

The Grove School

Student Handbook



2011-2012

The Grove School Handbook

The Grove School is based on the belief that students who are engaged in self construction are the purpose and the focus of our school. Students are expected to engage in conduct that promotes this supportive learning environment. The topics discussed herein are meant to inform and enlighten students and parents about expectations for conduct, behavior and safety. This document outlines those expectations acts as a contractual agreement between parents, students and the school. The Grove School behavior and discipline policies apply to all students who are attending Grove in any capacity including, but not limited to:

- While on school property
- While going to and from school
- During lunch
- During school activities
- During trips, field trips or internship service

Any changes in The Grove School Handbook made during the school year will be made available to students and parents in writing.

Absences

Absences from school in the state of California are not excused for any reasons, unless the student has a prearranged plan of academic work. School related activities that require a student to miss a class, or personal/family opportunities that promote experience learning and lead to mastery of educational standards are eligible for such prearranged work plans. Plans must be prearranged and approved by a student's mentor at least one week prior to the absence. Students who are excused for a planned absence must make up all work missed and provide the learning community with an account of their off-campus experience.

Students and parents must clear all absences by a phone call or personal contact with an administrator. Whenever possible, this contact should occur on the day of the absence or the day immediately following the absence. A written note from a parent or guardian must accompany the student back to school. Absences of more than ten days, or chronic truancy will be referred to the SARB board and local truancy authority. Truancy and absences of more than ten days will be considered during any review of re-enrollment. It is a student's responsibility to arrange for make-up work following any type of absence. Teachers require at least 24 hours to prepare make-up work following a request by the student or parent.

Academic Integrity

Because The Grove School program is based on the premise that all students involved are striving to be self-motivated learners, students are expected to maintain personal academic integrity at all times. Any student who uses plagiarized papers or projects or cheats on assessment tests will be subject to immediate loss of credit for the class and academic probation. Subsequent offenses will be seen as evidence that the student no longer wishes to be enrolled in The Grove School program and may result in enrollment review.

Academic Probation

Students who are failing a core class with less than a passing grade (C- or better) are considered at risk of failure and will be placed on academic probation. Students on academic probation are restricted from participation in many extracurricular activities and will be required to attend parent/teacher/student conferences with the appropriate teachers. At the end of each year, students on academic probation will be subject to review to determine if re-enrollment is an option.

Activities/Dances/ Entrepreneurial Activities

Student clubs and organizations may sponsor dances or other appropriate activities as on-campus or off-campus social events or ongoing entrepreneurial (occupation) or fundraising projects. Dances will be open to Grove School students and their guests. Signed and approved permission slips are required for guests. Arrangements for advisors, chaperones, work crews and financing must be made before approval for activities or dances will be given. All school rules apply to students in attendance at school sponsored events. Students are not allowed to check out of activities or dances and then return.

Alcoholic Beverages, Drugs and Tobacco

The Grove School supports abstinence by all students so that they can reach their full physical, intellectual, emotional and social potentials. Any use of alcohol, mind-altering drugs or tobacco will be seen as evidence that students no longer wish to be involved in The Grove School program and will render students eligible for expulsion. The use and/or possession of alcoholic beverages, dangerous drugs or tobacco by Grove School students are prohibited by the California Minor in Possession Law. In addition to expulsion from the program, The Grove School will comply with the law by notifying law enforcement authorities if such use or possession occurs.

Assault and Fighting

Mutual respect and an atmosphere of personal safety are essential for a productive learning environment. No Grove student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting, promoting fighting or assaulting another student shall be subject to immediate disciplinary action. Any student who endangers others compromises the community and safety of the learning environment. This behavior will be seen as evidence that the student no longer wishes to be involved in The Grove School program and such students will be eligible for expulsion.

Attendance

Absenteeism and tardiness have a negative effect on student learning and community building. With this in mind, all students are expected to attend class daily and be on time. Absences of any kind may affect a student's progress and prove detrimental to a student's academic and social development. Student tardiness and absences also detrimentally affect other students when students are engaged in cooperative learning or group projects. Attendance in class may be figured as part of a student's final effort assessment if attendance has been included as part of the instructional objectives or goals of the course. This policy must be in writing and discussed at the beginning of each semester. Unwarranted absences may result in "failure to progress" probation or dismissal from The Grove School program. Absences and tardiness will be recorded on student's semester reports and remain a part of the student's permanent record.

Students with unexcused absences may be required to complete an in-house suspension. Students with more than ten absences (excused or unexcused) may be referred to the School Attendance Review Board and be reviewed for continued enrollment and alternative placement at the end of the academic year. In addition, students with five or more incidents of tardiness (excused or unexcused) may be required to complete an in-house suspension.

Cars and Parking

All students planning to drive private vehicles to school must register their vehicles with The Grove School Office. This requires a driver's license and proof of insurance. This is necessary for school security and your protection. Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion to warrant doing so. Any questions regarding parking lots can be referred to the office. The following regulations will apply to all drivers:

1. Students who would like to park in the Grove's designated parking lot must each have a permit. Spaces are limited. Priority for receiving parking permits will be determined by Administration. Students parking in the designated lot without permits will be cited.
2. Students operating cars are expected to obey all traffic laws, especially those concerning speed and equipment. Violations will be reported to the Redlands Police Department.
3. Students are not to be in parking lots and/or cars during the day.
4. Cars are not to be taken or moved during the school day without permission from faculty members.
5. Any damage, theft or vandalism should be reported to the Office immediately. The Grove School and Redlands Unified School District assume no responsibility for damage to or theft from cars driven to school.
6. Students who arrive at school may not drive themselves or others unless the school day has ended. After arriving at school, students may not use their own vehicles to transport others to school sponsored events.

Community Learning Plan

Due to the community based curriculum at The Grove School, parents/guardians may request that their son/daughter be allowed to leave school in the afternoon and substitute a community learning plan for an afternoon elective or electives. This plan will take the place of a credit class and students will receive credit after competency mastery has been approved by the student's mentor. Sophomore and Junior students will be eligible for one community learning plan per semester. Transportation to and from the community learning site is the responsibility of the student but every effort will be made to provide the student with affordable transportation options. The student must carry a minimum of four credit-bearing classes.

- Students granted early dismissal/late arrival are not to be on or near campus after their last class of the day or prior to their first class start time unless they are under direct supervision of a mentor or teacher.
- An approved community learning plan must be renewed each semester and may be revoked at any time by the parent/guardian or the administration.
- Community learning students will be responsible for any announcements, school business, and/or daily bulletins that may occur during their absence from campus.

Counseling Services

All students are encouraged to use their mentor/tutor for discussing, or resolving academic, career, and personal issues. Appointments to see a counselor are made by students to accommodate their schedule and are available to every student. The School Counselor, mentors, teachers or The Grove School Administrator can assist students in educational planning, social/personal development, and career planning.

Curriculum and Instruction

The Grove School's curriculum is based on the State Standards of California and the Montessori Syllabus for Adolescents and is taught through a Montessori model adapted to the developmental needs of 7-12th graders. The course offerings and graduation requirements reflect the entrance requirements for the University of California.

Discrimination

Respect for difference and promotion of diversity are part of The Grove School's original charter and Montessori theory. In addition, state and federal law prohibits discrimination. The Grove School complies with and supports all state and federal nondiscrimination rules and regulations and does not permit discrimination against students, staff or faculty on the basis of race, color, national origin, gender, disability, age, religion, marital status, sexual orientation, social and /or economic background. Statements that demean ethnic, religious, gender or racial groups or that tend to provoke a physical response (including gang symbols or insults to a person's family) will result in disciplinary action. Failure to promote a positive atmosphere of tolerance and nondiscrimination will be seen as a threat to the personal safety of others and will be subject to the same disciplinary action as for assault or fighting.

Dress and Appearance

Dress and appearance are traditional avenues of individual self-expression and creativity and will be respected as such. Students may come to school dressed in clothes that are conducive to learning. However, clothing or grooming that presents health or safety problems or carries a sexual, vulgar or offensive message or references to alcohol, tobacco, drugs, unsafe behavior, gangs or violence will be seen as disruptive to the educational process and will not be tolerated. Such clothing, jewelry or other attire will be discouraged (by informing students that they need to change their appearance, a telephone conference with the parents, or a possible In-House Suspension depending on the severity of the disruption). Students who arrive at school with disruptive or unsafe attire or grooming will be sent home to correct the problem.

Emergency Procedures

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during fire drills or other emergencies. Instructions are posted in each classroom to follow during fire and earthquake emergencies. Teachers will discuss these instructions with students and emergency drills will be held.

These drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms.

Enrollment Policy

The Grove School, a nonprofit California Charter School, follows the following enrollment guidelines with regard to enrollment:

Admission to the Grove School will be gained through a publicized open enrollment period. Should student applications exceed School enrollment limits, attendance, except for existing pupils of the School, shall be determined by public random drawing (“lottery”).

The Grove School will actively recruit a diverse student population from the district and surrounding areas who understand and value the school’s mission and are committed to the school’s instructional and operational philosophy.

Admission to the school shall be open to any resident of the State of California, shall not exceed an enrollment of 200 students grades 7-12.

If the numbers of students applying for enrollment exceed capacity, enrollment, except for existing pupils shall be determined by public random drawing (“lottery”).

In the event that the number of students seeking admissions exceeds the charter maximum enrollment amount, The Grove School shall grant preference in the lottery in the following order: 1) children of school founders (signers of the original the grove school charter School Charter in 1999); 2) siblings of current students; 3) in the interest of creating a community of students with a base of Montessori knowledge and culture, an enrollment preference will be granted to students with prior Montessori experience¹; and 4) District residents.

¹ This enrollment preference will reflect a maximum 10% of school enrollment.

Prospective students and their parents/guardians must agree to the following:

- To participate in an informational orientation meeting regarding the School at which time its educational mission and student and parental duties and responsibilities will be discussed.
- All required application materials must be returned to the school in a timely manner, (including immunization and health records).
- The student must take responsibility for his or her education and be an independent and self-motivated learner while at school.
- The student must uphold the conditions detailed in the Student Handbook (Appendix B) and as set forth in the informational interview.
- Both student and parent/guardian must complete a written contract with the School and agree to follow its rules and be committed to its goals, objectives and mission statement.

Continued Enrollment

Students at The Grove School will have the right to pursue an education within a community of self-directed independent learners. To create such an environment, The Grove School will annually review each student's ability to work within and foster the presence of such an environment. Only students who show steady academic progress and remain independent and self-motivated (as evidenced by participation, attendance and effort) will be eligible for enrollment.

Explosive Devices/Arson

Any student who attempts to start and/or starts an unauthorized fire or is involved with explosive devices (including legal or illegal fireworks) on school premises is subject to a charge of arson. A student who mindfully endangers others compromises the community and the safety of the learning environment will be eligible for expulsion from The Grove School program.

Fines

Students are responsible and maybe assessed fines for abuse of books and other school equipment and materials which they use and/or are issued. Students will pay for lost or damaged books and materials. All fines must be paid before final withdrawal from school is completed. Students with outstanding fines will not be allowed to register for classes until they fulfill their financial obligations.

Grading Scale

The following scale will be used when determining grades for 9th through 12th grade students:

Mark	%	GPA*	Mark	%	GPA*	*Add one point for Honors and Advanced Placement Classes **Credit only for students with individualized education or 504 plans.
A+	98-100	4.0	C+	77-79	2.3	
A	93-97	4.0	C	73-77	2.0	
A-	90-92	3.7	C-	70-72	1.7	
B+	87-89	3.3	D+**	67-69	1.3	
B	83-86	3.0	D**	63-66	1.0	
B-	80-82	2.7	D-**	60-62	0.7	

Harassment

Healthy communities and effective learning environments are built on mutual respect and an atmosphere of personal safety. No one at The Grove School should be subjected to harassment of any kind for any reason. Students, staff and faculty at The Grove School will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, creed, national origin, gender, gender orientation, age or disability. Acts of harassment, hostility, or defamation, whether verbal, written or physical, will not be tolerated and constitute grounds for probation or expulsion.

Health Services

- Accidents - All accidents must be reported to the teacher in charge. Accident and Incident Reports must be filled out, signed, and filed by the Office.
- Illness at School - Students who become ill should report to the teacher and then will be sent to the office for assistance/treatment and the parent/guardian will be contacted. Students must not leave the building without authorization.
- Medications at School - All medications should be given at home if possible. Grove School faculty and staff are authorized to administer medications to students during school hours only when failure to receive medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. For complete information please see "Medications".

In-House Suspension

The Grove School assumes that students in attendance are young adults, capable of functioning in an educational environment. When a student exhibits behavior that puts his or her ability to accept this responsibility into question, or when a student disrupts the academic environment of others, parents may be called in to assist with supervision for one or more days. Behavior resulting in In-House Suspension includes, but is not limited to: behavior that disrupts other learners, behavior that requires that the teacher's attention is focused away from the curriculum to the detriment of other learners; truancy or habitual tardiness; destruction of school property, etc. Because the faculty believes it is their responsibility to focus on teaching and learning, parents may be required to step in to help with supervision. Parents or guardians who are attending an In-House Suspension must remain within visual range of their student for the duration of the suspension. Students may be required to remain at home in Off Campus Suspension until their parents can accompany them to school to fulfill the In House Suspension. Parents may send a proxy guardian who is a meaningfully interested adult, to monitor their student for part or all of the suspension with the prior approval of school administration. In-House Suspension, unlike Off Campus Suspension or expulsion, does not become a part of the student's permanent record. This has proven to be a meaningful consequence for all concerned and an effective tool for modifying student behavior.

Immunizations

In order to protect students against a number of disease, California law requires that all students admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and Hepatitis B as appropriate. Students may be excluded if they do not meet the requirements of the law.

Leaving School Grounds

Students must have written permission and sign-out in the front office in order to leave the campus at any time after arriving on school grounds. In addition, no student may leave during the day without first signing in or out on the daily sign-in roster. This sign-in/out procedure ensures the safety of the on-campus students and provides a record for disaster management in case of an emergency. After school, students who are not engaged in school related activities or projects are expected to go home promptly.

Medication

Every effort shall be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood that the parent/guardian that the medication will be administered by the school administrative assistant or teacher. All prescription medicine will be kept in the school office in a secured cabinet. Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the student's name, name of medication, dosage, and time to be administered. Nonprescription medicine must be administered by a parent/guardian only. See Medication Policy for details.

A copy of this regulation shall be available to the parent(s) who requests administration of medication in the school. The parent(s) shall agree in writing as part of the request form that because of the schedule and other responsibilities, it is permissible for a dosage or dosages to be delayed or missed. If the parent(s) refuses to accept that condition, The Grove School shall reject the request.

Off Campus Lunch

The Grove School is a closed campus; students are not permitted to leave the school grounds during regular school hours.

Privacy Rights

Student records are open for review and inspection by parents or students with parental permission. Information regarding drug or alcohol abuse must be released with the student's consent except as limited by state law.

Student record information will not be released to most persons or agencies without the written consent of the parent(s) or guardian(s). However, The Grove School will forward a student's educational records on request to the school in which the student seeks or intends to enroll with parent or guardian notification. Parent(s) or guardian(s) may request a copy of the records. (Multiple copies may be requested at their own expense). Similarly, transcripts or other information requested by the students will be forwarded to colleges and educational institutions to which students are applying, providing there are no unpaid fees or fines. Information relating to the student's school records will be given to prospective employers upon the student's request.

The exception to disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member including health or medical staff and law enforcement personnel, or a person serving the school board who has been contracted to perform a special task (such as an attorney, auditor, therapist or medical consultant).

Progress Reports and Grade Reports

As a service to the students and their mentors, informal progress reports will be made available approximately twice each month. These reports reflect a snapshot of the teachers' grade books and are not finalized grades. It is the students' responsibility to share these reports with parents.

Promotion of the Educational Process

Because The Grove School is a School of Choice and attendance at The Grove School is voluntary, it is assumed that all Grove School students are meaningfully engaged as members of The Grove School learning environment, and therefore have an interest in being contributing members to the learning environment, and therefore have an interest in being contributing members to the learning community. The rights of all students to pursue their goals and potentials will be protected by the adults of The Grove School community. Conduct which interferes with the educational process is prohibited and will be seen as evidence that students no longer wish to be involved in The Grove School program. Conduct which impairs the ability of others to engage in individual learning or classroom activity, or promotes the breakdown of order or destruction of property will not be tolerated. Intimidation, harassment or other verbal conduct which creates a hostile environment or disobedience of health and safety rules will be subject to disciplinary action. Failure to comply with reasonable requests to alter disruptive behavior may result in academic probation or expulsion. Vulgarity, profanity, obscenity, spitting, cheating, intimidating others, extortion, gambling, immoral conduct, or any behavior which is designed to disturb or demean others will not be tolerated. Public displays of affection which embarrass other students or adults are inappropriate and disruptive. Students are expected to exercise self-control and respect for the reputations and sensibilities of others.

Quarter Reports

Grades are reported to parents or guardians each quarter and will be mailed home. Quarter reports reflect students' progress in a given class to date and do not become part of a student's permanent record.

Respect for Property

A positive learning environment is one in which personal and public property is respected. Grove students will respect the property rights of others by requesting permission to use or handle others' property and will be responsible about using and maintaining common property. Theft or vandalism will not be tolerated and will be seen as a direct threat to the learning success of others. Any such behavior may result in probation, suspension or expulsion.

Respect for the Students' Learning Environment

Students and staff will respect their environment by not littering and recycling whenever possible. Personal responsibility and the exercises of practical life are considered essential parts of the Montessori curriculum that build individual responsibility and character and prepare young adults for a healthy lifestyle. All students will be expected to participate in activities which include cleaning, caring for plants or animals, setting up for lunch or special events, tidying up shared spaces, and performing occasional routine chores and classroom maintenance.

Search and Seizure

School authorities may seize any contraband substance or object the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety or order of the school. Students are not to bring these items to school or to any school-sponsored functions. Any student who refuses to submit to a reasonable search by school authorities may be the subject of disciplinary action. School authorities may detain the student pending notification and arrival of the student's parent/guardian and of law officials as appropriate.

Selling Items or Services at School

The conducting of private businesses or the selling of unauthorized items or services is prohibited at The Grove School.

Semester Reports

Semester reports, which include final grades and attendance, are mailed to parents twice each year. These reports are used to prepare transcripts and become part of the student's permanent record.

Sexual Harassment

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well and any behavior that may lead to the creation of an intimidating, hostile or offensive school or work environment. Sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates, demeaning comments, deliberate touching, or attempts to kiss or fondle, threats, demands or suggestions that favors may be granted in exchange for sex or tolerance of sexual advances must be reported immediately and will be subject to immediate discipline and reported to civil authorities.

Signs and Bulletin Boards

Material placed on the bulletin boards or signs posted in Grove facilities must be approved by an administrator, or teacher and the office staff before posting in common areas.

Student Body Funds

All clubs and organizations are required to use appropriate methods to manage their funds as defined by the written procedures and rules of the School's student financial advisor. Failure to follow these guidelines may result in loss of club/organizational status and funds.

Student Competency

Because our assessment is performance based, a portion of a student's competency will rely on completion of many types of assignments, projects and class work. Teachers are encouraged to accept only work that is on time and meets class deadlines in an effort to foster responsibility and the practical life lesson of adherence to limits and consideration of the needs of others. Semester grades will reflect competency and will be posted to transcripts as final grades for the term.

Student Property

The Grove School assumes no responsibility for the loss of a student's personal property. Electronic and other distracting items are discouraged at school. A student's use of such items at school may be prohibited on an individual basis if such articles pose a threat to any student's progress. Large sums of money and valuables should be left at home. Articles of value for class display should be checked in at the Main Office.

Student Rights and Protection

Administration and teaching staff at The Grove School will develop and maintain a comprehensive set of discipline policies. Expectations regarding attendance, mutual respect, substance abuse, violence, safety, and work habits are clearly defined in this Student Handbook.

Each Grove student will read the expectations and agree in writing to abide by them. All students of The Grove School will be expected to be responsible for their own behavior. A student who fails to complete attendance or academic requirements will be placed on mandatory academic probation. A mandatory meeting with the student, the student's mentor, other teachers, parents and administrative staff will take place to develop an individualized, structured plan to help the student become more successful.

A student on probation will be given clear written and verbal guidelines showing how they can remove themselves from probationary status. Students on probation for more than one semester will be considered for continued enrollment review.

Only students who show steady academic progress are eligible for continued enrollment.

Individual Student Study Team Program

Interventions are provided at The Grove School for students who are experiencing difficulties. Many issues can be addressed, including attendance, truancy, poor classroom performance, low motivation, substance abuse, family problems, and mental health.

Resource providers gather written information, interview students, parents/guardians, coaches, evaluate and assess problems, provide diagnostic services and suggest alternatives for improvement to the student and parents. Students may also seek help through a teacher, counselor, administrator, or mentor/tutor.

Suspension and Expulsion Policy

The Grove School may suspend or de-enroll students who do not comply with the rules as outlined in the student hand book or who fail to demonstrate the ability to work as independent, self-directed learners. All students who are suspended or expelled from The Grove School will have the right to appeal to the Discipline Committee of the Governing Board.

The Governing Board's decisions regarding suspension and expulsion are final.

In the interest of creating and maintaining an environment where students are free to seek their full potential, the possession of drugs, alcohol or weapons will not be tolerated at The Grove School and will constitute grounds for immediate removal from school. Aggressive or violent behavior or any behavior that distracts the student or other students from making academic progress will be reviewed on a case-by-case basis by the acting administrator.

An education will be provided in other schools in the student's home district for students who choose not to attend The Grove School and for students who do not meet the admissions or continued enrollment requirements. The school will notify the District of any expulsions and will include suspension and expulsion data in its annual performance report.

Technology

Goals relating to technology are included in The Grove School charter and are part of The Grove School's educational framework. Because Grove School computers are networked and susceptible to computer viral contamination, students may not bring any computer applications to school that have not been approved by the appropriate teacher or staff member. With access to computers and electronic communication comes the availability of material that may not be appropriate for this age group. The Grove School believes that the value of internet interactions outweighs the possibility that users may procure material that is inappropriate or offensive. Students and parent/guardians should be aware that as with any school property or activity, the inappropriate use of computers or internet access will subject the student to disciplinary action. Internet rules are clearly outlined in the student user contract, which must be on file in the office before students can receive internet access.

Telephone Use

Grove School telephones are available for student use on an "as needed", permission only basis and are located in the office. Because student concentration is so important to our program, students will not be allowed to answer incoming calls during the school day. Messages from parents to students during school hours will be relayed by the office if possible but should be kept to a minimum. Students will not be allowed to use text messaging or speak on cell phones during classroom time.

Transportation

No bus service is provided by The Grove School for students at this time. Students may be transported by parents, staff, faculty or rented vehicle (bus, car, or van) when necessary for curricular or extracurricular learning or school related functions.

Use of the Building

Students are allowed to use school facilities if they are under the direction and supervision of The Grove School staff.

Visitors

All authorization for student visits to The Grove School must be scheduled and approved by the school office administration only. All potential visitors must contact the school office no less than one week in advance to request and schedule a date. Permission to bring a visitor to school for one day may be granted if there is educational value to the visitor or to The Grove School. Permission to visit is never granted to students who should be in attendance at their home school or to students who have been dismissed from our school or another school for academic or disciplinary cause. A student visitor, if permitted, must arrive at the school office the morning of the scheduled visit accompanied by their parent/guardian. A Student Visitation Agreement must be completed and signed by the parent/guardian the morning of the visit before the student will be allowed to attend classes. A student visitor may not, under any circumstances, enter the school property for visitation without being accompanied by their parent/guardian.

Weapons

It is a violation of California State law for any person to carry weapons onto school premises, school-provided transportation or facilities:

This applies during the time that school has sole possession, control or use of a facility and extends to all exclusive use, whether prolonged or specific. Violation of this policy and rule constitutes immediate expulsion from The Grove School. The administrator or designee shall promptly notify law enforcement and parent(s) or guardians if students are involved. If any student (or faculty/staff members) has information of a gun or other weapon on school property it is their legal and moral responsibility to inform a school official immediately.

Withdrawal

Parent/guardians who wish to withdraw their student from The Grove School must first contact the school office to schedule a meeting with the Head of School. If it is decided that the student will no longer attend the Grove School, the office administration staff will assist the family through the withdrawal process. All books and school property must be returned, and any unpaid fees or fines paid, before the withdrawal is complete. When it is necessary to withdraw from a class for disciplinary or other reasons, credit will be lost in that class and a grade of incomplete (I) may be recorded.

Handbook Signature Page

Please sign and return this page, acknowledging that you have read, understood and are willing to abide by the goals and expectations of The Grove School Student Handbook as a condition of enrollment at The Grove School.

Signature and Acknowledgment:

I have read The Grove School Student Handbook and agree to abide by its goals, expectations and consequences.

Student Name: _____

Grade: _____

Student Signature

Date

I, (parent name) _____, have read The Grove School Handbook and agree to help and support my student in his or her effort to abide by its goals and expectations and to support the school in its efforts to provide consequences as outlined in this document.

Parent Signature

Date

