



# **2020-2021 Middle School Handbook**

Grand Haven Christian Middle School  
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Mr. Tim Annema, Principal

Grand Haven Christian Middle School is a special place. It is dedicated to the glory of God and the education of His children. As administration and staff of GHCS, we dedicate ourselves to providing you with the best education possible. Education is a "team" effort. Therefore, everyone must give their best effort with a Christ-like attitude.

## Our Mission

*Educating minds and shaping hearts for service to God in His world*

## Middle School: The transition from Elementary to High School and Beyond

We are a Christ-centered middle school. While many people use *middle school* and junior high school interchangeably, they are quite different. Since 1994, we are by design and philosophy a Middle School. Our Middle School provides the framework for teaching and reaching God's covenant children during their adolescent years. Research and best practices have shown that children in grades sixth through eighth have unique educational needs. Our middle school program includes not only rigorous academic requirements but it also takes into account the spiritual, physiological, emotional, physical and social growth that our students will experience during these all important developmental years.

## OUR MIDDLE SCHOOL PHILOSOPHY

- We recognize the **VALUE** and **GIFTS** of each **INDIVIDUAL** child of **God**.
- Our school **ENVIRONMENT** reflects an understanding of **ADOLESCENT** development.
- The staff's **TEACHING METHODS** include cooperative learning, hands-on techniques, research, enrichment opportunities, interdisciplinary studies, technology as well as many others.
- We develop/enhance **STUDY SKILLS** and **ORGANIZATIONAL SKILLS** while encouraging each student to become more **RESPONSIBLE** and **ACCOUNTABLE** for his or her actions.
- We offer the students **CHOICES** through enrichment and exploratory opportunities.
- Our **SCHEDULE** allows for **FLEXIBILITY**.
- We provide varied **OPPORTUNITIES** for individual participation as well as team work type challenges.
- **SUCCESSSES** and **ACCOMPLISHMENTS** of students are celebrated.
- The **STAFF** works as a **TEAM** to meet the needs of each student while building **RELATIONSHIPS** with each child to better understand who they are and what gifts God has instilled in them.

## SPIRITUAL DEVELOPMENT

Students are led to see all aspects of learning through the lens of *this is God's World*. Life is about worshiping our Creator and gaining a deeper understanding of Him. We want each of our students to have a personal relationship with their Lord and Savior, Jesus Christ. Through a camp experience, devotions, chapels, prayer times, class discussions, service opportunities, fair and appropriate discipline, modeling the walk along with the talk, and providing a Reformed Faith, Christian world view and atmosphere for teaching and learning to take place.

## MIDDLE SCHOOL TEACHING STAFF

DeBone, Nick	5th Band, 6th Band, 7th/8th Band	ndebone@grandhavenchristian.org
Annema, Tim	Principal	tannema@grandhavenchristian.org
Brace, Cindy	Middle School Educational Support, MAP Test Coordinator	cbrace@grandhavenchristian.org

Brondyke, Mark	7th Social Studies, 6th-8th Science, 6th Bible	mbrondyke@grandhavenchristian.org
Becksvoort, Kathryn	5th/6th Choir, 7th/8th Choir	kbecksvoort@grandhavenchristian.org
Bradford-Royle, Sherri	Service Learning Coordinator	bradfords@grandhavenchristian.org
Findlay, Athena	6th-8th English	afindlay@grandhavenchristian.org
Groenendyk, Wailand	8th History, 8th Bible,	wgroenendyk@grandhavenchristian.org
Machiela, Lance	6-8 Math, 6 Social Studies, 7th Bible	lmachiela@grandhavenchristian.org
Mariglia, Erika	6th-8th Spanish	emariglia@grandhavenchristian.org
Osterman, Julia	6th-8th Art	josterman@grandhavenchristian.org
Jackson, Whitney	Educational Support Director	wpiersma@grandhavenchristian.org
Ray, Tyler	6th-8th PE, 6th-8th Technology	tray@grandhavenchristian.org

**CORE ACADEMIC CLASSES** - each of these courses meets 5 times a week.

- **Bible:** leads the students on a faith journey from Genesis through Revelation over the course of 6<sup>th</sup>-8<sup>th</sup> grade. Bible Memorization is also an integral element of the Bible classes.
- **Science** - hypothesis and experiment driven with numerous hands-on experiences. Rocks, weather, the periodic table, sound, and energy are just some of the topics the students will explore.
- **Social Studies/History:** includes the study of geography, history, economics, and ethics. Eastern Hemisphere (Greece, Rome, Africa, Russia) studies in 7th grade, Western Hemisphere (North & South America, culture, geographical features, etc.) in 6th grade, and early American History (colonization through Reconstruction) in 8th grade.
- **Math/Algebra:** student-driven course where options include remedial, regular, and accelerated classes. Class offerings from basic math through Geometry. The goal is to have all students prepared to at least take Algebra I as freshman in high school
- **Literature/English Grammar:** Sixth through eighth grade English encompasses a comprehensive, balanced literacy program focusing on language usage, individualized spelling, reading, writing, speaking and listening. Throughout the year, students will complete at least two major novel studies, along with differentiated, independent reading and writing projects. Major writing assignments include a persuasive essay, research papers, fictional pieces, poetry and a reading response essay. Students will engage in developing arguments through debate and will also learn to formally cite sources using MLA format.

**EXTRA-CURRICULAR CLASSES**

- Physical Education - meets 2x a week throughout the year
- Spanish - meets 2x a week throughout the year

- Band - meets 3x a week throughout the year
- Art - meets 1x a week
- Choir - meets 2x a week throughout the year

**GRADES/REPORT CARDS/HONOR ROLL/GRADING SCALE/EXAMS**

We use **Power School** grading software which allows us to post grades online. Parents and students can access grades 24/7. Our zero/incomplete assignment policy holds students accountable for completing their assignments. Work that is turned in late is typically graded down in fairness to those who completed their assignments on time and to encourage student responsibility.

- There are four marking periods in the school year
- Students start with “a clean slate” each marking period.
- Assignments not turned in become “zeros” when the cumulative grade is averaged
- Report cards will be emailed home at the end of each trimester.
- Students who receive an A or A- in all classes (including Art, Phys. Ed, Spanish, Band, Choir and Tech) will be identified as Gold Honor Roll students by way of an announcement in the Home Bulletin.
- Students who receive a B- (or better) in all classes (including Art, Phys. Ed, Spanish, Band, Choir and Tech) will be identified as Silver Honor Roll students by way of an announcement in the Home Bulletin.
- Eighth Graders have exams in their core subjects the first two trimesters. These exams are averaged and count as 20% of their semester grade. Third Trimester, 8<sup>th</sup> grade students produce a “Capstone Project” which counts as their exam grade in each of their core classes.

**The Middle School Grading Scale**

101+	A+	91-93	B+	81-83	C+	71-73	D+
97-100	A	87-90	B	77-80	C	67-70	D
94-96	A-	84-86	B-	74-76	C-	64-66	D-
						0-63	E

**ORGANIZATIONAL SKILLS**

Being able to keep track of tasks and completing those tasks in a timely fashion is an important skill to develop. We strive to offer our students a variety of tools to use for organization as well as instructional help to stay organized and complete their assignments.

We monitor the amount of homework assigned. We coordinate and communicate when we give tests, quizzes, and projects so that students do not become overwhelmed with work or preparations to be completed at home. We encourage students to think ahead, plan ahead, prepare ahead and manage their time efficiently and effectively.

**COMMUNICATION**

We value communication between all those involved in the education of our students. We regularly meet as a staff twice a week. One of those meetings is used for planning events, reviewing

curriculum, discussing schedule changes, evaluating components of the program and preparing for the coming school year. The other meeting is dedicated to discussing students: their needs, successes, progress and anything else that might impact their education. Cindy Brace, Whitney Piersma (ESS Director) and Mr. Annema(Principal) also may attend this second meeting.

Open communication with parents is important to us to help us understand and teach each student according to their needs. We use a variety of communication forms such as:

- Powerschool (grades, assignments, report cards, etc.)
- Emails/Phone calls/ Written notes/ Conferences
- Mid Term Reports emailed home (half way through each trimester)
- Report cards (emailed home each trimester)
- Face to face contacts in the hall before, during or after school
- School website/Teacher web sites/Facebook Page
- Team Meetings (parents are welcome to meet with the staff to voice concerns or share pertinent information regarding their child)
- Zero-Missing Assignment Reports / Discipline slips

### **CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY**

All personal electronic devices, including but not limited to cell phones and ipods, must be turned off and kept in students' backpacks at all times. We respect that parents need and desire to contact their students in emergency situations and vice versa. However, electronic devices only serve to detract from the learning process. If a parent needs to get in touch with a student during the school day, the parent must contact the school office. If a student needs to speak to a parent during the school day, the student must notify the teacher, who will make arrangements for the student to use the school phone. Exceptions may be made for cell phone usage for emergency communication with parents, and are at the discretion of the teacher or Administration. If a student is found in violation of the cell phone/ipod policy, the device will be turned over to a teacher and stored in a secure location in the office. **The device will be released to a parent upon the payment of a \$10.00 fine. This money will be used to help defray the cost of various middle school activities.**

### **SERVICE HOURS**

The staff of Grand Haven Christian Middle School believes it is important for our students to give of themselves as active members of the kingdom of God. Each student is encouraged to give of his/her time in a charitable way over the course of the school year. Each student will have a variety of opportunities to serve God in His kingdom. Mrs. Sherri Bradford-Royle coordinates opportunities in the community with the gifts of our students. Each student takes a spiritual gift inventory at the beginning of 6th grade. NOTE: School work missed for service hours during the school day are the responsibility of each student to make up.

### **MIDDLE SCHOOL DRESS CODE**

#### **ITEMS THAT ARE PROHIBITED:**

- Attire that consists of profane, obscene, sexually implied or explicit language or graphics, as well as clothing that advertises or promotes tobacco, alcohol, or substance abuse is prohibited.
- Pajamas, slippers, and blankets are not to be worn at school.
- Any clothing that shows skin at the mid-torso region, regardless of movement,

- Low-cut tops and tank tops.
- Any clothing that may expose undergarments . This includes “sports bras” for girls as well as sagging and low cut pants for all students .
- Words on the seat of pants or sweatpants are not allowed,
- No hoods , hats, or du-rags are to be worn in the building during school hours.
- Chains of any gauge used to secure any of the following are not to be worn in/at school or at any school-sponsored event: chains to secure wallets, chains used as belts, chains fastened to backpacks or purses, chains around the neck (i.e. dog collar, etc.).

### **GUIDELINES FOR SHIRTS/TOPS**

- All shirts must fall below the waistline and be modest. Tops must completely cover a student's mid-torso region, regardless of movement.
- . Straps of shirts must be the width of two fingers.
- Sheer, see-through blouses or shirts must be paired with clothing nearest the body that is not made of "see-through" materials.

### **GUIDELINES FOR BOTTOMS**

- Shorts may be worn until the CEA Convention date( mid- October) and after Spring Break.
- All pants and shorts, including jeans, must be fitted at the waist and in good repair. All pants must be free of inappropriate graphics/words.
- All pants shall be free of rips, tears, and holes that show skin above the knee.
- All shorts, skirts and dresses must not be shorter than fingertip length.
- Jeggings, Leggings and yoga pants must be accompanied by a shirt, dress or skirt that reaches to the end of your fingertips. Plain jeggings, leggings and/or tights are not allowed.

### **CONSEQUENCES:**

Final decisions concerning alleged dress code violations rest with the building administrator(s). The following consequences may be carried out if a student is found in violation of the dress code policy:

**1<sup>ST</sup>** Offense: A verbal warning with correction (the school gives the student something to wear to cover up the offensive clothing or will call parents to bring in appropriate clothing).

**2<sup>ND</sup>** Offense: A verbal warning, correction and notification of the parents by letter or email.

**3<sup>RD</sup>** Offense: Correction, detention, and notification of the parents by letter or email.

### **BEFORE SCHOOL, DURING SCHOOL AND AFTER SCHOOL**

- Students will go to their first hour classroom upon arrival at school
- Students are expected to leave the school building and school property once school has been dismissed. Due to the safety risks, we forbid students to skateboard, use scooters, or otherwise “play” around the outside of the school and the fenced area.
- Any type of “play” should be done on the playground, not near school entrances, bus loading areas, or the streets surrounding the school.
- Students waiting for the bus must stay inside the fence until their assigned bus arrives.
- Students who are involved in an after school related activity are expected to be in only the appropriate areas of the school. Students are also expected to make arrangements to be picked up on time following practices, games, events, etc.

## **ZERO/MISSING ASSIGNMENT POLICY**

Missing/incomplete assignments not only lower a student's grades but can contribute to the development of poor study habits. As a result the middle school staff has adopted the following policy:

### **The PROCESS:**

- Assignments will be collected or checked in class. Any student who is missing or has not completed their assignment will be notified that their assignment is incomplete.
- Parents will be contacted, most often via email, and notified of an incomplete/missing assignment.
- Three incomplete assignments in a class per quarter will result in an after-school study detention. These will be served after school from 2:45-3:30 on the following Wednesday.
- Attendance at detention sessions will take precedence over any athletic or other school activities that are scheduled during the after school hours.
- The teacher will make contact with the parent(s) to review the student's performance in class and to inform them of the detention.
- For each detention, the student will receive a discipline "point". Accumulated points will be dealt with according to the Middle School Discipline Policy.

### **Extra-Curricular Activities (Several of these are ON HOLD DUE TO COVID PROTOCOLS)**

We view extra curricular activities as opportunities for children to try new things or extend skills/interests they already have. In order to provide that opportunity we do not cut students from teams. All who want to participate and are willing to commit the time and effort are afforded the opportunity to be on the team. We do however, put first things first in that we have eligibility requirements that have to be met for participation. A student's academics, attitude, and behavior must meet acceptable standards before being allowed to participate in school sponsored extracurricular activities. Due to the makeup of our sports league, interscholastic basketball, baseball and soccer are open to 7<sup>th</sup> and 8<sup>th</sup> graders. If a team cannot be filled out with those two grade levels, 6th graders (with experience and interest) may be asked to join the team.

<b><u>Interscholastic Sports</u></b>	<b><u>Competitions offered</u></b>	<b><u>Performance Opportunities</u></b>
Basketball (Boys & Girls) Baseball (Boys) Golf (Boys) Soccer (Boys & Girls) Track & Field (Boys & Girls) Volleyball (Girls)	Spelling Bee Geography Bee Bible Bowl Lego League Team Challenges	Play/Drama Choir Concerts/Festival Band Concerts/Festival

### **Intramurals (ON HOLD DUE TO COVID PROTOCOLS)**

Three days a week (Monday, Wednesday, and Friday) students have the opportunity to participate in student-led activity periods during the break time of their lunch hour. Activities include such things as flag football, speedball, volleyball, basketball, wiffle ball, as well as time in the library or art room. Students get to choose whether or not to participate in the activity.

### **Student Committees (ON HOLD DUE TO COVID PROTOCOLS)**

## Extracurricular Eligibility

Participation in extracurricular activities at Grand Haven Christian is a privilege. Athletes will be held to a high standard on and off the playing field as well as in and out of the classroom. A student who is not in good standing may be declared ineligible. Students may become ineligible for the following reasons:

- Poor grades (grades below a 70%)
  - Incomplete Assignments (more than 5 missing assignments in a week)
  - School Discipline (more than 3 points on MS Discipline Code)
1. Eligibility checks for all students will be done bi-weekly via email to all middle school staff, including Art, Band, Choir, PE, Spanish, and Technology. Students not performing to expectations in two or more classes will be deemed ineligible.
  2. The first step (warning) will be given once a semester. At this time parents will be notified via the Notice of Extracurricular Ineligibility Form and a follow-up from the Athletic Director will occur. A student receiving a warning in the fall would then miss a game in the winter if they were declared ineligible again during the winter sport if it occurred before the end of the 2<sup>nd</sup> quarter. All students would begin anew at the beginning of the 3<sup>rd</sup> quarter.
  3. Students in the middle school play will be restricted from performing if they are declared ineligible two (2) times between the first of January & the end of February.
  4. Students declared ineligible will have one week to improve their standing. Students unable to meet this requirement will move to the next step.
  5. A student who conducts themselves in a manner that discredits themselves, others, or the school may be declared ineligible. Examples include but are not limited to: persistent negative attitude towards school staff or students, truancies, bullying, harassment, theft, vandalism, inappropriate language, poor sportsmanship, violation of civil and/or criminal law, etc. Each of these will be looked upon case by case and suspensions from games and contests will coincide with school discipline.
  6. In accordance with school policy the possession, use, or distribution of tobacco, alcohol, drugs, or other controlled substances will result in immediate suspension or dismissal for the season. Students must also participate in an assessment and complete a pre-approved, prescribed program before competing in athletic contests. The school principal and athletic director will approve the program ahead of time and continue to monitor the program until completion. Students enrolled in a program will be permitted to practice with the team.

### Violation Consequences:

- Step #1: Warning (communication home)
  - Step #2: Probation (student misses one game)
  - Step #3: Restriction (student removed from team for one week)
  - Step #4: Dismissal (student removed from team)
- \*If you wish to discuss this further, please contact the Athletic Director.

## **MIDDLE SCHOOL DISCIPLINE CODE**

It is important that parents, staff and students work together to maintain a Christian educational environment. In order to achieve such a positive learning atmosphere and develop responsible students, the following discipline system has been adopted by the staff and school board. The following acts are examples of infractions for which points may be assigned. This list is NOT meant to be considered all inclusive.

### **Points**                      **Example of Offense**

9	Sale, use, distribution of drugs or alcohol on school property or at school functions
6	Deliberately burning or attempting to burn the building or any property of the school



6	Setting off a fire alarm when there is no fire
3	Use, possession or distribution of smoking materials
3	Fighting on school property, going to or from school and/or at school sponsored events
1-3	<ul style="list-style-type: none"> <li>• Malicious destruction of school or personal property</li> <li>• Inappropriate behavior at any school assembly (Celebration, Chapel, etc.)</li> <li>• Dishonestly taking the property of others</li> <li>• Obscene or profane language, demeaning or verbally abusive language or lewd behavior</li> <li>• Threatening to use force or violence against students or school personnel on the premises, going to or from school, or while at school sponsored activities</li> <li>• Unauthorized absence from class or school for any period of time</li> <li>• Misuse of permits or passes: Using writing or displaying in writing the name of another person or falsifying times, dates, grades, addresses, etc. on any school records</li> <li>• Insubordination/Direct Disobedience, Failure to obey or comply with a reasonable request by school personnel.</li> <li>• Tardiness</li> </ul>

- Extra points may be assessed if offense occurs in a class with a substitute teacher.
- Points are cumulative throughout the school year.
- Students have the opportunity to deduct points from their record for positive behavior. A point will be deducted for three consecutive weeks of no behavior issues during the school day and after-school events.

**Weapons Policy:** For the complete policy regarding the possession or use of weapons in school or on school property, please consult the school directory or board policy handbook.

**Communication:** Parents are informed of discipline concerns and incidents through a Discipline Report Form, phone call, conference, and/or letter from the administration. When a Discipline Report Form is used, parents are asked to sign it and have the form returned to school within two school days. After school detentions will be served from 2:45-3:30 on Wednesdays. Students will be expected to serve their time the first Wednesday afternoon following the offense. Failure to show up for any reason will result in another detention being assessed.

### **Discipline Levels:**

#### **FIRST Discipline Level 1 to 3 Points**

Parents are informed through a Discipline Report Form and/or a letter from the principal. School oriented discipline will follow.

#### **SECOND Discipline Level 4 to 6 Points**

The student may be isolated in school or suspended from school depending on the circumstances. A parent conference will be required. Discipline will be discussed by parents, principal and homeroom teacher.

#### **THIRD Discipline Level 7 to 9 Points**

Suspension from school and all school related activities. The length and place of suspension shall be decided by the administrator. Parents, principal, teachers and the student will meet to discuss the situation. The Education Committee of the School Board will be informed of the situation.

#### **FOURTH Discipline Level 10 or more Points**

Suspension or expulsion from school as recommended by the administrator, teachers, and Education Committee of the Board. Final determination regarding expulsion from school will be made by the School Board. If it is in the school board's and student's best interest to continue enrollment, the student's point total shall remain at seven for the balance of the school year.

**SPECIAL NOTE:** The school reserves the right to suspend a student if a situation arises where suspension is deemed to be appropriate. The administrator will consult with the staff involved to make this determination. Parents will be informed by the administrator of the decision to suspend a student as well as the reasons for the suspension.

## **1:1 Laptop Project Please read, fill in and sign form at the end of this section. Return the form to school. THANK YOU!!**

Technology has become an increasingly critical tool to advance learning at Grand Haven Christian in recent years. We see great potential for its use in the learning process as we seek to meet our mission: ***Educating minds & shaping hearts for service to God in His world.*** The use of Chromebooks at school, paired with Internet access at home, expands the learning day and allows students to complete projects started at school.

### **I. Goals:**

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Improve the quality of student learning and academic achievement as they develop a new set of knowledge and skills for the future world of work.
4. Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one access to laptops for students for anytime, anywhere learning.
5. Improves communication and widens our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
6. Equip students to be lifelong learners.

### **II. Rationale:**

By setting up an account with Google/Gmail, your student will be given access to a wide variety of Google Apps at no cost. We will be exploring Google Docs/Drive, Classroom, Calendar, Blogger, Sites and more. Only one account/password is needed to access all of these accounts/products.

*The use of technology at GHCS is a privilege. If students do not adhere to the Grand Haven Christian Technology Honor Code, and the rules and guidelines set forth in this handbook, the privilege and use of school equipment may be revoked.*

### III. Technology Honor Code

Our world belongs to God, and to that end students are expected to apply Grand Haven Christian School's Technology Honor Code to all activities, including those involving the use of school computers, computer peripherals, and network, whether accessing them while on campus or off campus. As we *educate minds and shape hearts for service to God and His world* at GHCS, our hope is that technology will be one tool that can be used to "transform the world for Jesus Christ." This Honor Code lays the foundation for the positive, honorable, use of technology.

Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to a school staff member.

Using technology honorably includes:

- Using computers, software, and other information resources.
- Support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws.
- Using technology to collaborate with students and faculty in academic and extracurricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook).
- Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting that network bandwidth and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's computer security systems.
- Using technology to transform the world for Jesus Christ.

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about the incident with student(s) involved.
- Meeting with tech staff (might involve parents, and/or principal).
- Paying for excessive printing.
- Paying for damage to your laptop.
- Changing filtering options to be more restrictive

## IV. Hardware and software

### A. Chromebook

- Lenovo Laptop Chromebook
- Power supply
- Charging Stations throughout the middle school

### B. On the laptop

- **Google Docs** - Google versions of Word, Excel, and PowerPoint.
- **Google Classroom** - online tool where students can view and upload assignments
- **Gmail** - Gmail is a free, web-based email service owned and operated by Google. Gmail accounts can be used from any computer with internet access. Students have been instructed in appropriate, safe and effective ways to use email as a tool for communication and file sharing. Email settings allow students to only send and receive emails from users with GHCS email accounts.
- **Google Drive** - cloud storage service that allows students to store all documents online.
- **Chrome Management** - allows the school principal and staff to monitor and manage student access.
- **Virus/Spyware protection** – automatically maintained and updated each time student shutdown and log on to their computer.

### C. Backup and file storage

- All documents are housed online at Google Drive, nothing is saved to a specific computer. When signing into Google (from any device) each student has access to their documents.

### D. Software support

- First avenue of support – applications help system.
- Second avenue of support – contact a classmate.
- Third avenue of support - teachers and administration

### E. Troubleshooting

- The first step that solves most laptop problems is to restart the laptop.
- If the problem is not resolved the next step would be to contact a staff member.

## V. Student and Parent Responsibilities

Parents/Guardians will be responsible to replace/repair the laptop in the event of loss or damage due to intentional abuse or misuse.

### A. Handling and care of the laptop

- Use the laptop on a flat, stable surface.
- Do not set books on top of the laptop.
- Avoid carrying the laptop with the screen open.
- Be careful not to leave pencils or pens or papers on the keyboard when closing the screen.
- Do not pick up the laptop by the screen.

- No food or drink around the laptop.
- Cleaning – wipe surfaces with a clean dry soft cloth.
- Avoid touching the screen with fingers, pens, or pencils.
- If your hands are dirty, wash them before using the laptop.
- Do not use the laptop in dusty or dirty environments.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

## **B. Power management**

- It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.
- Whenever the laptop is not in use, close the screen to put it to sleep to extend battery life.

## **C. Ethical and appropriate use**

- Students are expected to adhere to the Grand Haven Christian Technology Honor Code.

## **D. Financial responsibility**

- Repair of the machine, includes parts and labor
- Replacement cost for the laptop is approximately \$300 - \$400.

## **E. If laptop is lost, stolen, or damaged**

- If a laptop is lost, stolen, or damaged, please notify the school immediately.
- Damaged – for each incident, families may be responsible for paying for the cost of repair, or replacement value of the machine due to negligence on the student's part.

## **F. Monitoring and supervision**

- The student assigned the laptop is responsible for all use of their laptop.
- Students should not allow other students to borrow their laptop.
- Special software has been installed which allows the school to monitor computer use.

## **G. Internet access at home**

- While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

## **H. Security**

Please be advised that with a Google/Gmail account, the school cannot guarantee the security of your student's account or its content. Proper safety precautions will be taken and discussed in class, and Google itself does have powerful filters in place for many of its products. However, as you are probably aware, no technology is foolproof and the school cannot guarantee that students will not be exposed to unsolicited information. When creating this new account, your student will be asked to share the account's password with the instructor, who will maintain a copy of it. If you would like a copy as well, please indicate your desire on the form below. Since this is a school account, the student is expected to use the account for school-related purposes only, and teachers maintain the right to monitor the account. Shortly after graduating, school will terminate the account. Any documents or material students wish to keep will need to be transferred electronically to a different account or downloaded.

## Parent & Student Signature

### Terms of Agreement:

1. I have reviewed the middle school handbook and understand the rules and guidelines outlined within.
2. I understand the Rules and Guidelines for appropriate use of technology, including:
  - Handling, care, power management, and transport
  - Monitoring and Supervision
  - Ethical and appropriate use
  - Internet access at home
3. The student is responsible at all times for the care and appropriate use of their laptop. I understand that if my child violates the guidelines agreed to in the GHCS Honor Code or the rules and guidelines as explained in the Laptop Handbook for Students and Parents, his/her privileges at school may be restricted or removed and he/she may be subject to disciplinary action.
4. I give permission for my child to set up a google/gmail account under the supervision of the teachers and administration to be used in conjunction with a Chromebook. This means that he/she will have access to an email account, along with other Google-owned products, and can access them from any computer.
5. I understand that I am responsible for loss, damage, or repair for my child's laptop which may have occurred at school.
6. The laptop remains the property of Grand Haven Christian School. At the end of the school year or upon transfer from the district, parents and student agree to return the laptop to the school in the same condition it was issued to the student with reasonable wear.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Optional:** I give permission as noted above, and would like a copy of my student's account password to be delivered to me at the following (postal address, phone number, or email address):