



2020 - 2021

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**STUDENT  
HANDBOOK**



# Groves Academy

## Student Handbook 2020 - 2021

### OUR MISSION

We build confidence, success and purpose through transformative learning experiences.

### OUR VISION

To redefine the way our nation is taught, one student, one teacher and one school at a time.

### OUR VALUES

At the heart of Groves is a community where students, families, faculty and staff are engaged with a sense of belonging, sharing and support. As a community, integrity and respect are intrinsic in everything we do.

### WE ALSO VALUE:

*Authenticity:* We are genuine, honest and open in our relationships, our actions and our words.

*Collaboration:* We gain energy when we are working together, and we recognize our decisions and actions are better when we engage as a team.

*Compassion:* We embrace others' differences and value our unique abilities, personalities and styles.

*Discovery:* We have a passion to persistently learn, explore and innovate.

*Tenacity:* We are driven to take risks, to advocate and to encounter challenges with boldness and a firm resolve

# ABOUT GROVES ACADEMY

*Students are admitted on the basis of their potential for success in the Groves program. The school does not discriminate on the basis of race, color, gender, national or ethnic origin. Groves makes every effort to provide the very best education for students after they are accepted.*

The primary goals for students at Groves Academy are to strengthen their basic academic skills, to improve their self-esteem, and to increase their independence and self-reliance. Instruction is based on an understanding of each student's abilities and are reflected in the development of individual educational plans. Students are grouped into small classes and are actively engaged in learning through multisensory instruction.

## ARRIVAL AND DEPARTURE/ LENGTH OF SCHOOL DAY

*Due to our COVID-19 Preparedness Plan, we will have the following protocol/schedule in place until notified otherwise:*

### ARRIVAL

All divisions will **begin at 8:25 am**. Families are strongly encouraged to drop off their students **beginning at 8:15am**. Groves will provide before care beginning at 7:30am for those families needing an earlier drop off time. Beginning at 8:15am all students will **go directly to their classrooms** under teacher supervision.

**Before Care 7:30-8:15am (RSVP required)**-- Students in before care will use the **Main Entrance** to enter the building and proceed to the following locations:

- **Lower School** - Gymnasium
- **Middle School** - Conference Room
- **Upper School** - Cafeteria

**Arrival 8:15-8:25am**-- Students will enter the building at different entry points and proceed directly to their classrooms:

- **Lower School** - Main Entrance
- **Middle School** - Northeast Entrance
- **Upper School** - West Entrance

## **DISMISSAL**

Dismissal will begin at 2:50pm until 3:15pm and we will utilize different exit points and staggered times.

### **Dismissal 2:50-3:15pm**

- **Lower School** - West Entrance beginning at 3:00pm
- **Middle School** - Main Entrance beginning at 3:00pm
- **Upper School** - Main Entrance beginning at 2:50pm

## **LOWER AND MIDDLE SCHOOL RECESS**

Recess times will follow our traditional schedule. We will follow best practices for social distancing and supervision.

### **Lower School - 11:05-11:30; 11:30-11:55**

- Students will use the playground/outdoor space, weather permitting
- Indoor recess will be held in classrooms.

### **Middle School - 10:11-10:31**

- Will utilize the playground/outdoor space, gymnasium, and classrooms.
- Students will be divided into cohorts on a rotational schedule.

## **AFTERCARE**

**After Care 3:15-5:00pm--** Groves will provide after care beginning at 3:15 for those students needing a later pick up time. Various locations in the school will be used that accommodate social distancing. All students will dismiss from the **Main Entrance**.

### **Our School has three divisions:**

Lower School - Grades 1-6

Middle School - Grades 6-8

Upper School - Grades 9-12

**Groves Website: [grovesacademy.org](http://grovesacademy.org)** Groves Academy is pleased to provide information you need to manage your relationship with the school. Reference the Current Parents page where you'll find links to key documents and important information you can use every day. Please check back often for updates.

**Groves Parent Organization (GPO)** GPO is the parent volunteer organization at Groves Academy. Its mission is to bring families together and build community by encouraging and supporting Groves friendships, both parent and child, through fun and fellowship. This promotes a sense of community among parents and families of Groves Academy through school and social events.

**Accreditation** Groves Academy is fully accredited by the Independent Schools Association of the Central States.

**Partnering for Success** Groves partners with parents to make sure each student succeeds. Parents affect the way students value learning. If you place a priority on learning, it will make a difference in your child's attitude and motivation in school. Teachers are glad to hear from parents, especially when something is working well for your child. Ongoing communication builds understanding. Here are some helpful tips:

- Be sure your child attends school every day.
- Set a designated study area and study times in your home. Be aware of your child's assignments.
- Help your child develop good organizational habits.
- Keep up on your child's progress.
- Hold your child accountable for decisions.
- If your child is struggling or lost on an assignment, contact the teacher as soon as you can.
- If you have concern, contact staff right away before making a judgment.
- Limit screen time.
- Be involved. There are many opportunities to volunteer. You can make a difference.

# STUDENT SERVICES

**Food Service** Lunch service will follow our traditional schedule. We will utilize classrooms as needed, in addition to the cafeteria, to accommodate for social distancing. **Groves will only be offering a bag lunch option (due to COVID-19)** that supports our students' dietary needs. Families who wish to participate in our lunch program must pre order and pay for lunches and/ or milk ahead of time using our lunch ordering website, which may be found on the Current Parents page on our website. If a student needs an emergency lunch on a given day, the child will receive a lunch and their lunch account will be billed appropriately. **Students may not bring pop or candy to school.**

**Groves Counseling** Counseling services are provided by Nicole Kirkwood and Emily Behrens (LS & MS) and Michelle Jonas (US). Our school counselors are available Monday through Friday from 8:00am – 3:30pm.

**Outside Counseling or Therapy** If a student is receiving support from a psychologist or psychiatrist, we ask that permission be given for cross communication so that all parties are working as a team to help the child be successful at Groves Academy. Communication about a student should be made directly with our school counselor.

**Speech and Language Services** The eligibility criteria for speech/language services is based on a student's past history of participating in speech and language services, speech/language needs identified through diagnostic testing or through teacher/parent referrals. When a student is identified as one who may benefit from services, he or she participates in an initial speech and language evaluation to determine the necessity of services and specific areas of need. After the evaluation process, students can sign up for services during the school day or before/after school for an additional fee. Please contact Meghan Miller, M.S., CCC-SLP for more information.

**Student Records** Written parent permission is necessary to acquire records from schools or other agencies. Similarly, the same written authorizations are necessary for Groves to transmit official school records.

**Transition** Transition is defined as a change from one state or condition to another. While everyone experiences transition throughout their life, the students at Groves Academy typically go through multiple transitions throughout their school life. Students come to Groves at different stages in their education for a variety of reasons. Some students come for a short time, while others find a comfortable home here and stay through graduation. Whatever the journey, Groves Academy is committed to helping students with each transition they experience here or elsewhere.

The transition planning process is driven through the development of a comprehensive individualized plan for each student. Understanding, defining and clarifying each student's transition goals will give the transition team the foundation to begin a successful transition process. If you are thinking about transitioning to another school, contact the Kim Aune, Transition Coordinator at your earliest

convenience.

**Obtaining a State-Mandated IEP** Parents are often interested in having an Individual Education Plan (IEP) in place for their child when they are planning on mainstreaming to a public school. Groves Academy works with the St. Louis Park special education office to coordinate the process. This process can take up to 90 days to complete. If a student had an IEP with a school district prior to coming to Groves Academy, it will be reviewed as part of this process to see if service is still necessary.

**Post-Secondary Enrollment Option (PSEO)** Upper School students with demonstrated achievement, independent academic skills and the maturity to succeed in a college environment may be admitted to a college or university through the PSEO program. PSEO allows students to earn college credits that are also counted as high school credit. PSEO participation is available to seniors enrolled through a Minnesota high school, home school, or alternative learning center who present evidence of the ability to perform college-level work.

PSEO admissions requirements include the following: Class rank in the upper one-half of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test; or documentation of the student's readiness and ability to perform college-level work as determined by the college or university.

A college or university may set higher standards than those specified above for all students as needed to ensure student success. To participate in PSEO, students must complete the official Minnesota PSEO form. Students must also apply directly to the college programs in which they are interested. Admission requirements vary from college to college. Students participating in the PSEO program are responsible for choosing courses that will meet all the requirements for Groves Academy graduation. Students must work closely with Michelle Jonas to make a graduation plan and consult with Ms. Jonas before altering their course choices. Colleges do not communicate information on registration and course completion to high schools. Students should provide copies of their college course registrations to Groves Academy at the beginning of each semester. Students are also responsible for making sure Groves Academy receives official notice of courses completed and grades.

Please note, college semester credits transfer as follows:

1-2 credit course = .5 Groves Credit

3-4 credit course = 1.0 Groves Credit

It is important to note that students electing to participate in the PSEO program will have limited course options at Groves Academy. Please consult with Ms. Jonas prior to registering for PSEO courses to discuss course selection and scheduling.

Please note: Due to the fact that there is no mitigation of the expense in educating a student at Groves Academy while participating in an outside educational activity such as PSEO, no discount to

full tuition will be given.

**ACT Testing** Students take the ACT College Entrance test if they are considering a four-year college or university after high school. This test can be administered at Groves Academy on an individual and small group basis. Accommodations can be applied for if the need is supported in an official diagnostic report. ACT test preparation classes are available in the fall and spring, and individual test prep is available.

# Student Health Services

**First-Aid** In the event of an injury or illness, students should come or be brought to the Nurse's Office for first aid. Parents are notified if the injury or illness is serious. If the student requires medical attention beyond the capabilities of the staff, and if parents or emergency contacts cannot be reached, arrangements are made for transportation to Methodist Hospital in St. Louis Park.

**Prescription Drugs** Groves must have written permission from a medical doctor to administer prescription drugs, and parent permission to administer non-prescription medicines. All parents receive health forms from Groves which should be completed and returned by the beginning of the school year. All prescription drugs must be turned in to the Nurse's Office. Students **must not carry** their personal medications with them during the school day. Students requiring daily medication prescribed by their physician are given their medication(s) by the Nurse or a staff member. This medication is kept under lock and key and recorded when given. Medication must be supplied in the original prescription bottle with the correct label, name of student, name and dosage of medication, name of doctor, pharmacy, and date. **Please notify our school nurse** of medicine or dose changes. The School Nurse and Division Directors should also be notified if there are medication changes.

**Immunizations** Minnesota State Law requires that all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. A child may not attend school until all immunizations are completed.

## HEALTH SERVICE REQUIREMENTS

1. **MEDICATIONS:** *All prescription medication given at school must be in a labeled original bottle from the pharmacy. Any prescription medication requires written authorization from your doctor as well as written permission from the parent to give the medication.*

**\*Medications will not be given if there is not a physician order at school\***. If a medication dosage changes or the medication is restarted, we will need a new written order from your doctor and a new parental permission form signed. **We will not give any medication unless these instructions are all in order.** Please use the **Administration of Prescription Medication Form** after it is signed by your physician and return it along with the medication.

- a. **EpiPen:**
  - i. PLEASE send EpiPen to school on the first day.
  - ii. Check the medication has not expired.
  - iii. You must have an Emergency Health Plan completed by their physician with your authorization for the use of an EpiPen. This needs to be here prior to school starting or no later than the first day of school.

- b. **Asthma:**
  - i. Please make sure your student has an inhaler available for use at all times (even if the student has not needed an inhaler for a year).
  - ii. **We must have an Asthma Action Plan completed by their physician with**

**your authorization for the use of an inhaler. This needs to be here prior to school starting or no later than the first day of school.**

- iii. We also need to know WHERE the student keeps his/her inhaler (backpack, locker, pocket etc.) in case they need it quickly. Your child is welcome to keep their inhaler in the health office should they not need it on a regular basis.

**c. Diabetes:**

- i. If your child is diabetic, we need to know what type of insulin regime he/she is on along with written physician orders for insulin and a parent authorization. A short meeting with the school nurse is required to set up a health management plan for the year. This will give your child the most independence along with the highest level of safety.
- ii. If your child will need any over the counter medication at school, please fill out the **Non-Prescription Medication Form**. This includes your permission for Tylenol or Advil or any topical ointments, allergy medicine, eye drops, etc. (whatever you feel your child should need here while at school). Please send in these Non-Prescription medications clearly labeled for your child. Any loose pills brought to school in plastic bags or unlabeled miscellaneous containers/foil wrappers will not be accepted.

**2. Immunizations:**

- a. It is your responsibility to provide immunization records to the Groves Health Office. You can also have these records faxed from your child's Health Care Provider to the school. The fax number for Groves is 952-920-2068. The District's "**No Shots, No School**" policy requires compliance with the Minnesota Immunization Law **for new students and those entering 7<sup>th</sup> grade**. This means students cannot attend school until we have a record of the completed immunizations **or** legal documentation of exemption. Most students will need a booster shot of Tdap (tetanus-diphtheria-pertussis), a second dose of Varicella (chicken pox) vaccine, and the new state requirement for a vaccination for Meningitis. **If your student has had shots recently, please provide documentation to the health office or have your clinic fax over the updated Immunization record.** \*\*Students entering 7<sup>th</sup> grade will need updated vaccination records as well as new students\*\*

**3. Athletics:**

- a. Students (grades 7-12) who plan to participate in athletics affiliated with the Minnesota State High School League must have a current physical on file with the school. Sports physicals are valid for a three-year period from the date of the physical and need to be valid for the duration of the sports season. As they are completed, bring or fax a clinic record of the shots and physical so the dates can be entered in your student's record.

**Minimum immunization requirements for entry to 7<sup>th</sup> grade:**

- **DTaP/DTP/Td:** At least 3 doses by age 4, with a dose of Tdap at the start of 7<sup>th</sup> grade
- **Polio:** At least 3 doses
- **MMR:** 2 doses – must have been given on or after the first birthday
- **Hepatitis B:** 3 doses by 12 years of age
- **Varicella (Chicken Pox):** 2 doses of vaccine given on or after the first birthday **or** documentation of having had the Chicken Pox Disease.
- **Meningococcal (Meningitis)** 1 dose given at age 11-12 years

## **GROVES ACADEMY GUIDELINES TO MANAGE COMMUNICABLE DISEASES AND HEAD LICE IN OUR SCHOOL**

### **When should a child stay home?**

**FEVER** = A child should stay home with a fever which is a temperature of 100.4 or greater, the child then must be fever free without medication for 24 hours before returning to school. If a child is at school and develops a temperature while at school they will be sent home.

**VOMITING or DIARRHEA** = A child should stay home if they are vomiting or have diarrhea, the child should remain home until they can hold down food at least 2 meals with no vomiting or diarrhea.

**Strep Throat** = If your child is diagnosed with strep throat they should be on antibiotics for 12 hours and fever free before returning to school.

**Rash** = If your child develops an unknown rash they should be checked by a Dr. to be sure they are not contagious before returning to school.

**Head lice** = Students with head lice will not be sent home early from school, but parents will be called and asked to have their child treated , the child may return to school after treatment has begun. Please check your child at home, they will be checked at school only if they request to be or if their teacher notices they are scratching.

### **Tips for Preventing the Spread of Illness at home and school**

- Educate and encourage children to cover their mouths and nose with a tissue when they cough or sneeze. Also provide them with easy access to tissues. Remind them to cover coughs and sneezes using their elbow instead of their hand when a tissue is not available.
- Remind children to practice good hand hygiene and provide the time and supplies for them to wash their hands as often as necessary.
- Parents/Caregivers need to be good role models by practicing good hand hygiene and covering your mouth and nose when coughing or sneezing.
- Clean surfaces and items that are more likely to have frequent hand contact such as door knobs, Keyboards, game controllers, games and phones etc.
- Keep your child at home if they are sick

If you have, any questions about your student's medical concerns or immunizations please contact:

**Nurse Kelly Hopkins, Groves Academy Nurse:** 952.915.4264 or [nurse@grovesacademy.org](mailto:nurse@grovesacademy.org).

# ATHLETICS AND ACTIVITIES

Groves Academy's extracurricular programs strive to enhance emotional, physical, and intellectual growth outside of the classroom. These programs provide opportunities to develop and practice leadership skills, sportsmanship, friendship, teamwork, character building, communication skills, competition, and school pride.

**Athletics** Groves Academy is a member of the Minnesota State High School League (MSHSL) and competes in the Eastern Minnesota Athletic Conference (EMAC). There are no formal tryouts and all students who meet eligibility standards are allowed to participate. All programs are open to students entering grades 7 through 12 unless otherwise noted.

The following athletic programs are sponsored by Groves Academy:

- Soccer
- Cross Country
- Basketball
- Clay Target Team (grades 6<sup>th</sup>-12<sup>th</sup>)

The following athletic programs are offered through a cooperative sponsorship with area schools, which serve as the host school:

- Girls' Soccer – The International School of MN
- Nordic Skiing – Benilde St. Margaret's
- Wrestling – Benilde St. Margaret's
- Track & Field – The International School of MN
- Baseball – Heritage Christian Academy
- Boys' Lacrosse – Breck School

## **After School Activities (ASA)** - *Suspended until further notice due to COVID-19*

This program is open to all students and provides experiential activities in areas such as art/design, technology, lifetime/leisure, woodworking, and physical education. There are a number of options to choose from each day, which run from 3:15 – 4:15pm. Students who participate in ASA also have the option to enroll in an aftercare from 4:15 – 5:30pm. Students have the opportunity to complete homework, play games, and/or use technology. ASA is broken into three sessions throughout the school year.

**Drama Club** Drama Club is open to upper school students and provides a fun environment to develop skills in acting and performance, while learning about communication and social interaction. The theater is equipped with professional digital sound and lighting systems and there are opportunities to

work backstage and learn the technical aspects of play production. Two plays are produced during the school year, one in November and another in May. Rehearsals take place two to three times per week for approximately six weeks prior to production date. Certain members in the drama club will have the opportunity to compete in the One-Act Play competition against area schools.

**GASS** The Groves Academy Skiers and Snowboarders (GASS) club allows middle and upper school students the opportunity to visit local ski/snowboard areas during the winter months. Students are transported via chartered busing and participate after school once per week. This club is a great opportunity for intermediate to advanced skiers and snowboarders to socialize and build relationships with peers.

# EDUCATION PROCESS

**Groves Education Plan** The Groves Education Plan (GEP) differs from the State Individual Education Plan (IEP). The GEP is written in late September and is based on information from all of the formal and informal testing and observations that are available. The GEP contains goals and objectives for all classes that encompass the student's day. It is not exclusive to a student's area(s) of weakness as is true with the State IEP.

Parents are sent the GEP prior to the October parent conference so that they may come to the conference with comments, questions, or concerns. Parents are asked to sign the GEP at the October parent conference. The GEP does not mandate services to/from a public school and is not a state document. Its purpose is to communicate expectations for students while attending Groves Academy.

The October conference offers an opportunity to: discuss the student's GEP; review the student's strengths and weaknesses; highlight materials and methods used to address the student's academic, social and emotional needs; and learn parents' expectations for the school year. The March conference focuses on progress made throughout the school year. Specialists are also available to discuss students' progress. Parents are encouraged to see the specialists who teach their child.

**Progress Reports** Formal progress reports are sent to parents at the end of first semester in mid-January and at the end of the school year. These reports reflect progress, praise success and effort, and state areas that need improvement. Letter grades are given for 7th - 12th grade students. Grades are based on established goals for each student.

**Responsibilities and Expectations** Groves Academy requires its students, teachers, staff and administrators to follow the rules and regulations of the school. The school also expects parents to recognize and follow the rules and regulations of the school. Courtesy and civility are vital, especially when it relates to dealings between parents, administrators and faculty. Parents are subject to the rules, regulations and policies of the school in that they have a contractual relationship with the school, but most importantly because they also set an example to students. Groves Academy places great emphasis on comportment of all members of the school community, including parents and families. Parents and Groves Academy staff work together to create and sustain effective partnerships. Groves Academy adheres to the following principles of good practice to describe the respective roles and responsibilities of both partners.

## PARENTS PARTICIPATION:

- Parents will have a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- Parents are familiar with and support the school's policies and procedures.

- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents engage with the school community.
- Parents seek and value the school's perspective on the students.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns
- Parents share with the school any religious, cultural, medical or personal information that the school may need to best serve the student.

# CURRICULUM AND INSTRUCTION

**Overview of Curriculum and Instruction** The primary goals for students at Groves Academy are to strengthen basic academic skills, to improve self-esteem, and to increase independence, self-reliance, and self-regulation. Both curriculum and instruction for students in grades 1 to 12 are based on an understanding of each student's abilities and are reflected in the development of their Groves Education Plan. Students are grouped into small classes and are actively engaged in learning through multi-sensory instruction.

Our curriculum uses a variety of instructional programs and approaches. We offer remediation to students for reading, writing, and math. We offer accommodations to enable students to maximize their academic and intellectual growth. We teach learning strategies to help students break down complex academic tasks such as comprehension, writing, and problem solving.

Community resources are used to enhance curriculum offerings. Field trips and community service projects are incorporated into the program to augment classroom instruction.

Organization and study skills are incorporated into instruction in all classes. These skills include note taking, test preparation, active reading and cooperative learning, which are essential for school success.

Groves Academy places a high priority on providing a learning environment that nurtures students' growth in the academic, social, and emotional realms. Making friends and building a sense of community are encouraged and supported in classrooms and in all student activities.

**Diagnostic Testing, Achievement Tests, and Progress Monitoring** Diagnostic and achievement tests are administered by our licensed psychologists and educational clinician. Groves students receive an initial and an exit diagnostic assessment as well as a three year reassessment. Classroom teachers in Lower and Middle School use Aimsweb Plus®, a web based software program, to monitor progress in reading and math. Ongoing progress monitoring allows teachers to identify a student's trouble spots and address them right away. Classroom teachers also use a mix of formal and informal assessment to measure their students' learning.

**Math and Reading Assessment Overview – Lower, Middle, and Upper School** At Groves Academy, we know that assessments and progress monitoring are essential educational practices. We use some formal and informal assessments to guide classroom instruction and remediation. We test students on the content they study in their classes in order to measure learning. We also assess content learning through projects and assignments. We use a mix of standardized assessments to track students' progress in reading and math at the end of each school year. Standardized tests provide us with a glimpse of a student's progress in foundational reading and math skills. Standardized test results can vary from test to test and from day to day. To accurately assess grade level performance, we must take into account classroom performance, teacher observations, and standardized test results.

**For more information about the Groves Academy curriculum, see the 2019-20 Curriculum Guide on our website at <https://www.grovesacademy.org/our-school/parents/>**

# SCHOOL CLOSINGS

**School Closings** Groves uses an automated phone service to provide rapid communication to our parents and guardians in the event of a school closure. You will receive a phone call with an automated phone message announcing a school closure. Please remember that school closures most often occur before school hours. If your numbers change during the school year, please update your information in Alma and let the office know of the change.

Unless driving is hazardous, Groves Academy will remain open every day we are scheduled to have students on-campus. Parents may choose to bring students to school or to keep them home when weather conditions affect travel decisions. Students who remain at home during these inclement days will receive an excused absence.

**When Closure is Required** There are three essential components driving the decision-making process to close the school:

- **A Team-Approach to Decision-Making:** Our team— school leadership along with other leaders in the Groves community— consult during the course of the day, throughout the evening, and if necessary, the morning of, to gauge the impact of the weather forecast on the safety and commute of Groves families, faculty, and staff.
- **Research:** We seek information from the National Weather Service, review several local forecast models, and assess the weather-related decisions of surrounding school districts and independent schools.
- **Safety First:** Undergirding all of our decisions is safety first. The safety of our students, families, faculty, and staff is the most essential component and our top priority.

**Where to Find Information** When closure is necessary, Groves will make the decision no later than 6:00 am on the day of the cancellation. This notification will be sent via the emergency alert phone system, through email, and will be posted on our website ([grovesacademy.org](http://grovesacademy.org)). Groves closings will also be listed on all major media sources.

# SAFETY, SECURITY AND CRISIS MANAGEMENT

For security purposes, all doors are locked during the school day. Visitors must sign in/out with a security guard and obtain a name badge for identification. Visitors will be asked to show a photo ID upon entering.

**Carline Safety** We respect your decision to provide transportation to and from school for your family. In turn, we ask that you respect the safety rules for the carline:

- Practice safe driving while on campus.
- **Do NOT use your cell phone.**
- Pull up along the curb for both morning drop-off and after school pick-up.
- **Remain in your car at all times.**
- Be sure students exit/enter the car alongside the curb.
- Keep the carline moving forward.
- Watch carefully when moving into the traffic lane to exit the carline.
- Please do not bring pets onto campus during the carline.

**Driving On Campus** For the safety of our students, we ask that parents take extra caution when driving on campus. It is imperative that all members of the community attend to the following rules:

- Be respectful and courteous.
- **Remain OFF of cell phones at all times.**
- Observe the speed limit when driving on campus/in neighborhood.
- Park only in spots designated for visitors.
- **Remain in cars** at all times when alongside the curb.
- Follow the direction of our traffic guards.
- Watch carefully for children on the sidewalk and walking in the parking lot.

## Walking Children Into School

- Park in visitor parking located in the front lot.
- For safety reasons, use the crosswalks located in front of the School Entrance
- Leave pets in the car.
- Follow the direction of traffic guards.

**Crisis Management** Our main goal at Groves Academy is to help our students achieve their full academic potential. We provide a safe and secure setting for our students and staff. A crisis management plan has been developed by Groves Academy staff in the event it is ever needed. Staff review the plan yearly and update it as needed. All school personnel are very familiar with the plan and safety drills are practiced throughout the year with students. A copy of the plan is also included in each teacher's substitute folder. We take the safety and security of our students and staff very seriously.

# STUDENT LIFE

## Please see updated COVID-19 Preparedness Plan Schedule

**Advisory/ Homeroom** All students in grades 1-12 have an advisory/homeroom class that meets during the school day. Lower School advisors are the student's homeroom teacher. Middle and Upper School advisors will be Middle and Upper School teachers respectively. Important information is handed out and returned to Groves during Advisory. The advisor is the key contact person for each student to help when students have questions or concerns, to resolve conflict, and to communicate with parents and other staff.

**Security** Groves Academy has surveillance cameras at all entrances and hallways that are recording 24/7. All activity at the building entrances and in the front circle is being recorded and monitored. The purpose is to ensure the safety of all occupants of the building at all times and to protect the school's property. The perimeter hallways are also secured.

**Homework** The purpose of giving homework is three-fold:

1. To provide reinforcement of classroom instruction
2. To develop organizational and independent work skills
3. To prepare students for homework expectations in a mainstream school

The amount and nature of homework are individualized for each student. If parent and teacher expectations for homework differ, both parties should discuss their goals and concerns and create a mutual plan. Homework helps parents and the teachers understand the level at which the student can work independently. Students are encouraged to work independently unless otherwise specified by the teacher. In assigning homework, teachers ensure that students clearly understand how to complete the assignments, see the connection to their classroom work, and reinforce with students that effort and quality of work are rewarded.

**Alma** Alma is our web portal for parents, students and teachers. Alma is a user-friendly, one-stop information hub enabling school administrators and teachers to instantly share data and engage with parents and students in a secure environment. New parents and parents who have not yet signed up will receive an access link before the start of the school year.

**Lockers** Lockers with combination locks are available for Middle and Upper School students. Teachers have the right to inspect lockers at the discretion of the Division Director or Administration.

**Lost and Found** A Lost and Found table is located near the foyer of the main entrance. If your child lost an article of clothing, please check there first. Marking clothing is highly recommended. Any clothing left unclaimed will be donated to a local charity.

**Valuables** Students are discouraged from bringing valuable personal property to school. If students choose to do so, they bring valuables at their own risk. Groves Academy does not assume any responsibility for loss of personal property. If a valuable item is needed for class, the item should be given to the teacher upon arrival to school.

**Photographs** Throughout the year, Groves staff take pictures of students in a variety of activities. These pictures are used for the school yearbook, for publications such as the school newsletter, brochures and the annual report, and occasionally for newspaper articles and the Groves website. Parents are required to acknowledge a photographic release allowing Groves to use photographs of their child for publicity. For families choosing to opt-out, pictures of their child will not be released outside of the school, although they will be included in the yearbook.

**School Store Suspended indefinitely due to COVID-19.** The School Store is located in the Lobby. The store is open before school from 8:00 am - 8:25 am and after school from 3:00 pm - 3:15 pm.

**Telephone Calls** School telephone calls should only be made in an emergency. If a student must use a telephone, permission from the advisor/teacher or office staff is necessary. Students are to use the telephone in the office or with their advisor/teacher.

**Driving to School** A student with a valid Minnesota driver's license may drive to school; however, his/her car must be registered with Amy in the front office and the Upper School Division Director. Students will be issued a car tag that will need to be displayed at all times while on campus. Cars must be parked on school grounds and only in the last row on the south side of the parking lot. Cars cannot be used during regular school hours unless special permission is given.

**Field Trips:** A permission slip is included in your back to school online forms that covers all off-campus field trips and transportation related to these activities during the school day.

**Technology Issues:** If students are having hardware or software problems with their Groves issued laptop. They are encouraged to, first, ask their teacher and/or other students for assistance. If the problems persist, students should report to the help desk, located in the Media Center, for assistance from our IT staff. Students can also email the IT department at [it@grovesacademy.org](mailto:it@grovesacademy.org) if the problem is not urgent.

# SCHOOL POLICIES

## Code of Conduct

Students, staff and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component of this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, parent meeting, time-out, loss of privileges, detention, or referral to the Assistant Head of School's office.

Any student who engages in any inappropriate behavior shall be disciplined in accordance with Groves Academy policies. These policies apply to school buildings, school grounds and school property, school-sponsored activities or trips, school vehicles approved for school-related purposes, the area of entrance or departure from school premises or events, and all school related functions. Groves Academy policies apply to any student whose conduct obstructs or interferes with its mission, core values, operation, or who endangers the safety or welfare of its students or employees.

Note: If Groves Academy becomes aware of a student's behavior out of school that would constitute the violation of a major school rule if it had occurred under the school's jurisdiction, the family may be contacted to initiate a discussion, or schedule a conference, or encourage them to seek support and counsel regarding the behavior. If the school determines that there is a connection to the school, discipline may be warranted. Out of school conduct may also result in a Minnesota State High School League violation.

Please review the entire handbook with your student. Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued support as we all prepare our children for tomorrow.

## Discipline

We understand that students are on a journey to learn appropriate behavior and positive social interactions. As a result, the consequences for violating a school policy will be based on:

- \* The developmental, cognitive, and maturity levels of the students involved;
- \* The levels of harm surrounding the circumstances and nature of the behavior;
- \* The number of past incidents or continuing patterns of behavior;
- \* The relationship between the individuals involved;
- \* The context in which the incidents occurred.

Disciplinary consequences will be appropriately administered. Such disciplinary action may include, but are not limited to:

- warning;
- suspension (in-school or out of school);
- remediation;
- exclusion from privileged activities (i.e. recess, lunch with peers, field trips, After School Activities, special events); or
- expulsion.

## **Positive Reinforcement**

We, as a faculty and staff, enjoy giving our attention to the many students who are positive influences in our community. Students are frequently recognized for their good behavior.

## **Detention / Makeup Time**

Students may be assigned/required to stay after school for detention for any time that was unexcused including tardies or absences.

## **Quiet Lunch**

Quiet lunch is a consequence for inappropriate behavior. It is a form of detention. The student will bring their lunch and eat in silence in a designated area during the lunch period. A staff member will supervise quiet lunch. If a student fails to attend, his/her consequence will be doubled.

## **Suspension**

Suspension is a serious warning that a student's behavior is not in keeping with the Groves philosophy and that such conduct may lead to expulsion. Suspension may be "in-school" or "out of-school." A student may be suspended at any point in the referral process if deemed necessary by the Head or Assistant Head of School. At that time the student will hand in assignments due that day and pick up assignments for the next day. All work is expected to be done, and partial credit may be given for completed assignments. A student on ISS should be picked up immediately after school. Students who are serving out-of-school suspension are responsible for contacting their teachers before or after school. Students are responsible for all work missed during a suspension. A student who has received either in-school or out-of-school suspension may not participate in school sponsored extracurricular or social events on the day of the suspension. If the student is required to be present for a school event (e.g. a play), he/she is expected to attend.

## **STUDENT SAFETY**

### **Bullying Policy**

Bullying is defined as a single or repeated exposure to any negative written, verbal or physical action or gesture that is intended to cause or is perceived as causing distress to one or more students and which interferes with another student's education, social success, or confidence.

This definition includes bullying that is conducted through the use of technology including, but not limited to teasing, threatening, defaming or intimidating another student through the use of text messages, email, pictures, and social networking sites. Such behavior is in violation of Groves policy regardless of whether or not the actual acts are committed on school property or with school devices during the school day.

Bullying includes, but is not limited to, behavior by a student(s) against another student(s) that has the intention of:

- harming a student
- damaging a student's property or reputation
- placing a student in reasonable fear of harm to his or her person or property
- creating a hostile educational environment for a student
- subjecting a student to ridicule, embarrassment, or social isolation

### **Reporting Bullying**

If a student feels that he/she has been a victim or witness to bullying, we ask that they report the incident to an adult with whom they feel comfortable as soon as possible. It is strongly encouraged that a student go directly to a teacher, school counselor, or Assistant Head of School to report any instances of bullying. We understand that some students may find it easier and more comfortable to share these experiences with a parent first, in which case it will be helpful for the parent to report the incident to school staff as soon as possible. Groves Academy takes all reports of bullying seriously and will take appropriate action based on individual reports. We will do our best to respect the bullied student's right to privacy.

In all cases of confirmed bullying, the student exhibiting the behavior will be required to make amends to the student who was bullied. These amends can be made through various actions including apology letters, statements of apology, conflict resolution meeting, and/or other actions deemed appropriate.

When appropriate, a student will meet with the division director, teacher(s), school counselor, the Assistant Head of School and/or the Head of School to discuss the problem and develop a plan for improving behavior. Parents may also be asked to meet with school staff to discuss a behavior plan

that will help the student maintain appropriate school behavior. Please understand that the privacy and confidentiality of all students involved will be upheld as much as possible. For this reason, the exact nature of the consequence given to a student accused of bullying may not be entirely revealed to parents of the bullied student.

Because the safety, respect, and value of all our students is important, deliberately false accusations of bullying are not allowed and may be met with consequences when appropriate.

### **Harassment /Sexual Harassment / Physical Aggression**

All students and staff at Groves have the right to an atmosphere free from harassment. Groves is committed to providing an environment that is free from harassment based on race, religion, gender, ethnicity, body type, sexual orientation, age, disability, or socio-economic status. Those who persist in such behavior may face detention, suspension, or expulsion depending on the severity of the situation. Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Bullying is a type of harassment and is defined as unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying: forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, personal profile web sites or other social media.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

### **Sexting:**

Possession of sexually explicit images on any device is prohibited regardless of whether any state laws are violated. All involved in sexting, unless they immediately delete the images could be subject to discipline. Cell phones will be searched if there is probable cause that a criminal violation has occurred and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. Please note: The Minnesota State High School League treats harassment and chemical violations equally and infractions against either policy will result in a loss of eligibility for the specified period of time.

### **Reporting:**

If a student feels that he/she has been the victim of any form of harassment (sexual, racial, etc.), the student must report it. If the student has knowledge of anyone (teacher, student, employee, or volunteer) involved in conduct of this nature, he/she must report it. The reporting of this information is designed to be as non-threatening as possible to the student reporting the incident(s). He/she must give the information to the school administration, teacher, or his /her parents, who have the responsibility of reporting back to the school administration for the student. Students are encouraged to call the Bully Hotline as an option to confidentially report incidents of bullying: 952.679.8072.

### **No Retaliation:**

No retaliatory action will be taken against any individual who reports conduct which he /she honestly believes may be in violation of this policy. Any student or other individual subject to this policy retaliating against any person for reporting alleged harassment may be subject to discipline or other action.

### **Damage to Property**

Students are expected to respect school property and the belongings of others. Students are responsible for any damage they cause to school property including textbooks and laptop computers. They may be required to make restitution by doing school service or by paying for repairs.

### **Weapons**

The possession and/or use of weapons is not permitted on campus. "Possession" refers to having a weapon on one's person or in an area on campus subject to their control such as a locker or car. A "weapon" includes any firearm whether loaded, unloaded, a look-alike or any instrument which is capable of causing bodily harm or death. Examples of weapons (not limited to): guns, bullets, knives, clubs, metal knuckles, throwing stars and explosives.

# ATTENDANCE

Groves Academy classrooms are characterized by active learning and therefore any student's absence compromises not only that student's learning but also his/her classmates' learning. Some class activities are simply impossible to "make up." Group projects, labs, class discussions and many other classroom activities depend in large part on the moment and the people in it. A worksheet, reading assignment, or pop quiz (the kinds of assignments that are easily "made up") represent only one component in a broad array of learning experiences. The school recognizes that most students will experience unavoidable absence so parents, students and the school must work together to ensure that students are in attendance at all other times. Listed below are our respective responsibilities.

**The school will determine whether a student's absence or tardiness is excused or unexcused using the following guidelines:**

- Excused absences include family obligations, special events (vacations, trips), medical/dental appointments that cannot be made outside of school time, court ordered appearances with official written verification, college visits, and a long-term or chronic illness.
- If a student is suffering from a long-term or chronic illness, or any illness which causes a student to be absent for more than 3 consecutive days, the student must present an official doctor's verification to the student's advisor or the office.
- If a student has been absent more than 5 days during a semester due to illness, a doctor's verification is needed in order for the absence to be considered excused.

## Consequences for Exceeding the Absence Limit

Parents will be contacted if a student is absent from school without a note or without contacting the school receptionist. When a student reaches two absences in a class during one semester, without a doctor's letter of explanation, a meeting with the student and his/her parent will be called and the issues discussed. When a student reaches three absences in a class during one semester (without a medical explanation) a letter of warning will be sent and an additional parent meeting will be called. The Assistant Head of School and/or the Head of School will be involved in this meeting. Five absences in a class during one semester may result in removal from class, no grade given or dismissal from Groves Academy.

## Tardy Policy

A student is tardy if he/she is not in the classroom when the bell rings. An exception is made for those students whose bus arrives late to school. If a student arrives late, he/she must bring a note from a parent/guardian or the tardy will be counted as unexcused. Students receive consequences for being tardy as determined by the Assistant Head of School.

## Upper School Tardy Policy

Students who do not arrive to class on-time and do not have a pass from an instructor will receive an unexcused tardy. Three unexcused tardies within one class will result in a quiet lunch. If tardiness continues to be an issue, additional behavior measures will follow at the discretion of the Upper School Division Directors along with the administration.

### **Leaving School**

Groves Academy has a closed-campus policy. Students must remain on the grounds the entire school day unless permission to leave is obtained from the parents and the student's teacher or Division Director. School personnel will not release students from school without the permission of the student's parent or legal guardian. Therefore, if a student needs to leave school during the day, he/she is required to bring a note from home, or parents must call the school, informing the office of the reason and time for leaving. If it is necessary for a student to leave school during the day for illness or other emergency reasons, he/she must check out with the office.

### **Leaving Early or Going Home Sick**

If a student is feeling ill or needs to leave early from school, they need to first check in with their advisor. From there, they will be directed to Amy in the front office or if they are feeling ill, Nurse Kelly. Students need to follow this policy of checking in with Amy or Nurse Kelly prior to leaving school. There may be consequences for not following this protocol.

# MISCELLANEOUS POLICIES

## Dance Policy

School sponsored dances are an extension of the normal school day and all school rules apply. Students are permitted to bring one guest to a dance. The guests name must be signed up with the dance coordinator. The administration reserves the right to turn away guests at the door if they are not on the lists. All guests must be enrolled at a high school. Prom guests must be high school students or 19 years of age and younger.

## Inappropriate Public Displays of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at any school related events. Excessively inappropriate behavior of this regard creates an unsuitable learning environment for all students and staff. Any inappropriate physical demonstration of affection will not be tolerated. These demonstrations include but are not limited to:

- kissing
- fondling
- massaging
- cuddling (prolonged hugging, lap sitting)
- any demonstration deemed inappropriate by teachers and staff

## Off-Limit Areas

Safety is of the utmost importance, which is why the following building areas are off-limits to students:

- teacher's lounge
- kitchen
- custodial work area

## Visitors

Any student who wishes to bring a friend or relative to visit for a day must receive prior permission from the division director or Assistant Head of School. On the day of the visit, the student must bring his/her visitor to the office before school to receive a pass for the day. Student guides should introduce the visitor to each of their teachers. All visitors are expected to follow school rules and procedures.

## **Plagiarism**

As part of the Groves Academy philosophy, we feel it is our duty to work with our students to show them the right way to get their work done as well as prepare them for the future. Occasionally a student may choose to use another student's work as his or her own and receive a grade for the work that was done by someone else. A student who does this does not exhibit academic integrity, which is what we try to instill in all of our students. Plagiarism is using the words or thoughts of another writer as your own. It is the use of any quotation (even a few words) without properly identifying it as a quotation. The use of any ideas and any quotations from another written source requires formal acknowledgment of that source.

If there is anything about plagiarism that students do not understand, they can ask their teachers. Academic dishonesty, or use of plagiarism in any portion of academic work, for any reason, shall be grounds for receiving an F for the assignment. The student will be required to redo the entire assignment for a partial grade.

## **Student Driving and Parking Regulations**

Students and adults of all ages walk to and from the school and through our playground and parking area. It is our expectation that everyone visiting Groves Academy will drive cautiously and keep an eye open for pedestrians—especially younger students who don't always look both ways and can't always be seen above car level.

Student drivers are expected to be at school and in class by 8:25. If a student driver is late to school, the consequences for being tardy will apply. Loud music, excessive engine revving and noise are not permitted on school grounds.

## **Student Dress Code**

Students should come to school dressed in a manner that promotes good student morale and school spirit. A student's dress has a significant impact on how they feel about themselves and their school. Therefore, Groves Academy requires students to dress in a clean, neat manner. Parent support in promoting conservative clothing choices for school is appreciated. Groves faculty and staff members make it a practice to confer with a colleague when a student might be wearing questionable clothing or accessories.

The following are broad guidelines intended to help parents direct their children. Faculty and staff will make the final determination if there are questions, or in the case of issues not covered in these guidelines.

- Clothing that is inadequate in its covering should not be worn.
- No see-through clothing

- No bare shoulders
- No sagging pants or shorts
- Underwear should not be seen.
- No tank tops or halter tops or bare midriffs
- Hats, hoods, bandannas, other headgear (unless for religious purposes), or coats are not to be worn in the school building, including lunch time.
- Clothing must be free from writing or pictures pertaining to cigarettes, alcohol, drugs, sexual connotations, distracting or negative attitudes.
- Jewelry which presents a safety hazard to the student and others, such as bracelets or clothing accessories with spikes, should not be worn.
- Pajama pants are not allowed.
- Gym uniforms are required for Middle and Upper School students. Information will be given to students the first week of school.
- Shorts and skirts must be no shorter than mid-thigh.

\*\*\*Personal hygiene is important. Hair is to be combed, face washed, teeth brushed, and deodorant used if needed. \*\*\*Females, only one-piece swimming suits for swimming at school-sponsored outings.

The dress code will be enforced during the school day and on school-sponsored field trips. Students who do not adhere to the dress code will be asked to change clothes. Repeat offenders of the dress code may be told to call their parents and remain in the office until suitable clothes can be brought from home. Students who do not abide by the dress code policy will not be allowed to attend classes until they are in code.

### **Mandatory Reporting Policy: Child Abuse/Neglect**

Groves Academy endeavors to create and maintain an educational environment free of child abuse and neglect by creating and maintaining a support system that encourages timely compliance with the child abuse and child neglect reporting requirements of Minnesota law. It strives to provide post-reporting support to the affected child and reporting board member, employee, parent, or other persons associated with Groves Academy. Minnesota Law requires that any warranted suspicion of child abuse or neglect must be reported to authorities.

### **Chemical Violations**

**Alcohol, Tobacco, E-cigarettes and Non- Prescription/Prescription Drug** The Faculty and Administration take seriously our responsibility to provide a safe learning and working environment for all members of the Groves community. Groves is a “substance free” school. No one should have in his/her possession or use alcohol, illegal drugs or narcotics, cigarettes, e-cigarettes, chewing tobacco or drug paraphernalia while on school property or while at school sponsored activities or events. If we suspect a student of using, being under the influence of, or in possession of drugs, drug paraphernalia or alcohol

while at school, the Assistant or Head of School will interview the student and notify parents. A student may be required to undergo an assessment or evaluation and the results shared with the Assistant or Head of School before returning to school.

**Many of the students at Groves take prescription drugs throughout the day. Groves must have written permission from a medical doctor to administer prescription drugs, and parent permission to administer non-prescription medicines. All prescription drugs must be turned in to the health office. Students must not carry their personal medications with them during the school day.**

At random times throughout the school year, trained dogs will search areas of our campus. If alcohol, tobacco or non-prescription drugs are found in or on a student's personal property, our drug policy will be enforced. Parents and students should be extra vigilant if there are multiple drivers of the same vehicle or multiple passengers in the same vehicle.

## **Electronics Policies**

### **Cell Phones & Other Personal Electronics**

Cell phones and electronic devices are prohibited during the day in Lower School and Middle School. All devices must be turned in to the student's 1st hour teacher or advisor at the beginning of the day. Students can pick up their cell phones at the end of the day. Any cell phones or personal electronic device seen during school will be confiscated. Multiple offenses will lead to additional disciplinary action.

### **Upper School Personal Electronic Policy**

*Goal: Teach students to manage cell phone usage in a way that does not disrupt teaching and learning*

- students may use phones in AM advisory prior to first period of class;
- students may use phone in mid-morning advisory;
- students may use phones at lunch;
- students may use phones in afternoon advisory;
- from bell-to-bell of all classes, students **may not** use phones;
- teachers may ask/require students to put phones in classroom phone basket;
- students who don't adhere to policy will have consequences;
- All cell phone use must adhere to Groves' Acceptable Use Policy.

Students using personal electronic devices outside of the time listed above will have them confiscated.

## **Technology And Acceptable Use**

### **General Statement of Policy**

In making decisions regarding student access to electronic media or communications, Groves Academy considers its own stated educational mission, goals, and objectives. Access to electronic information and the research skills required in the digital age are now fundamental to the preparation of citizens and future employees. Access to Groves' network and the internet enables students to explore thousands of resources and communicate with people around the world. Groves expects that its faculty will blend thoughtful use of all types of media throughout the curriculum and will provide guidance and instruction to students in their use.

### **Limited Educational Purpose**

Groves provides students with computers and software, access to the Groves network, and the internet. These tools are the property of Groves Academy and may only be used for education purposes, which includes classroom activities, educational research and homework. Students who bring networkable devices (ie mp3 players, phones, iPod, tablets) onto Groves' property or to Groves' School functions are expected to use electronic media, communication and internet access in accordance with the mission of Groves and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Use of electronic resources will follow the rules set forth in this document, the Groves Academy Acceptable Use Policy (also available online), as well as all city, county, state and federal laws.

### **Use of System is a Privilege**

The use of Groves Academy's network, its computers and other devices, and access to, and use of the internet are a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; parental contact or meeting; payment for damages and/or repairs; discipline under other appropriate Groves policies, including suspension and expulsion; or civil or criminal liability under applicable laws. Each policy violation will be assessed and dealt with at the discretion of Groves Academy administrators, teachers and technology staff.

### **Unacceptable Uses**

- A. The following uses of Groves' computers, network and internet resources or accounts considered unacceptable include but are not limited to:
  - a. Students will not use the school's system to access, review, upload, download, store, print, post, receive, transmit or distribute: pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

- i. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - ii. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - iii. information or materials that could cause damage or danger or disruption to the educational process; materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- b. Students will not use the Groves system to knowingly or recklessly post, transmit or distribute false or defamatory information about any person or organization, to harass any person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Students will not use the Groves system to engage in any illegal act or violate any local, state or federal law.
- d. Students will not use the Groves 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, malware, malicious programs or by any other means, will not tamper with, modify or change the Groves system software, hardware or wiring or take any action to violate the school's security system, and will not use the school's system in such a way to disrupt the use of the system by other users.
- e. Students will not use the Groves system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- f. Students will not use the Groves system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, address, telephone numbers, school addresses, work addresses, identification numbers, account names, access codes or passwords, labeled photographs, social security numbers or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- g. Students will not attempt to gain unauthorized access to any of Groves' systems or any other system through the school's network or on Groves' computers, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the student. Users are expected to keep their passwords private.
- h. Users will not use the Groves 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 they find on the internet.
- i. Anyone bringing internet accessible devices, storage media, or other items

capable of storing digital information of any type understands that the acceptable use policy pertains to those devices and media and that they may be asked to submit those items to search if a reasonable reason exists.

- j. Students will not attempt to circumnavigate any restrictions or protections put in place by the Groves Academy technology staff.
- 
- B. If a student inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the student has intentionally violated this policy. In certain rare instances, a student may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with the appropriate guidance from the appropriate teacher.

**Web Access Filter** Groves Academy will monitor the online activities of anyone accessing the Internet through Groves's access points and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any websites that are:

- obscene
- pornographic
- promoting Alcohol, Tobacco, Gambling
- promoting Violence, Crime or Illegal Activities
- tasteless or Offensive
- advertisement
- peer to peer
- spam
- chat
- personals + dating
- deemed inappropriate for students by Groves administrators, teachers or tech staff
- tech staff can disable the filter during use by a student, to enable access for bona fide research or other lawful purposes.

## To Accommodate The Remote Learning Environment, We Are Adding The Following Statements:

- Groves Academy prohibits screenshots, photos, audio/video recordings and distribution of any virtual educational experiences. This is in order to protect

**privacy, prevent cyberbullying, and reduce distribution of content from virtual educational experiences.**

- **Parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity to virtual education.**

## **Parents' Guide To Students' Cyber Safety And Acceptable Use**

**Talk with your child** Cyber safety is an important parent-child discussion to revisit frequently from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

**Filters** Groves Academy uses filters to block many potential Internet dangers so students cannot access them. Families are encouraged to use filters at home so that children don't gain access to inappropriate sites. Experts strongly suggest installing software to filter and block inappropriate content on your home computer or wireless network. Some products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring

**Monitor and Limit Screen Time** Experts suggest having children use the Internet in a central home location such as the kitchen or family room, rather than away from adult supervision behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Help your child focus on homework before spending time on games and social media.

### **Ideas for Discussion**

- Anything your children post online creates a digital record, often called their "cyber footprint." Nothing online is totally private, even if it's intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- If your child does not want a parent, teacher, principal, future employer or college admissions office to know something, it should not be posted online. Have them ask themselves a sample question like, "Would I want Grandma to see this?"
- "Friends" online are not always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your child to be friends online only with people they know personally and trust.
- Never post personal information online including full name, address, phone number, email, where you are meeting friends and where you hang out. Discuss how easy it is for someone to find you with information posted online.

- Regularly check your child's privacy settings. Ignoring these settings means your child's photos, contact information and even GPS location could be shared with over half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photos or text message for others to see, starting a rumor, or sending a threatening message, often anonymously. Talk with your child about not participating in this behavior. If a child sees others being cyberbullied, let them know the right thing to do is to talk to an adult.

Groves Academy is a nonprofit education organization working to redefine the way our nation is taught, one student, one teacher, one school at a time. We have a rich history of supporting bright students who struggle with learning disabilities and attention disorders, as well as promoting evidence-based literacy instruction for all.

[Grovesacademy.org](http://Grovesacademy.org)



VISIT  
[GROVESACADEMY.ORG](http://GROVESACADEMY.ORG)

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