VISION STATEMENT

Grant High School is an educational and community partnership committed to a rigorous standards-based instruction and to empowering all of its students to become productive members in a diverse society. Our Vision is to foster interdisciplinary academic excellence in a safe, supportive environment.

MISSION STATEMENT

Our mission is to provide an environment that allows students to achieve academic excellence and maximize their potential.

PRINCIPAL’S MESSAGE

To All Lancers:

Welcome to the 2017-2018 school year at Grant High School. Our goal is to personalize the education for all of our students while offering standards-based thematic instruction. Your school year will be filled with opportunities to participate in many student programs, clubs, athletics, and activities. Your participation in these events will enhance your high school experience. Grant High School is a school filled with tradition including the wearing of the school colors: brown, orange, and white; every Friday is SPIRIT Friday. Show pride as a Lancer by demonstrating citizenship, responsibility, respect and trustworthiness as a caring student.

Strive for academic achievement as you go through high school. This is your opportunity to learn and prepare for college. Participate in your classes and interact with your teachers and classmates. The teachers and staff at Grant High School are committed to supporting all students. Finally, explore educational opportunities by meeting with your counselors and visiting the College/Career Center.

I hope this school year is a rewarding and successful experience for all students.

Best wishes,

Pamela Damonte, Principal
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Pamela Damonte</td>
</tr>
<tr>
<td>Assistant Principal, SCS</td>
<td>Adriana Maldonado-Gomez</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Norik Simonian</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Rebecca McMurrin</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Marcia Aldana</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Robert Jeffers</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Miguel Gonzalez</td>
</tr>
<tr>
<td>Deans</td>
<td>Jon Manocchio &amp; Devin Ellison</td>
</tr>
<tr>
<td>Leadership Advisor</td>
<td>Shannon Higgins</td>
</tr>
<tr>
<td>ELD Coordinator</td>
<td>Lourdes Roman</td>
</tr>
<tr>
<td>College Advisor</td>
<td>Rudy De La Torre</td>
</tr>
<tr>
<td>Library Media</td>
<td>Sarah Cover</td>
</tr>
<tr>
<td>Magnet Coordinator</td>
<td>Andrea Caruso</td>
</tr>
<tr>
<td>School for Advanced Studies Coordinator</td>
<td>Karen Evens</td>
</tr>
<tr>
<td>Title I Coordinator</td>
<td>Maria Ortiz</td>
</tr>
<tr>
<td>Special Education Coordinator</td>
<td>Cynthia Perry</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Daniella Linden</td>
</tr>
<tr>
<td>School Nurse</td>
<td>Stephanie Wasserman</td>
</tr>
<tr>
<td>Pupil Services and Attendance Counselor (PSA)</td>
<td>Meg Taylor and Alberto Lopez</td>
</tr>
<tr>
<td>UTLA Chapter Chair</td>
<td>Alaina Kommer</td>
</tr>
<tr>
<td>Counselors:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rudy De La Torre</td>
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<tr>
<td></td>
<td>Lara Keehne</td>
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<td>Karen Kolway</td>
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<td>Elba Leanos</td>
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<td>Melissa Mata</td>
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<td>John Villafane</td>
</tr>
<tr>
<td></td>
<td>Rita Yelangeluezian</td>
</tr>
<tr>
<td>Senior Administrative Assistant</td>
<td>Jackie Sirounian</td>
</tr>
<tr>
<td>Plant Manager</td>
<td>Joe Bowler</td>
</tr>
<tr>
<td>Student Store Manager</td>
<td>Judith Prado</td>
</tr>
<tr>
<td>Cafeteria Manager</td>
<td>Sandra Gordon</td>
</tr>
<tr>
<td>P.E Clothing/Supplies</td>
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</tr>
<tr>
<td>Absences/Address Changes</td>
<td>Admissions Office</td>
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<tr>
<td>Program Changes</td>
<td>SLC Counselor</td>
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<tr>
<td>Activities</td>
<td>Student Body Leadership</td>
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<tr>
<td>Chief Technology Support</td>
<td>Ken Lee</td>
</tr>
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First day of school for 2016-2017 is Tuesday, August 15, 2017. Last day of school is Thursday, June 7, 2018.

Grant High School Bell Schedules 2017-2018

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin</th>
<th>End</th>
<th>Period Minutes</th>
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<tbody>
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<tr>
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<tr>
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<table>
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<td>Period 3</td>
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<tr>
<td>Period 4</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Period 5</td>
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<tr>
<td>Period 6</td>
<td>1:11 PM</td>
<td>1:57 PM</td>
<td>46</td>
</tr>
</tbody>
</table>
STUDENT CODE OF CONDUCT

All students of Grant High School are responsible for conducting themselves in a manner that is appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect, consideration for the rights of others, school policies, and applicable codes and laws.

The philosophy of our faculty and staff is that all students are provided with a safe learning environment which helps develop a positive concept of themselves, enhances individual potential, and increase respect towards others.

This conduct code is the standard for all Grant High School Students. The code was developed to define the expectation for appropriate behavior and goals at the school.

- Students are expected to show respect and behave appropriately with teachers, school staff, administrators and campus guests at all times.
- Students must use respectful, proper language when speaking to each other and to staff members. Profanity is prohibited at all times.
- Students must carry their student identification (I.D.) cards at all times. If an I.D. is requested, the student must show it to the adult staff.
- Students must maintain a 2.0 G.P.A. for participation in extracurricular or school activities.
- Students must have a valid hall pass or office summons when out of class during instructional time.
- Students may not bring any of the following items to school:
  - Weapons
  - Alcohol, tobacco, cigarettes, matches, lighters, drugs, or drug paraphernalia
  - Paint, markers, or “white-out”
  - Pets
  - Anything that would be considered a safety hazard by school officials

Students are fully expected to adhere to all LAUSD Student Expectations, as follows:

- Learn and follow school and classroom rules.
- Attend school/classes on time, every day, and be prepared to learn.
- Resolve conflicts without physical or verbal violence.
- Keep a safe and clean campus that is free of graffiti, weapons, and drugs.
- Create a positive school environment, reporting any bullying or harassment.
- Display good sportsmanship both on and off the athletic field or anywhere on campus.
- Keep social activities safe and fair.

In addition, our students will:

- Conduct themselves in an appropriate and respectful manner, fulfill their responsibilities as successful students and citizens, and respect all school-adopted policies.
- Demonstrate appropriate and positive behavior conducive to academic success and individual achievement.
- Recognize and exercise their rights while fulfilling all of their responsibilities.
- Respect and understand the rights of others, the laws of our society and all school policies.
- Commit to participate and capitalize on the educational opportunities provided at school.
The purpose of this Code of Conduct is to nurture students and prepare them to make meaningful and positive contributions to their school, community and society, during and after their high school experience. In an effort to help students understand and accept the consequences of their actions, students in nonconformity with the Code of Conduct will be subject to disciplinary action as outlined by the Progressive Discipline Policy.

**PROGRESSIVE DISCIPLINE POLICY**

Students at Grant High School are responsible for maintaining appropriate behavior at all times and becoming responsible adults and citizens. Students who willfully disregard school policy will be subject to progressive discipline sanctions.

Depending on the infraction, student misconduct will be labeled and handled as follows:

**LEVEL 1 MISCONDUCT- MINOR OFFENSES AND CLASSROOM DISRUPTIONS**
(Examples: electronic devices, Gum chewing, forgetting school supplies, classroom disruptions, failure to complete assignments, excessive talking, care of supplies, minor pupil-pupil conflicts, and other classroom infractions).

- Level 1 Misconduct will be handled and documented primarily by the classroom teacher. (change of seat, time out/isolation, teacher-student conference, peer mediation, confiscation of electronic devises, parent contact, and/or teacher-student-parent conference)

**LEVEL 2 MISCONDUCT- SCHOOL POLICY INFRACTIONS**
(Examples: Pervasive Level 1 Misconduct, forgery, smoking, theft, excessive tardiness, truancy, dress code infractions, defiance, willful disrespect, and other infractions to any school policies).

- Level 2 Misconduct will be referred to the Dean of Discipline and/or Counselor for proper handling and documentation.

**LEVEL 3 MISCONDUCT- EDUCATION CODE INFRACTIONS**
(Examples: Pervasive level 2 Misconduct, physical fighting, possession of any weapon, possession of graffiti and/or tagging materials, destruction of school property, possession of any controlled substance, act of physical force, criminal or terrorist threats, others as applicable).

- Level 3 Misconduct will be referred to the Dean of Discipline and/or School Police for proper handling and documentation.

Depending on the level of misconduct and pervasiveness:

a) Uncooperative students could be disciplined by any staff member and referred to the Dean for proper handling and documentation.

b) Students could be disciplined by any of the following disciplinary actions (in a progressive sequence): Student Conference, Call Home, Parent Conference, Counseling Session, Detention, In-School Suspension, Home Suspension, Opportunity Transfer, or Recommendation for Expulsion. Additionally, students involved in criminal activities or in violation to the Education Code may be subject to police arrest and judicial disciplinary action. Disciplinary actions such as detentions must be served on a timely basis, as designated by an administrator or the dean.
BEHAVIOR INTERVENTION RESPONSIBILITY MATRIX

This Progressive Discipline Policy will allow students to improve their behavior by offering counseling, support, and guidance, before major disciplinary actions are assigned.

<table>
<thead>
<tr>
<th>TEACHER RESPONSIBILITIES</th>
<th>COUNSELOR RESPONSIBILITIES</th>
<th>DEAN RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers are to follow up with appropriate classroom intervention and a parent contact (document all such contacts)</td>
<td>Teachers are to follow up with appropriate classroom intervention and a parent contact (document all such contacts)</td>
<td>Teachers are to follow up with appropriate classroom intervention and a parent contact (document all such contacts)</td>
</tr>
<tr>
<td>Assist in improving student attendance</td>
<td>Counselors are to follow up all referrals with a parent contact, and must document all such contacts in the anecdotal records of the student database (ID19)</td>
<td>Counselors are to follow up all referrals with a parent contact, and must document all such contacts in the anecdotal records of the student database (ID19)</td>
</tr>
<tr>
<td>Report truant students to Dean/Counselor</td>
<td>Assist in improving student attendance</td>
<td>Assist in improving student attendance</td>
</tr>
<tr>
<td>Maintain fair use of the Hall Pass</td>
<td>Report truant students to Dean/Counselor</td>
<td>Assaults/Attempts to seriously injure someone</td>
</tr>
<tr>
<td>Electronic device use</td>
<td>Cheating</td>
<td>Extortion</td>
</tr>
<tr>
<td>Eating, drinking, or chewing gum</td>
<td>Consistent failure to complete assignments</td>
<td>Fighting</td>
</tr>
<tr>
<td>Initial dress code violations</td>
<td>Consistent lack of supplies</td>
<td>Bullying/Cyber bullying/harassment</td>
</tr>
<tr>
<td>Lack of supplies</td>
<td>Excessive profanity, inappropriate language</td>
<td>Forgery</td>
</tr>
<tr>
<td>Littering/throwing items (unless dangerous or directed at someone)</td>
<td>Plagiarism</td>
<td>Graffiti</td>
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<tr>
<td>Making disruptive noises</td>
<td>Poor overall academic performance</td>
<td>Hate crimes</td>
</tr>
<tr>
<td>No homework</td>
<td>Poor overall attendance patterns</td>
<td>Leaving class without permission</td>
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<tr>
<td>Not motivated</td>
<td>Racial/ethnic/gender remarks</td>
<td>Obscene acts</td>
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<tr>
<td>Not participating</td>
<td>Sexual harassment</td>
<td>Possession or use of weapons, firearms, or other dangerous objects</td>
</tr>
<tr>
<td>Not working</td>
<td>Student in emotional crisis</td>
<td>Possession or use of cigarettes, alcohol, drugs, or paraphernalia</td>
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<tr>
<td>Out of seat</td>
<td>Student in need of mediation</td>
<td>Profanity towards another</td>
</tr>
<tr>
<td>Passing notes</td>
<td>Student indicating a desire to hurt himself/herself</td>
<td>Repeated defiance of authority</td>
</tr>
<tr>
<td>Personal grooming</td>
<td>Student Success Team coordination</td>
<td>Suspected gang-related activity</td>
</tr>
<tr>
<td>Playing with supplies or drumming the desk</td>
<td>Verbal confrontation between students</td>
<td>Tardiness (four or more)</td>
</tr>
<tr>
<td>Inappropriate language/Profanity</td>
<td>Suspected drug/alcohol use</td>
<td>Theft</td>
</tr>
<tr>
<td>Sleeping</td>
<td>3 day absences (academic counselor)</td>
<td>Truancy (in conjunction with PSA Counselor)</td>
</tr>
<tr>
<td>Talking in class</td>
<td>5 day absences/more (PSA counselor)</td>
<td>Vandalism</td>
</tr>
<tr>
<td>PE uniform infractions</td>
<td>Progressive PE uniform infractions</td>
<td></td>
</tr>
</tbody>
</table>

| 7 |
Be Punctual.
Be Respectful.
Be Responsible.
Be Safe.

Four Rules For Success
Are YOU Ready For Success?

ALL STUDENTS ARE EXPECTED TO BE PUNCTUAL, RESPECTFUL, RESPONSIBLE, AND SAFE.
FOUR RULES FOR SUCCESS... ARE YOU READY FOR SUCCESS?
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>BE RESPECTFUL</th>
<th>BE RESPONSIBLE</th>
<th>BE SAFE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Office</strong></td>
<td>❖ Respect the privacy of others</td>
<td>❖ Always have a pass or referral from your teacher</td>
<td>❖ Quietly enter &amp; exit</td>
</tr>
<tr>
<td></td>
<td>❖ Use good manners</td>
<td>❖ Attend to your business</td>
<td>❖ Use furniture appropriately</td>
</tr>
<tr>
<td></td>
<td>❖ Wait for assistance</td>
<td>❖ Obtain permission to use the phone</td>
<td>❖ Remain in waiting area</td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Office</strong></td>
<td>❖ Respect the privacy of others</td>
<td>❖ Always have a pass, summons or appointment to see a counselor</td>
<td>❖ Remain seated until called upon</td>
</tr>
<tr>
<td></td>
<td>❖ Be honest</td>
<td>❖ Sign in upon entering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Always use appropriate language</td>
<td>❖ Bring class work or a book</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td>❖ State your purpose politely</td>
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</tr>
<tr>
<td><strong>Classroom</strong></td>
<td>❖ Listen to your teacher</td>
<td>❖ Keep food and drink in backpack</td>
<td>❖ Walk in calmly</td>
</tr>
<tr>
<td></td>
<td>❖ Follow classroom rules</td>
<td>❖ Always give your best effort &amp; attention Bring class materials</td>
<td>❖ Sit in your assigned seat before the bell rings</td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td>❖ Always clean up after yourself</td>
<td>❖ Keep your hands and feet to yourself</td>
</tr>
<tr>
<td><strong>Auditorium</strong></td>
<td>❖ Listen responsibly</td>
<td>❖ Focus on the presentation</td>
<td>❖ Use furniture appropriately</td>
</tr>
<tr>
<td></td>
<td>❖ Refrain from booing, shouting, or whistling</td>
<td>❖ Put away all personal belongings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Enter quickly and quietly</td>
<td>❖ Follow adult instructions at all times</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Applaud when appropriate</td>
<td>❖ Always clean up after yourself</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
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<td></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>❖ Follow library rules</td>
<td>❖ No shouting or whistling</td>
<td>❖ Walk when entering or exiting</td>
</tr>
<tr>
<td></td>
<td>❖ Be helpful in keeping your area clean</td>
<td>❖ No food or drinks</td>
<td>❖ Properly address all adults</td>
</tr>
<tr>
<td></td>
<td>❖ Keep books in good condition</td>
<td>❖ Follow library check out policy</td>
<td>❖ Keep your hands and feet to yourself</td>
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<td></td>
<td>❖ Properly address all adults</td>
<td>❖ Always clean up after yourself</td>
<td></td>
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<tr>
<td><strong>Computer Lab</strong></td>
<td>❖ Follow computer lab rules</td>
<td>❖ Keep food and drink in backpack</td>
<td>❖ Walk when entering or exiting</td>
</tr>
<tr>
<td></td>
<td>❖ Ask for permission before printing documents</td>
<td>❖ Respect the privacy and rights of others</td>
<td>❖ Use furniture appropriately</td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td>❖ Use only your own log in information</td>
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<tr>
<td></td>
<td></td>
<td>❖ Always use appropriate language</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>❖ Always clean up after yourself</td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom</strong></td>
<td>❖ Always use appropriate language</td>
<td>❖ Report vandalism or necessary repairs to adult</td>
<td>❖ Always wash hands</td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td>❖ No loitering</td>
<td>❖ Throw used towels in the trash cans</td>
</tr>
<tr>
<td><strong>PE Field/Gym</strong></td>
<td>❖ Use equipment appropriately</td>
<td>❖ Always carry a Hall Pass</td>
<td>❖ Report unsafe activity</td>
</tr>
<tr>
<td></td>
<td>❖ Keep your backpack and personal belongings where you can see them</td>
<td>❖ Report any student misconduct such as drug use, fighting, or theft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Properly address all adults</td>
<td>❖ Always clean up after yourself</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>❖ Respect the property and rights of others</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>❖ Always use appropriate language</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>❖ Encourage others and use good sportsmanship</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>❖ No food or drinks allowed in the PE field</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>❖ Remain with designated teacher/class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>❖ Report any injury or unsafe conditions</td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td>BE RESPECTFUL</td>
<td>BE RESPONSIBLE</td>
<td>BE SAFE</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>PE Locker Room</strong></td>
<td> Respect the property and rights of others</td>
<td> Keep hands &amp; feet to yourself</td>
<td> Enter only with teacher permission</td>
</tr>
<tr>
<td></td>
<td> Give people their privacy</td>
<td> Keep watch over your personal property</td>
<td> Use only your assigned locker</td>
</tr>
<tr>
<td></td>
<td> Always use appropriate language</td>
<td> Report vandalism to adult on duty</td>
<td> Refrain from shouting, whistling, or loud noises</td>
</tr>
<tr>
<td></td>
<td> Place trash in the trash cans</td>
<td> Keep your locker combination to yourself</td>
<td> Keep food and drinks outside</td>
</tr>
<tr>
<td></td>
<td> Properly address all adults</td>
<td> Keep your P.E. uniform clean &amp; wear it appropriately</td>
<td> Report unsafe activities (such as fights)</td>
</tr>
<tr>
<td>Hallways, Stairways, and Lockers</td>
<td> Be kind to others</td>
<td> Use lockers and drinking fountains appropriately</td>
<td>Walk to class on time</td>
</tr>
<tr>
<td></td>
<td> Always use appropriate language</td>
<td> Consume food and drinks only in the assigned eating areas</td>
<td>When walking upstairs/downstairs, keep to your right</td>
</tr>
<tr>
<td></td>
<td> Proceed quietly and pass others with care</td>
<td> When not in class, show a pass</td>
<td>Open doors carefully</td>
</tr>
<tr>
<td></td>
<td> Properly address all adults</td>
<td> Keep lockers clean-inside and outside</td>
<td>Watch for opening doors</td>
</tr>
<tr>
<td>Designated Eating Area</td>
<td> Use good manners</td>
<td> Report vandalism or necessary repairs</td>
<td>Use handrails</td>
</tr>
<tr>
<td></td>
<td> Pick up after yourself</td>
<td> Always clean up after yourself</td>
<td>Never sit on stairs or block any entrance/exit</td>
</tr>
<tr>
<td></td>
<td> Comply with adult instructions</td>
<td> Only eat food in designated areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td> Greet friends appropriately</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td> Address all peers and adults with courtesy</td>
<td></td>
<td></td>
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<tr>
<td>Bike Rack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td> Always give pedestrians the right of way</td>
<td> Always secure your bike with a lock</td>
<td>Always wear your helmet</td>
</tr>
<tr>
<td></td>
<td> Report any unsafe conditions to the adult on duty</td>
<td> Become knowledgeable of bicycle safety laws</td>
<td>Always follow traffic rules</td>
</tr>
<tr>
<td>Parking Lots</td>
<td> Always give pedestrians the right of way</td>
<td> Always display student parking permit</td>
<td>One rider per bike</td>
</tr>
<tr>
<td></td>
<td> Drive slowly and safely</td>
<td> Follow driving rules/laws</td>
<td></td>
</tr>
<tr>
<td></td>
<td> Enter &amp; Exit parking lot appropriately</td>
<td> Secure your car</td>
<td></td>
</tr>
<tr>
<td></td>
<td> Park properly and occupy one space</td>
<td></td>
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</tr>
</tbody>
</table>
STANDARDS OF STUDENT BEHAVIOR

- Students are responsible for knowing and obeying all school rules and regulations.
- Every student is expected to be on time to school, to attend all classes, to behave in a proper manner, adopting good study habits and abstaining from using vulgar or profane language.
- Students are expected to comply with all reasonable requests from adult staff members.
- Students are expected to conduct themselves in a manner respectful to the school, home, family and community. Horseplay is dangerous and will not be tolerated.
- Students are expected to resolve conflicts or personal problems in a socially acceptable manner with the help of deans, counselors, or other members of school related organizations.
- Bikes are to be parked in the designated bike compound. The school is not responsible for theft or damage to bicycles.
- Clothing and accessories that are considered distracting to the instructional program are unacceptable. (Refer to Page 16 for the detailed pictorial information)
- Gang-related clothing or paraphernalia may not be worn.
- No oversized pants or shorts are to be worn. Pants must stay up without a belt.
- No cutoffs with high stockings are to be worn.
- No belts with initials on them are to be worn or extra long belts.
- No baseball style caps are to be worn unless they are Grant High School hats.
- No pants that are stapled or artificially creased are allowed.
- No extra-long chains, hairnets, spikes, or curlers are to be worn.
- Electronic game or music devices are not to be brought to school.
- Bicycles, skateboards, and roller skates are not to be ridden on campus. Students and parents must be aware that there is a California State helmet law for roller skates, bicycles and skateboards. Citations may be given.
- Clothing displaying names or graphics involving drugs, alcohol, tobacco, profanity, obscenity, weapons, violent or illegal acts, or graffiti vandalism is unacceptable.
- No clothing that degrades any culture, gender, religion, or ethnic values is to be worn.
- No objects related to gambling are to be brought to school.
- Students are not to bring squirt guns or water balloons to school.
- Young women are to dress appropriately without exposing themselves; wearing shorts or dresses that are obviously too short is unacceptable. Undergarments are not to be exposed.
- Clothing is to be neat and clean.

FAILURE TO OBEY THE ABOVE STANDARDS OF STUDENT BEHAVIOR MAY RESULT IN DISCIPLINARY MEASURES, WHICH COULD INCLUDE SUSPENSION AND/OR TRANSFER.
ACTIVITIES THAT MAY RESULT IN SUSPENSION, EXPULSION, AND/OR POLICE INVOLVEMENT

- Defacing school property.  
  (Student and parent are responsible to pay for damages)
- Defiance or disobedience.
- Fighting.
- Vandalism, damage to school property.
- Habitual profanity.
- Forgery.
- Stealing or extortion.
- Possession of weapons including any type of knife, stun gun, taser, pepper spray or mace.
- Crimes of violence.
- Publication or distribution of unauthorized materials.
- Possession of stolen property.
- Climbing of fences or gates.
- Assault or battery upon another person.
- Gambling.
- Sexual harassment.
- Any activity, which is a violation of a law.
- Possession of any marking devise including spray cans, paint, pens and markers.
- Persistent use of degrading language or hazing.
- Any type of gang activity.
- Any type of hate crimes.
- Use or possession of drugs and/or alcohol

LOCKERS AND OTHER SEARCHES

Members of the Administrative staff shall conduct daily random metal searches, searches of lockers and searches of backpacks. Searches of persons will be conducted when deemed appropriate and they shall be done in an appropriate manner.
ATTENDANCE POLICIES AND PROCEDURES

Attendance Law

All students between the ages of 6 and 18 must attend full-time school on a daily basis. Parents or guardians are responsible for sending their children to school every day (Education Code 48200). A student who is absent three full days without a valid excuse, or on three occasions is tardy or absent for more than thirty minutes, or any combination thereof, is TRUANT. (Education Code 48260) Students are expected to arrive at school on time and ready to work. First bell rings at 7:50 a.m. Class instruction begins at 8:00 a.m.

Clearing Absences

Upon student’s return from an absence, it is his/her responsibility to check for homework, tests and coursework assignments so that he/she will not fall behind academically.

All absences must be cleared upon student’s return from an absence. Uncleared absences will be marked as TRUANT ten days after the last absence.

Every effort should be made to schedule student’s medical and dental appointments so that they do not interfere with the instructional program. For those FEW times that it is unavoidable for the students to be absent from school, a student may be excused with a written note from a parent due to illness, quarantine, court appearance, religious observance or attendance at a funeral of an immediate family member. Student must bring the note to the Admissions Office before 8:00 a.m, indicating the date(s) and the reason for the absences in order to be admitted back to class and be able to turn in any missed assignments or make-up tests. An Absence Clearance Slip (ACS) will be generated and given to the student to be signed by teachers.

Students who are out of school due to illness for 5 or more consecutive days must return with a Doctor’s note and see the school nurse before entering classroom. Students with excessive absences may be referred to the PSA Counselor or School Nurse.

All students are encouraged and expected to comply with the district’s attendance policies and have 7 or fewer absences per year. This expectation is outlined and required for students to be eligible to participate in student activities, such as homecoming, prom, and graduation.

Truancy Policy

Students who are absent for non-illness 5 times in a school year may be referred to our Pupil Services and Attendance (PSA) Counselor. A conference with the student and the parent will be scheduled to discuss the reason for absences. Every effort will be made to assist the student to overcome challenges that stop him/her from attending school regularly. If it is determined that the student’s absences are without a valid reason, “Truancy” will be marked on student’s attendance record and necessary legal steps will be taken pursuant to Education Code 48263 to prosecute parents and student.

Education Code 48260.5 - "Upon a pupil’s initial classification as a truant, the school district shall notify the pupil’s parent or guardian, by first-class mail or other reasonable means, of the following:
   a) That the pupil is truant."
b) That the parent or guardian is obligated to compel the attendance of the pupil at school.

c) That the parents or guardians who fail to meet obligation may be guilty of an infraction and subject to prosecution.

d) That alternative educational programs are available in the district.

e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy.

f) That the pupil may be subject to prosecution under Section 48264.

g) That the pupil may be subject to suspension, restriction, or delay of the pupil’s driving privilege pursuant to Section 13202.7 of the Vehicle Code.

Students found roaming ON CAMPUS, outside their assigned classroom without GHS Hall Pass are considered TRUANT and will be referred to Deans and School Police. Students will receive a detention, and may be issued a TRUANCY TICKET thereafter.

Students found OFF CAMPUS during school hours, without school permission or parent supervision, may be cited for TRUANCY by local Police. Truancy can lead to severe consequences, including fines and criminal prosecution.

Parents are notified of students’ attendance by phone messages, mailings, and quarterly progress reports. Students are expected to be in attendance 100% of school year. SEVEN OR MORE ABSENCES ARE CONSIDERED EXCESSIVE.

Any other absence due to personal reasons requires prior written request and written approval from the principal or authorized school official.

**Early Leaves**

Students who become ill at school or must leave for personal reasons MUST check out through the Admissions and/or the Health Office. Any student who leaves campus without checking out through these offices will be considered as TRUANT.

Students will only be released to adults whose names are on the student’s up-to-date Emergency Form. California law requires that a parent or legal guardian provide student emergency information to the school every year (Education Code 49408). No student and/or information regarding a student will be released except to those persons listed on official school records (Board Rule 1205).

**Tardy Policy**

Tardy lockouts are conducted every day, every period, whether it is announced on the P.A. system or not. Students arriving to school after 8:30 a.m. will automatically be assigned a detention. The designated lockout area is the covered eating area. Tardies will be documented on a cumulative basis and will start over every 20 weeks. Students who are late to school/class 3 or more times will be assigned after-school detention. Failure to serve detentions may result in suspension, restricted participation in school activities, and graduation stop clearance. A parent conference will be held when a student is identified as chronically tardy.
Senior Attendance Contract 2017-18

All Class of 2018 seniors, as a condition of participating in the graduation ceremony, must have a record of good school attendance during their senior year. Good school attendance will be determined by the guidelines established in our senior attendance policy and will affect participation in the graduation ceremony and all senior activities. California Education Code (C.E.C) Section 48200 states that all children between the ages of 6 to 18 must attend school full-time and be present at school for the time designated as a school day, unless exempted by law.

The senior attendance policy begins on the first day of school, August 15, 2017, or the first day the student enrolls into our school. New and transferring students must meet the Grant High School attendance policy in order to participate in all senior activities, including the graduation ceremony.

Each senior will be responsible for keeping track of his or her individual absences. Notifications will be made periodically to students at risk. Attention must be given to absences indicated on report cards.

 SENIOR ATTENDANCE POLICY

- Students may not exceed 7 days of absences (or the equivalent of 7 days; both excused and unexcused) for the 2017-2018 School Year.
- Senior activities, including prom, prom fashion show, senior movie night, and the graduation ceremony will be tied to the attendance policy. The allowed absences for each activity will be based on the date of the event. Seniors will be provided with a detailed attendance policy with specific information for each senior event.
- Students must be in good standing in the Spring semester in order to participate in Senior Prom, Senior Picnic, Fashion Show, and graduation.
- In the Spring Semester, a fifteen week report card review and/or an MISIS Report will be run to identify seniors who have excessive absences. Students on the list may not be eligible to participate in graduation ceremonies.

 APPEALS

There will be an end of the year appeals committee, to review individual circumstances case by case. The appeal process will have two levels of consideration, a paper appeal and an appeals committee where needed. The decision of the appeals committee will be final.

 I ____________________________   ________________________, I agree to comply with this contract.

 DON’T MISS OUT ON ANY PART OF YOUR SENIOR YEAR. Attend your Classes Daily!!!!!
CHANGE OF STUDENT INFORMATION

Within thirty (30) days of the change, the parent/guardian or student notifies the Admissions Office of any changes of information including address, telephone number or guardianship information.

A change of information form must be completed by a parent/guardian. Students who fail to inform the school of a change of address may not be eligible to remain at Grant High school. Continuing Enrollment Permit is available to those students who meet attendance, citizenship and academic standards.

CLASS INTERRUPTIONS

Office staff are not permitted to interrupt class to deliver gifts, flowers, balloons, birthday cakes, etc. and only messages regarding extreme emergencies (illness, etc.) can be delivered during the day. Students should inform their parents that other messages or deliveries will not be accepted.

HEADWEAR POLICY

In order to maintain an appropriate educational atmosphere and insure safety and security for students, the following inappropriate headgear is prohibited and will be confiscated: baseball caps, hair nets, do-rag, ski hats, beanies, headbands and other types of hats. All confiscated items are turned in to the Dean’s Office, and can be picked up every LAST DAY OF THE SEMESTER.

ELECTRONIC DEVICES POLICY

All electronic devices (music/audio players, mobile phones, cameras, audio/video recorders, MP3 players, and iPods) when used, displayed, or turned ON during instructional time will be confiscated, and a parent/guardian will be required to pick them up from the Assistant Principal’s Office, on FRIDAYS ONLY.

Consequences:

- 1st Offense: staff confiscates electronic device to be logged in to Deans’ Office; only a parent/guardian may pick up the device from the Deans’ Office at the day’s end.
- 2nd Offense: staff confiscates electronic device to be logged in to Admissions Office. Student is assigned an after school detention. Only a parent/guardian may pick up the device from the Deans’ Office, next school day, AFTER the student has successfully served detention.
- 3rd Offense: staff confiscates electronic device to be logged in to Admissions Office. Student is assigned a Saturday Campus Clean Up. Only a parent/guardian may pick up the device from the Deans’ Office, AFTER the student has successfully served Saturday Campus Clean Up.

GHS students are not to bring electronic devices to school. All electronic devices brought to school will be at the owner’s own risk. GHS assumes no responsibility for lost or stolen
student electronic devices. However, lost or stolen confiscated items may be reimbursed up to $50.00.

HOMEWORK POLICY

Homework is designed to expand on ideas and skills presented in the classroom. Homework assignments are varied and are designed to enhance student mastery of subject area content. Assignments may involve a variety of activities including reading, writing, problem solving, reviewing and studying. The LAUSD’s policy calls for a minimum of 40 minutes of homework for each academic class each school day.

TEXTBOOK POLICY

Students are responsible for the textbooks issued to them. Students are expected to cover the books and to place their name and room number on the inside cover of the book. Students will pay for lost, stolen or damaged books. Students should examine and note the condition of book when book is issued. If books are returned with water stains, broken binding, or writing in the book, student will be responsible for damage or loss of the book.

ZERO TOLERANCE FIGHTING POLICY

There will be no tolerance toward any student who engages in fighting. Any student, who initiates or participates in fighting, will be subject to severe disciplinary action which may result in SUSPENSION AND/OR EXPULSION FROM GRANT HIGH SCHOOL.

HALL PASS POLICY

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, nutrition time, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

All staff is responsible for reporting students who are outside of class without a valid pass or truant during instructional time by notifying the Deans’ Office.

Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

Every student who leaves the classroom during instructional time MUST:
- Have a current SCHOOL ID in his/her possession, once these have been issued
- Wear the orange safety vest
- No devices to be used while on a pass from class
- Comply with the “Ten Minute Rule,” which states that no passes are valid during the first and/or the last ten minutes of class
ZERO TOLERANCE POLICY

There will be no tolerance for students who willfully endanger the safety of our educational community by:

- Possession of a firearm, firearm replica, knives, explosives, or any other objects that endanger the safety of our educational community
- Brandishing a knife
- Sale of drugs
- Sexual assault or intent to commit sexual assault

Student noncompliance with the Zero Tolerance Policy (guns, drugs, sexual assault) will be automatically recommended for expulsion from the Los Angeles Unified School District.

CONTROLLED SUBSTANCES POLICY

Grant High School is a tobacco, drugs, and alcohol free campus.

- Possession, use, purchase, or sale of tobacco or any controlled substance (drugs or alcohol) on campus, or at any school-sponsored activity, is not allowed.
- Students with prescribed medication must turn in their prescription and medicines to the Nurse’s Office for proper administration.
- Student backpacks, lockers, and belongings are subject to random searches by school officials as allowed by the LAUSD Random Search Policy.
- Students in violation of the Tobacco and Controlled Substances Policy will be subject to progressive discipline.
- Students under the influence of any controlled substance while on campus or at any school-sponsored activity will be referred to the Nurse and will be subject to disciplinary actions.

Students in nonconformity with this Controlled Substances Policy will be subject to disciplinary action as approved by the Progressive Discipline Policy.

SKATEBOARD POLICY

For safety reasons, skateboards are not allowed for use on campus at any time. Skateboards used on campus are subject to confiscation, and it will be kept in the dean’s office until it is claimed by the parent.

PARKING POLICY

Grant High School provides parking for 11th and 12th grade students only. Students must purchase a valid permit from the Admissions Office each school year. Student permits are only valid in the student parking lots.

- Students are not allowed to return to the student parking lot during school hours unless given permission by administration.
- The school assumes no responsibility for theft or damage to personal property.
- Students may park only in designated student parking lots.
- Students MUST display parking permit in car windshield whenever parked on campus.
- All vehicle codes will be enforced on and around campus. Violators may be booted, cited, or towed. Parking privileges may be revoked at any time.
STUDENT BEHAVIOR DURING ASSEMBLY
Students will show respectful and courteous behavior to speakers and performers.

INTERNET AND ACCEPTABLE USE POLICY

The Los Angeles Unified School District is providing computer network and Internet access for its students. This service allows students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

Every year, any student who wants computer network and Internet access for that upcoming school year must sign and submit an Acceptable Use Policy. Students who are under 18 must also have their parent or guardian sign this policy. By signing this agreement, the student, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor.

UNACCEPTABLE USES OF THE COMPUTER NETWORK OR THE INTERNET

The following uses of the account provided by the school district are unacceptable:

1. Selling or purchasing any illegal substance;
2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law.
3. Transmitting or downloading confidential information or copyrighted materials.
4. Uses that involve obtaining and or using an anonymous e-mail site.
5. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Deleting, copying, modifying, or forging other users e-mails, files, or data;
2. Accessing another users email without their permission;
3. Damaging computer equipment, files, data or the network;
4. Using profane, abusive, or impolite language;
5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages.
6. Threatening, harassing, or making defamatory or false statements about others;
7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
10. Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.
11. Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable.
12. Commercial uses of the school network are unacceptable.
STUDENT I.D CARDS

Grant High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in our school. The student identification (ID) card is required for students to participate in many school-sponsored activities. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- Students are required to carry their valid ID cards at all times while on campus or when participating in any school-sponsored activity.
- Students must have their own ID cards (sharing ID cards is not allowed).
- Student must report a lost or stolen ID and obtain a replacement immediately.
- The cost of a replacement ID card is $5.00. Payment is made at the Admissions Office, and the replacement ID card is obtained in the Admissions Office during lunch on Tuesdays and Wednesdays.

Students who do not follow the Hall Pass or ID Policies will be subject to disciplinary action as approved by the Progressive Discipline Policy.

CLUBS AND ORGANIZATIONS

There is a club for everyone. Grant High School teachers sponsor over 30 clubs and organizations. Listen to the P.A announcements, the bulletin and watch for “club day” to find out meeting dates and times of the clubs you are interested in.

THE COLLEGE/CAREER CENTER

Our College and Career center is located adjacent to the library. The center provides information concerning college options, admissions, placement testing, financial aid workshops, and school-to-work information. Information on specific colleges and their requirements, registration forms for PSAT, SAT and ACT exams and applications to colleges and financial aid are available. The College and Career Advisor are there to assist you with making critical decisions in your life.

DEANS OFFICE

If you ever have any problems, feel free to stop by the Deans Office or your counselor’s office. The Deans are here to resolve conflicts and support the mission and vision of our school.

HEALTH OFFICE

The Health Office is located in the Administration building. If you wish to see the nurse, you will need a pass from your teacher as well as your student I.D card.

LIBRARY

The Library provides you with the technology necessary to do your schoolwork and research projects. We expect you to take care of and take pride in this facility. The Library is open during nutrition, lunch, before and after school. During class time, you must be accompanied
by your teacher or have a hall pass with student ID from your teacher to be admitted to the Library.

**LOST AND FOUND**

The Lost and Found is located in the Textbook Room located next to the Library. We highly recommend that you mark all of your personal items with your name in a conspicuous location.

**STUDENT STORE**

The Student Store is located in the lunch area. It is open before and after school, during lunch and nutrition. Physical education clothes can be purchased at the Student Store. Be sure to purchase your Yearbook early because these sell out quickly. Grant High School hats and other Lancer items can be purchased in the Student Store.

**LANCER ATHLETICS**

We have a strong tradition of excellence in athletics. To be eligible to compete on a Lancer team, you must be enrolled in a minimum of 20 course credits and maintain a 2.0 Grade Point Average. These standards must be maintained during the season of competition. Eligibility is determined on the mid-term and final report cards. These dates and requirements are determined by the Los Angeles Unified School District. You must:

- Have doctor's clearance
- Be cleared by the school nurse
- Have parent permission
- Prove you have medical insurance
- Complete Athletic Record Card and Emergency Information Card.

If you have any questions about participation in athletics, see the Athletic Director in the P.E. office.

**FALL SPORTS:**
- Football (V/JV, Frosh/Soph)
- Cross Country (V/JV, Frosh/Soph)
- Basketball (Boys’, Frosh/Soph)
- Volleyball (Girls’, V/JV)
- Tennis (Girls’, V/JV)

**WINTER SPORTS:**
- Basketball (Boys’ and Girls’ V/JV)
- Soccer (Boys’ and Girls’ V/JV)

**SPRING SPORTS:**
- Track (Boys’ and Girls’ V/JV; Frosh/Soph)
- Tennis (Boys’ V/JV)
- Baseball (Boys’ V/JV)
- Softball (Girls’ V/JV)
- Swimming (Boys’ and Girls’ V/JV; Frosh/Soph)
- Volleyball (Boys’ and Girls’ V/JV; Frosh/Soph)
- Golf (co-ed)
NONDISCRIMINATION INFORMATION

It is the policy of the LAUSD to comply with the following:

TITLE VI COMPLIANCE

“No person…shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education.” Title VI of the Civil Right Act of 1964.

TITLE IX COMPLIANCE

“No person…shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX of the Education Amendments of 1972.

SECTION 504 COMPLIANCE

“Not otherwise qualified individual with a disability…shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Section 504 of the Rehabilitation Act of 1973.

TITLE II OF THE ADA COMPLIANCE

“No otherwise qualified disabled individual shall solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

PROGRESS REPORTS, MIDTERM AND FINAL MARK REPORTS

To ensure consistency with the District for reporting student progress to parents, each student shall receive no fewer than three mark reports within a semester. At least one Midterm Mark Report, one Progress Report and a Final Mark Report with credits posted are required. The three required marking reports apply to all secondary schools.

1. First Marking Report (Optional) – This progress report is issued at the end of the first weeks. Progress Reports are interim reports that are intended to indicate to indicate deficiencies. Only marks of D or Fail in academic progress are required or U’s in Work Habits and Cooperation. Cumulative attendance is reported.

2. Second Marking Report (Required) – This mid-term report card is issued at mid-semester. All cumulative subject marks, marks for cooperation and work habits, and cumulative absences, and tardies must be reported.

3. Third Marking Report (Required) – This progress report is issued in the November and May of each semester. Teachers must report a mark of D or Fail, and U’s in Work Habits and/or cooperation. Teachers have the option of reporting an academic mark of “M” to indicate “meeting standards for students receiving a “C” or better in academic subject mark.
4. Fourth Marking Report (Required) – This is the final report card for the semester. All cumulative subject marks, marks for cooperation and work habits, and cumulative absences, and tardies must be reported.

Making a “Fail” in the subject area on the 5th or 13th week is considered sufficient notification for issuing a “Fail” on the mid-term or final report.

All marking reports are distributed mailed home each semester.
Ulysses S. Grant High School
DRESS CODE

1) No tube tops, halter tops or spaghetti strap tops.

2) No visible midriffs, cleavage or underwear.

3) No shorts, skirts and/or dresses shorter than mid-thigh.

4) Pants must be fitted and shoes must be worn at all times.

5) No clothing or accessories depicting drugs, alcohol, the use of offensive/obscene pictures or language, or gang attire.

6) No inappropriate accessories such as pocket chains or spikes, and only official Grant hats allowed on campus. No other headgears.

The Dress Code is in effect during all school functions, on or off campus. Students who violate the dress code will be subject to disciplinary action.
Ulysses S. Grant High School
Student Health Information

Immunizations

New students will not be admitted to school unless a written immunization record provided by a physician or the health department is presented at the time of enrollment and immunizations are up to date.

Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. All students new to the District or transfer students within the district must show that they have received all currently required immunizations in order to be enrolled.

The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized must be excluded from school at the discretion of the health department.

Medications

A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and the parent/guardian. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication or other care beyond first aid.

Physical Examinations

Students enrolling for the first time in LAUSD secondary schools are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.

Screening of vision and hearing will be done in accordance with State guidelines.

Physical examinations as required for Special Education programs may be done by licensed physicians. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the administrator.

Miscellaneous

Communicable Disease inspections will be conducted periodically. A student suspected of having a communicable disease would be excluded from school until guidelines for readmission are met.

An effort will be made to notify parents/guardians about school exposure to chickenpox or any other communicable disease. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse to facilitate notification. Students at risk include those with deficient immune systems and those receiving certain drugs for the treatment of leukemia or organ transplants.
A student returning to school with sutures, casts, crutches, leg brace(s) or a wheelchair must have a physician’s written permission to attend school and must comply with any safety procedures required by the school administration and Health Services personnel.

A student returning to school following a serious or prolonged illness (three days or more), injury, surgery or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent’s written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student’s health care provider. Requests for exemption beyond 10 weeks are referred to the school nurse.

A current District Emergency Information card must be on file at the school so that parents/guardians can be notified promptly in case of accident or illness involving their child.

Blood donation drives in cooperation with the Red Cross may be held on a senior high school campus. Efforts will be made to notify parents/guardians of planned blood donor drives; however, the written consent of the parent/guardian is no longer required for participation by 17-year-old students.

School health personnel are available for consultation.
The purpose of this letter is to inform parents and guardians of the 80,000 students who ride school buses daily of the District's plans for protecting the safety of those students in case of a major earthquake. These plans apply to students riding Los Angeles Unified School District (LAUSD) buses and its contract buses. Please discuss these plans with your children as soon as possible and keep this information available in your home.

This plan is intended for implementation only in case of a major earthquake (usually 5.0 or above on the Richter scale) and where there is obvious and widespread damage to roads and structures within LAUSD boundaries. In minor earthquakes, "take cover" procedures will be followed, vehicles driven to a safe point and halted. If there is no reported damage to roads and structures, normal operations should resume in about 15 minutes.

A. Early A.M. Emergencies

If the earthquake occurs during morning bus pickup hours, students not already picked up should be instructed by their parents/guardians to do as follows:
1. Special Education students with home pickup should remain at home.
2. Students waiting at or near an LAUSD school pickup should report to that school for temporary shelter.
3. Students waiting at locations other than a school should be instructed (in advance) to return home if a responsible person will be there, or to go to the nearest LAUSD School if there is no such person at home.

B. Midday Emergencies

If the earthquake occurs during school hours, buses will not attempt to pick up and return students to their sending schools/homes until it is safe to do so. If students are on a midday trip at the time of the earthquake, the bus driver will drive to the nearest school not suffering from major damage (preferably a secondary school) and wait for further instructions.

C. Late P.M. Emergencies

If the earthquake occurs when students are on buses returning home, drivers will drive to the nearest LAUSD school not suffering from major damage (preferably a secondary school or, for severely handicapped students, a Special Education Center) and wait for further information and instructions.

D. Out-of-Area Trips

Drivers of buses on special trips outside the District will attempt to make radio contact with the Dispatch Section and to return to the nearest undamaged District secondary school and shelter students there until they can be returned safely to their sending schools/homes. If returning to the district and finding an open school is not possible, drivers will ask for law enforcement assistance to house and feed the students until they can return to Los Angeles. Drivers and adult escorts will remain with the students until they are able to return to their communities.
E. During an Earthquake

1. All school bus drivers have been instructed to pull to the side of the road, away from tall buildings, trees, street lights, and power lines, if possible. They have been instructed not to stop on or below overpasses or bridges. Those on coastal routes will move their buses to higher elevations.

2. Students will be kept on the bus because they are safer there. They will be told to take cover by putting their heads down between their knees and remain in their seats until an "all clear" is given.

3. When shaking stops, bus drivers will park their vehicles safely, leave the entry door closed and go through the bus to check for injuries, calm the students and render first aid where necessary. All school bus drivers have first aid training.

4. The bus drivers will then drive or walk the students (if the bus is inoperable or streets are impassible) to the nearest LAUSD school without major damage (preferably a secondary school). If possible, severely handicapped students will be taken to a Special Education Center.

5. Drivers will await further instructions from the school administrator if contact with Dispatch cannot be made. Students will not be allowed to leave unless an identified adult picks them up. The driver will carry the bus roster to keep track of students and report injuries during the emergency.

F. After an Earthquake

1. After a major earthquake, the Transportation Branch will attempt to open parent concern lines at (323) 227-4421 (English) and (323) 227-4422 (Spanish). However, since telephone lines may be down, please listen to or watch for radio and television announcements, which will be made by the District.

2. If it is impossible to drive students back to their home schools by bus, they may be reunited with their properly identified parents or guardians at the schools where the students are sheltered.

Please be assured that the District is concerned about the welfare of all of its students and will take all appropriate precautions to protect the safety of transported students in the event of a major earthquake.

For further information, please contact your Area Bus Supervisor.
Welcome to U.S. Grant High School! We are most happy to be able to send you this informational bulletin of vital importance to you as a parent of a traveling student. It is hoped that this information will assist you in making this school year a successful one.

**Personnel and Responsibilities**

Administrator for Traveling Student Program: Assistant Principal  
General transportation and program questions: Mrs. Caruso at (818) 756-2775  
Bus (323) 342-1460 or 1-800- LA BUSES (Emergency purposes only before 8:00 a.m. and after 2:30 p.m.)

**Bus Passes**

Each traveling student will be issued a bus pass at the beginning of the school year. This important pass, which contains data for emergency purposes, must be presented to the driver in order to board the bus each morning and afternoon. Each student is expected to take good care of his/her bus pass. However, if a pass is lost, it is then the student’s responsibility to secure a new traveling pass by notifying the Traveling Students Coordinator during nutrition or lunch. Your student’s route should be marked down here:

Route Number: ________________________

**Bus Pickup Points**

An important safety rule is that students may board and leave the bus only at their assigned stops. Adults are not allowed to board the bus without a pre-authorization form from the bus supervisor. This arrangement must be made forty-eight hours in advance with Mr. Stave at the telephone number listed above.

**Safety on the Bus**

Drivers are responsible for the safety of students riding the bus and have the final authority in these matters. Students are expected to follow the driver’s instructions and to adhere to transportation rules outlined in the flier mailed from the Transportation Branch. Copies of this flier are available upon request. In addition, students are expected to behave in a safe and courteous manner at bus stops as well as on school buses. Emergency bus evacuation procedures and safety rules, especially those involving the distraction of the driver, will be periodically reviewed with pupils.

**Misconduct on the Bus**

A student who misbehaves on the bus may be issued a citation. This citation necessitates an immediate response; it must be signed by a parent and returned to the driver before a student will again be transported. To insure communication between the driver and the parent, copies of citations may be mailed home. A student who continuously misbehaves on the bus or commits a serious offense may be denied transportation for a specified period of time and/or may be requested to bring his/her parents to the school for a conference.

**Transportation for Afterschool Activities and Late Buses**

Every student who stays for the late bus at 5:30 p.m. must participate in a supervised afterschool activity. Pupils, who wander on or off campus unsupervised will be denied further transportation on the late buses and, in some cases, may be subject to suspension from school. The sponsor of the activity will issue late bus passes. In addition to regular afterschool activities,
buses are provided for special events at Grant High School. Bulletins listing events and bus pickup points and times will be either mailed or sent home with students.

Address Changes
If a student has changed his/her address since transportation has been assigned and needs a different bus stop for that reason, both Mrs. Caruso and the Magnet Office should be notified as soon as possible. A utility bill (Gas or DWP) is required for making an address change.

Illness at School
It is not always possible to transport ill students home. However, when it is possible, parents must be contacted first and a responsible adult must be home to receive the student. Therefore, all students must have an emergency card with emergency phone numbers on file in the Health Office.

What to do if the Bus is late

A. Students at bus stops

Students are to remain at the bus stop in an orderly, quiet group. Students are cautioned to avoid running into the street to look for the bus.

B. Notification of Late Bus

If the bus does not arrive within 20 minutes of the scheduled arrival time two of the students should go to the nearest telephone (no more than one-half block from the bus stop). They should place a call to their school or to Bus Operations at (323) 342-1460 or 1-800-LA-BUSES and report that the bus on Route No. _______ to (Grant High School), which picks up students at the stop located at (location) and was supposed to arrive at (time) is late.

C. Asking for Assistance

If the student’s bus stop is at or near school, he or she should go to main office of that school to use the telephone or to request information/assistance, provided that the school is open at that hour. The student should not ask for assistance from a resident near the bus stop unless that resident is a friend or resident designated by the parent. The student should not enter the residence, but should request that the resident should tell the school employee or resident the bus route number, what time the bus was scheduled to arrive and which school is expecting the waiting students.

Supervision at Bus Stops

Parents of students assigned to bus stops are encouraged, on a rotating basis, to provide parental supervision at the bus stops. When a parent is supervising at the bus stops and the bus is late, the parent should make the telephone call described in the paragraphs above.