic skills and career orientation for college, technical training and/or quality employment. To this end, our graduation requirements are:

- Development of an individual academic/career plan leading to advanced post-high school study and/or employment.
- Successful completion of a minimum of 24 academic credits.

| | |
|--------------------------------|-----------|
| Language Arts | 4 credits |
| Mathematics..... | 4 credits |
| Social Studies..... | 4 credits |
| Science..... | 3 credits |
| Foreign Language..... | 2 credits |
| Physical Education/Health..... | 1 credit |
| Technology..... | 1 credit |
| Fine Arts..... | 1 credit |
| Electives..... | 4 credits |

- All students will enroll in seven academic classes/credit hours per year. If a student is participating in a Junior/Senior Year Transition program, the combined schedule must be equivalent to full-time.
- Students will complete a course for a full semester unless permission to be released is granted by the principal.

Foreign Language

- Students at Grand Traverse Academy begin learning Spanish in preschool and continue through junior high
- High school offers the opportunity to advance through Spanish 3

Junior/Senior Year Transition

One goal of GTAHS is to have students graduate from high school with a clear plan for their future. In order to support students in accomplishing this, many GTAHS juniors and seniors will take advantage of a Junior/Senior Year Transition Program. Juniors and seniors in good academic standing will have flexibility in their schedule to allow them to participate in the Career Tech Center, the dual enrollment program or a work study program. All of these programs have specific requirements that students must meet. Planning for a Junior/Senior Year Transition Program will take place by the spring of the sophomore or junior year.

Graduation Participation Guidelines

At the close of the first semester, any senior who is not on track to graduate will meet with the school counselor, the principal and their parents to establish a graduation plan and discuss participation in graduation activities. At the end of the third quarter, graduation eligibility will be reviewed.

Senior Year Final Exams

If a senior is passing the course with a “C” or better, he/she may choose not to take the final exam. For semester-long courses, the final exam occurs at the end of the semester, for a year-long course, the final exam is at the end of the school year.

Valedictorian & Salutatorian

Valedictorian and salutatorian are academic titles of distinction honoring the top two students who have maintained academic rigor and diligence throughout all of high school. Grand Traverse Academy will recognize the significant accomplishment of maintaining academic excellence for the ten qualifying seniors with the top GPAs in the graduating class. All ten qualifying students will make up the graduating honor court. Of these ten students on the honor court, the valedictorian and salutatorian will be selected based on points awarded in three categories: GPA, SAT scores, the number of advanced courses taken in high school, in addition to extracurricular activities, character assessment and attendance.

All honor court candidates must have attended Grand Traverse Academy all of their junior year and the first semester of their senior year. In addition, students must have been enrolled in an accredited high school during their freshman and sophomore years. Students who were enrolled in homeschool while in high school or who are exchange students cannot be considered for selection. All candidates must be on track to earn a diploma. Honor court students will have demonstrated academic excellence in both Grand Traverse Academy courses and additional courses taken for high school credit through dual enrollment or technical programs approved by GTA. Students who did not earn credit in a GTA course, a dual enrollment course or technical program opportunity will not be eligible for the honor court. Candidates must have a discipline record that is free of out-of-school suspensions while in high school. Any senior who violates the School Safety Law or Academic Dishonesty Policy during their senior year loses the privilege of serving on the honor court, and therefore not eligible for valedictorian or salutatorian. The following points will be used to assist valedictorian and salutatorian.

1. Cumulative GPA shall be determined at the end of the first semester of the senior year. Qualifying seniors with a GPA that ranks them in the top ten places within the graduating class will be given the distinction of honor court. These top ten students shall be ranked by GPA and be awarded the following point values based on their class ranking:

| Top Ten GPA Point Awards | | | |
|--------------------------|----------------|--------|----------------|
| Rank # | Points Awarded | Rank # | Points Awarded |
| 1 | 30 points | 6 | 15 points |
| 2 | 27 points | 7 | 12 points |
| 3 | 24 points | 8 | 9 points |
| 4 | 21 points | 9 | 6 points |
| 5 | 18 points | 10 | 3 points |

2. The number of advanced classes, including college courses, taken by honor court students shall be determined at the end of the third quarter of their senior year. The points will be awarded based on honor court members’ ranking in regard to the total number of advanced courses they have taken, with the highest points going to the student who has taken the most advanced courses. In the event of a tie, the rank points will be added together and divided amongst the students sharing the same number of courses taken; these students will then share the same number of points and the same rank:

| Number of Advanced Courses Point Awards | | | |
|---|----------------|--------|----------------|
| Rank # | Points Awarded | Rank # | Points Awarded |

| | | | |
|---|-----------|----|----------|
| 1 | 10 points | 6 | 5 points |
| 2 | 9 points | 7 | 4 points |
| 3 | 8 points | 8 | 3 points |
| 4 | 7 points | 9 | 2 points |
| 5 | 6 points | 10 | 1 point |

3. The top score on the SAT, or state-determined college readiness exam, earned by seniors with the top ten GPAs shall be determined at the end of the third quarter of the senior year. The following points will be awarded based on honor court members' ranking in regard to their SAT scores:

| SAT Top Score Point Awards | | | |
|-----------------------------------|-----------------------|---------------|-----------------------|
| Rank # | Points Awarded | Rank # | Points Awarded |
| 1 | 10 points | 6 | 5 points |
| 2 | 9 points | 7 | 4 points |
| 3 | 8 points | 8 | 3 points |
| 4 | 7 points | 9 | 2 points |
| 5 | 6 points | 10 | 1 point |

4. The point totals from the above three categories, along with extracurricular activities, character assessment and attendance, will be used to determine valedictorian and salutatorian. The principal/school counselor will notify all ten qualifying students after the first semester of their senior year to inform them of their honor. The final selection of valedictorian and salutatorian will be announced after the third quarter of the senior year to begin preparing for graduation.

High School Academic Opportunities

STEAM Coursework (Science, Technology, Engineering, Arts and Math)

We offer our students opportunities to experience STEAM curriculum through activity-, project- and problem-based courses, which help students develop the skills they need to be successful in post-secondary education and beyond.

Northwestern Michigan College (NMC) Dual Enrollment

- Our generous dual enrollment policy allows all eligible high school students (grades 9-12) flexibility in course enrollment, and guides students towards fulfilling the college basics required by most two- and four-year post-secondary institutions. Interested students are invited to attend information sessions at Grand Traverse Academy to receive step-by-step assistance with the process. Dates are scheduled each fall and spring to assist with registering for the upcoming semester.
- Juniors and seniors may seek eligibility through one of three ways: earning a qualifying score on the SAT or ACT test or earning a minimum 3.3 cumulative high school GPA, or by earning a passing score on the NMC math placement test; they must also be on track for graduation and have passed the previous semester's courses.
- Sophomores may qualify for early dual enrollment in the spring semester at NMC. In the fall of 10th grade, students meeting all of the following criteria may be eligible to dual enroll: good attendance, no discipline issues, earning A's & B's in all of their GTA classes, scoring a minimum of 237 on NWEA Reading, and a minimum 3.3 cumulative high school grade point average.

- GTA cannot not offer high school credit for courses taken through dual enrollment. An exception may be made if the student has taken and passed the highest-level course offered by the district. Additionally, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they meet eligibility requirements. State endorsement is not required in any specific area for this participation. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- Dual-enrolled students must be enrolled full time at GTA. NMC courses must be taken during our regular academic year.
- GTA will pay the lesser of:
 - The actual charge for tuition, mandatory course fees, materials fees, and registration fees, **or**
 - The state portion of the student’s foundation allowance, adjusted to the proportion of the school year they attend NMC. GTA will pay up to \$1026.75 per class taken at NMC by the student. Any remaining tuition and fees are the responsibility of the student, payable directly to NMC.

Advanced Placement (AP) Courses

AP courses are designed to be the equivalent of introductory college-level coursework. While our AP courses are meant to prepare students for success in future college courses, for many, the ultimate goal is to pass AP exam(s) and potentially earn college credit. In order to do that, students must take the College Board’s AP exam for each subject.

- To earn college credit, students who earn an AP exam score of “3” or higher have high chances of earning college credit. Each college makes its own decisions about awarding credit and placement. Information about various AP policies can be found at <https://apstudent.collegeboard.org/creditandplacement/search-credit-policies>
- Registration for AP courses is open to juniors and seniors and will require a recommendation from a content area teacher. Recommendations will be based on the student’s academic achievement in the content area and a PSAT or SAT score in accordance with the recommendation for AP courses by the College Board. Students must have passed all high school classes to date and maintain a passing grade of 73 percent or better. Content area teachers will discuss AP enrollment with their sophomore- and junior-level students each spring and students will register for AP classes during the annual spring registration process for the upcoming school year.
- Per the College Board, students can only take AP exams once per year. The exam dates are predetermined by the College Board and cannot be made up. Each test session costs \$96. Students are responsible for covering the entirety of the cost per test, unless they have qualified for the Federal Free and Reduced Lunch program. Any student who has qualified for this program will have a reduced cost of \$45 per exam session. Students will complete an AP Exam Registration form in February and return it to the Secondary Office with full payment for the exams.

Northwest Education Services Career-Tech and Engineering Academy

The Northwest Education Services Career-Tech (formerly known as CTC) and the Engineering Academy (formerly known as MTA) are secondary career and technical education centers. Students are educated in occupational programs utilizing cutting-edge technology and state-of-the-art equipment. The Career-Tech and the Engineering Academy aim to prepare students with skills and learning experiences for successful employment and lifelong learning. Students must be either a junior or senior in high school to be eligible for admittance to the Northwest Education Services occupational programs.

Each February, all GTA 10th grade students will have a scheduled visitation day at the Career-Tech and Engineering Academy to visit program areas of interest to them. If a student is unable to attend this visitation day and is interested in knowing more about the Career-Tech and Engineering Academy, he or she should meet with the GTA school counselor within one week of the visitation day.

If a student is receiving special education services at Grand Traverse Academy, the GTA special education staff will meet with the school counselor. Pertinent special education paperwork will be submitted to the Career-Tech and Engineering Academy counselors and special education services staff. The Career-Tech and Engineering Academy

staff will work closely with GTA staff to assure appropriate placement for each student. If further questions or concerns arise, a joint staff meeting will be held.

To be considered for admittance to the Career-Tech and Engineering Academy, students must be passing all academic coursework and must be meeting all core graduation requirements.

Testing Out of a Class

Michigan law gives high school students the opportunity to “test out” of any high school class they select if they believe they have mastered the curriculum of a particular course before they take it. Students are not eligible to test out of a course in which they are currently enrolled or have previously failed. Any student who believes they have the knowledge and background to demonstrate competency in a course may wish to consider this opportunity. A student who successfully tests out of a course will receive credit toward graduation for the course. In order to pass, the legislation requires a grade of “C+” (77 percent) or better. The test-out grade will simply be a “pass” and will not be included in the calculation of the student’s grade point average. Some courses require students to complete extended projects and/or research papers in addition to passing the test-out final exam. Students should declare their intent to test out by obtaining an application from the school counselor and completing it by the application deadline. Interested students should see the school counselor as soon as possible for the application deadline, test-out date and time, and deadline for any required extended projects and/or research papers for the current school year.

Educational Development Plan

All of our students will graduate from our program with an Educational Development Plan leading to advanced study at a four-year college or university, community college, technical institution, the military or direct entry into the world of work. To give reality to this plan during high school, students will select a career pathway in which they will explore and study. It is the responsibility of the school and the student’s home to provide counseling and practical experiences to assist students in making informed decisions about postsecondary and career opportunities.

This career preparation will begin in the 9th grade with a wide range of career-related learning experiences. Assessments of student interest, aptitudes, and abilities, through such tools as Xello, are integrated with a variety of career exploration opportunities. Career speakers, research projects, job shadowing, internships and mentorships will assist students in making informed decisions about their future. We will provide counseling to each student with his/her parents in the sophomore year to aid the development of the Academic/Career Plan. This plan will be a dynamic tool for student planning and documenting student progress toward his/her post-high school endeavors. The following are elements of each student’s Academic/Career Plan: Career goals, academic goals, career assessment data, career awareness and work-based activities, course selection, parent endorsement.

Career Pathways

Arts & Communication

This pathway includes careers related to humanities, and the performing, visual, literary, and media arts. Sample careers include artists, journalists and graphic designers. They are interesting to people who value creativity.

Business & Management

This pathway includes careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Examples of careers in this pathway include accountants, business managers, and auto salespersons. You may be interested in this career if you are good in math, and enjoy being the leader of a club or captain of a team.

Engineering/Manufacturing & Industrial Technology

This pathway includes careers related to technologies necessary to design, develop, install or maintain physical systems. Working with tools, equipment and other kinds of machinery is important to people who have careers in this pathway. Sample careers include mechanics, airplane pilots and engineers.

Health Sciences

This pathway includes careers related to the promotion of health as well as the treatment of injuries and disease. Examples of careers in this pathway are physicians, nurses and veterinarians.

Human Services

This pathway includes careers in child care, civil service, education, hospitality and social services. Careers in this pathway include counselors, teachers, and religious leaders (rabbi, priest, minister).

Natural Resources & Agri-Science

This pathway includes careers related to natural resources, agriculture, and the environment. Fish and game wardens, marine biologists and farmers are careers in this pathway.

Extra-Curricular Opportunities

Mustang Athletics

- Secondary sports may include basketball, cross country, track & field, volleyball, cheerleading, equestrian, girls' softball, boys' baseball, girls' tennis, golf, downhill skiing, and boys' soccer.
- The athletic program supplements the academic program and is organized to meet the needs and interests of our students. The goal of GTA athletics is to develop well-rounded individuals through structured competition.

Clubs & Student Leadership Opportunities

- National Junior Honor Society & National Honor Society
- Peer-to-Peer Mentoring
- Key Club
- Builders Club
- Eco Club
- Med Club
- Robotics Club
- Tech Team
- Class Officers
- Community Council

Attendance Expectations

Students are expected to attend all classes. A parent must excuse students if they are absent, tardy or leave early due to an appointment, illness, death in the immediate family, funeral attendance, religious holiday observance or other religious activities exempted by statute. Students may not leave the school at any time during the school day without the permission of the school and their parents. The exception is our juniors and seniors who are dual-enrolled at NMC, or attend the Career-Tech or Engineering Academy. 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 leadership shall have discretionary authority to excuse an absence for a reason the leader deems consistent with the policy, but which is not identified above. 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.

Important Points

- All excused and unexcused absences count toward absence totals, with the exception of
 - School-imposed suspension
 - School-related absences – field trips, athletic events
 - Long-term issues approved by the attendance committee
- The acceptable number of absences in a semester is seven before incurring consequences.

- After the 7th absence in a semester, students are required to score a 73 percent or better on the final exam in order to receive credit for their class. Failing to score better than 73 percent will result in an “NC” for the course.
- Ten absences in any one period will result in the student receiving NO CREDIT in that class.
- An attendance committee will meet to approve any extenuating circumstances.

Attendance Violations 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.

Attendance

- Parents must notify the office the day an absence occurs. Late notification is still appreciated and is recorded as unexcused.
- Students involved in class-related absences who are experiencing academic difficulties should be identified to the teacher hosting the trip for possible removal from the trip.
- Upon the 7th absence (excused or unexcused) students will be required to achieve at least a 73 percent on the final exam to receive credit for the class. If the student does not receive a 73 percent, the student will not receive credit for the class.

Parent Notification

- A letter will be sent to the student’s recorded address upon the 4th absence, indicating the days missed and the attendance policy.
- A registered letter will be sent to the student’s recorded address upon the 7th absence to inform the parents of the 73 percent exam requirement.

Tardiness

First hour begins at 8:05 for both junior high and high school. Leaders and teachers will be in the hallway encouraging students to be on time. Students should stop in the office to receive a pass if they arrive after the start time at the beginning of the day.

Procedure

- Any student who enters a classroom after the class start time will be considered tardy if it is within the first 10 minutes of class. Teachers will enter a “T” in PowerSchool.
- If the student comes to class with a pass from the office, their absence will be changed by the office to a “T” or “P.” If it is a pass from another class, the classroom teacher will change it.
- Any student who enters after the 10-minute mark will be recorded as absent. Teachers are expected to enter a “UA” in PowerSchool for the student and the time of arrival will be recorded in the comments section when the student signs in at the office.

Consequences

- First & second tardy: The student will receive a verbal warning from the teacher.
- Third and subsequent tardies: Students may be asked to make up the time either after class, after school or during lunch.

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 in the Google Classroom. Students should email their teachers if they have additional questions. 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 Extracurricular Functions and Sporting Events

Students are required to be present in school for the entire day in order to attend an extracurricular 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 is 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.

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 six out of eight 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 an in-school or out-of-school suspension.
- Detailed information on academic eligibility for student athletes may be found in the Athletic Handbook.

Dances and Other Student Functions

Parent volunteers, student groups and faculty will schedule student functions periodically. They must be scheduled at least two weeks in advance and be approved by 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 extracurricular dress code as defined in the Uniform Policy.
- Persons in charge have the right to refuse admittance or require persons not properly dressed or behaved to leave.
- Students will not be readmitted after leaving the function.
- Students are not allowed to loiter in the parking lot or sit in cars. All students must stay in the designated area until they leave for the evening.
- Students who do not attend Grand Traverse Academy will not be admitted to the event except on occasions in which GTAHS students may bring a guest and the proper forms have been completed.

Additional Policies

Backpacks/Book Bags

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

Cell Phones and Electronic Devices

Students’ cell phones and personal electronic devices will be put away for the school day once students arrive. Students may have phones and electronic devices for personal use only AFTER school. Student cell phones must remain out of sight and turned off for the school day starting from arrival until the last class is completed. Keeping the focus on academics and positive social interactions,

- Cell phones should be turned off when entering the school
- Cell phones should be kept out of sight
- Cell phones may be individually used after school
- Students may make phone calls or send text messages from the office if necessary during the day

Personal electronic devices and cell phones in view during the school day will be confiscated and held safely in the office for pick-up after school. Grand Traverse Academy is not responsible for the loss, theft or damage to cell phones or other electronic devices.

Food & Beverages

Junior high and high school students will have a designated snack time and lunch time. All beverages in classrooms must be water only. One exception to this is that our high school students may drink a beverage in first hour, provided it is in a cup with a secure lid.

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.

Public Displays of Affection

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

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, using the main hallway for movement only.

After School: 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
- 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 a designated room.

Secondary Materials Deposit

All high school students are issued individual Chromebooks and textbooks for the year once they have paid a \$50 materials deposit. Students will not be issued Chromebooks or textbooks 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 should be made payable to Grand Traverse Academy.

Discipline Policy

Working Together to Create a Safe Learning Environment

Grand Traverse Academy has high academic expectations for all of our students. In order to achieve this, 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 student ignores a warning to correct his/her disruptive behavior, he/she may either be sent from the classroom or a leader will sit beside that student for the remaining class time.

If the behavior continues, he/she will work in the office for the remainder of that class period. Before returning to class, he/she will meet with a staff member to make a plan for improvement. If the disruptive behavior continues, he/she may be suspended from the classroom for 24 hours. If a student fails to adhere to the expectations, parents

will be called to pick the student up for the remainder of the day. A graduated suspension system may be enacted if the disruptive behavior continues.

Student use of profanity will result in an immediate consequence up to a one-day suspension. A graduated suspension system will be enacted if the offense occurs repeatedly.

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 may apply.

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

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

Out-of-School Suspensions: Students/parents may obtain assignments through the Google Classroom, PowerSchool, 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 will be assisted by the office and may do so if accompanied by a parent.

State of Michigan Law Regarding School Safety for 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 may 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 may 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 a 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 may be suspended or expelled for up to 180 days. "Dangerous weapon" includes firearms, knives, iron bars and brass knuckles.

Persistent Disobedience

A school principal 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 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. Please note that an officer will likely be called to the school and the incident may be referred to the prosecutor's office.

Consequences of Possession/Use of Alcohol, Marijuana or its derivatives, or Other Illicit Drugs

First Offense: Five-day suspension; substance abuse program/counseling

Second Offense: Ten-day suspension; substance abuse program/counseling

Third Offense: Expulsion

Distribution/Sale of Alcohol, Marijuana or its derivatives, or Other Illicit Drugs

Expulsion

Consequences of Possession/Use of Tobacco

First Offense-possession: Three-day out of school suspension

First Offense-sale or distribution: Five-day out of school suspension

Second Offense-either possession or sale/distribution: Ten-day out of school suspension

Third Offense: Expulsion

Consequences of Possession/Use of Vape

First Offense-possession: Three-day out of school suspension

First Offense-sale or distribution: Five-day out of school suspension

Second Offense-either possession or sale/distribution: Ten-day out of school suspension

Third Offense: Expulsion

Bullying, Cyberbullying, and Harassment

Bullying and cyberbullying of a student, whether by other students, staff, visitors, board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

Definition of Bullying and Cyberbullying

"Bullying" and "Cyberbullying" means any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with the educational opportunities, benefits, or programs of one or more pupils
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a pupil's physical or mental health
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Since "bullying" also includes "cyberbullying," any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying." Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and

“telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a). Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Definition of Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or Academy employee that:

- places a student or Academy employee in reasonable fear of harm to his/her person or damage to his/her property;
- has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or an employee’s work performance; or
- has the effect of substantially disrupting the orderly operation of the Academy.

School Threat

If a student enrolled in grade 6 or above makes a school threat directed at a school building, other school property, or a school related event, the Superintendent or designee may recommend disciplinary action up to expulsion.

Law Enforcement

Grand Traverse Academy administrators may contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of themselves, or other students or staff, including any time a student is in possession of a weapon at school or a school-related activity or en route to or from school. In addition, administrators will notify law enforcement as required by the Statewide School Safety Information Policy.

Computer Use Policy

During the school day, students may only use school-issued computers, with the exception of dual-enrolled students, who may use their personal computer for the college class in which they are enrolled. In order for a student to use the Chromebooks, computers, and internet at Grand Traverse Academy, they must read and sign the Computer Use Policy contract that will be distributed during the open house. This contract must also be reviewed and signed by a parent or guardian.

1. Purpose

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the internet, including electronic communications, and use of district-provided technologies. The district-provided technologies include, but are not limited to, Chromebooks, computers, printers, phones and the applications they support and/or access.

2. General Statement of Policy

In the decision-making process in regards to acceptable use of district-provided electronic technologies, Grand Traverse Academy considered its own mission, goals, and beliefs. The goal in providing the resources indicated is to facilitate resource sharing, innovation and communication while ensuring that all students are safe, loved, and learning. Grand Traverse Academy has set forth expectations for faculty to blend thoughtful use of the district-provided electronic technologies throughout the curriculum and will provide guidance and instruction to students in their use.

3. Limited Educational Purpose

Grand Traverse Academy provides students and faculty with access to electronic technologies, which includes internet and Wi-Fi access. The purpose of the system is not to provide students and faculty with unlimited internet or Wi-Fi access or to create a limited public forum for the discussion of issues. Grand Traverse Academy will provide access to the internet and Wi-Fi system for educational purposes and professional or career development activities. Although some uses might be acceptable on an individual’s private personal account, it may not be acceptable on Grand Traverse Academy’s system. Internet will be limited, monitored and frequently updated by the school’s internal firewall system.

4. Use of Systems is a Privilege

The use of Grand Traverse Academy's system and access to the internet and Wi-Fi is a privilege, not a right. Acceptable use of the computer system is expected and solely the responsibility of the user. The school has the right to monitor its computer system and enforce this policy to any user. Depending on the nature and degree of the violation, unacceptable use of the school system may result in one or more of the following consequences: Suspension or cancellation of use or access privileges, payment for damages and repairs, and discipline under other appropriate school policies – including suspension, expulsion, exclusion, or termination of employment, or civil or criminal liability under other applicable laws.

5. Unacceptable Uses

- a. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of Grand Traverse Academy's system. Specifically, the following uses of electronic technologies are considered unacceptable; users will not use the school system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - i. inappropriate content or other visual depictions that are harmful to minors
 - ii. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
 - iii. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process
 - iv. information or materials that could cause damage or danger of disruption to the educational process
 - v. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination
- b. Personal photos, files, videos or music not related to educational purposes shall not be viewed or stored on Grand Traverse Academy network or cloud storage, (i.e. Google Drive).
- c. Users will not use the school system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Users will not use the school system to engage in any illegal act or violate any local, state, or federal statute or law.
- e. Users will not use the school system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school system software, hardware, or wiring or take any action to violate the school security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
- f. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
- g. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
- h. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the internet.
- i. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- j. Users will not review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be used or consumed by minors, without express written permission of their supervisor/teacher.

6. Consequences of Unacceptable Use

A student engaging in the foregoing unacceptable uses of the internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where the school system is compromised or if a school employee or student is negatively impacted. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school-provided electronic technologies and the internet and discipline under other appropriate school policies, including suspension, expulsion, or exclusion.

7. Filter

With respect to any of its computers with internet access, the school will monitor the online activities of all students and employ technology protection measures during any use of such computers. The technology protection measures utilized will block or filter internet access to any visual depictions that are inappropriate for student use.

8. No Expectations of Privacy

By authorizing the use of the school system, Grand Traverse Academy does not relinquish control over materials stored or transmitted on the system or contained in files on the system. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have reasonable suspicion that a policy has been violated. Parents have the right to investigate or review the contents of their child's files and emails. Parents also have the right to request the termination of their child's individual account at any time.

9. Limitation on School District Liability

Use of the school system is at the user's own risk. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the internet.

10. Parent Responsibility; Notification of Student Internet Use

- a. Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.
- b. Parents will be notified that their students will be using school district resources/accounts to access the internet and that the school district will provide parents the option to request alternative activities not requiring internet access.

11. Damaging School Technology Equipment

Any damage or destruction of school technology equipment may result in repayment up to the full value of the damaged property. Excessive damage will be reviewed by administration to determine if further legal action is required.

Selective Service Notification

In cooperation with the Selective Service System, Grand Traverse Academy reminds all male students of their legal obligation to register with the Selective Service within 30 days before or after their 18th birthday. Failure to register is a serious federal criminal offense carrying penalties of up to \$250,000 in fines and/or five years in jail. Registering is also a requirement to be eligible for federally funded job training programs, college student loans, and employment with the federal government and many state, county and municipal governments. We urge full compliance with the requirements of this important civic responsibility to avoid adverse consequences.

Selective Service has made it even easier to register. Most young men will receive a registration card in the mail a few weeks before their 18th birthday, which is simply completed, stamped and dropped in the mail. If the card is not received, it can be obtained at any US Post Office. Registration may also be done online at <http://www.sss.gov/>.

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. LSSU will also place student teachers at GTA, and together we will offer teacher training opportunities.

District Information

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:

Michelle Floering, 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.

Evaluation Practices for Learning Disabilities. In 2010, the Michigan Department of Education (MDE) required that each local district make public its process to identify a Specific Learning Disability (MDE updated 3/16/17). The MDE SLD Criteria, outlined the various options districts may select in order to determine the presence of a SLD. TBAISD has established Pattern of Strengths and Weaknesses (PSW) guidelines as an interim Specific Learning Disability (SLD) identification process in response to changes in federal and state law, while providing continual support for the transition to a Multi-Tiered System of Support and use of a Response to Intervention framework for SLD identification within the local districts. Grand Traverse Academy will use PSW, RtI, or a combination of these processes to identify SLD.

Personal Curriculum. The Michigan Merit law allows a parent or legal guardian of a student to request certain modifications to the state high school graduation requirements under limited conditions to ensure all students are effectively and consistently engaged in school regardless of need or disability.

Parent resources for Personal Curriculums (resources and law):

- MDE PC webpage (Resources and State Guidelines) https://www.michigan.gov/mde/0,4615,7-140-6530_30334_49879---,00.html
- TBAISD webpage (Flowchart and Documents) <https://www.tbaisd.org/academic-services/general-ed/personal-curriculum/>

Contact Information

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