



## STUDENT HANDBOOK

## **WELCOME to the Home of the Spartans!**

Welcome to The New Standard! Our staff is looking forward to providing your child with every educational opportunity for maximum growth in the academic and social-emotional areas. Our goal is to provide meaningful instruction, positive for you and your child.

### **The New Standard Mission Statement**

*Serving the city of Flint with a higher standard in education excellence and community wellness.*

### **Academy School Hours**

Grades Pre-K-9: 7:40 AM – 4:00 PM

Half Day Dismissal 12:00 PM for all students

### **Academy School Office Hours**

Mon-Fri 7:30 AM – 4:30 PM

### **The New Standard Founder**

The Romine Group

### **The New Standard Board of Directors**

John Ryhmes, President

Tom Smith, Vice President

Trachelle Young, Treasurer

Lynette Hartzman, Secretary

DeAmphor Thomas, Member

### **Administration**

Will Kneer, Superintendent

Jenna Badgley, Assistant Superintendent

Correy Black, Principal, Eighth Grade-Ninth Grade Dean

Brandi Fisher, Kindergarten-Third Grade Dean, GSRP Director

Qu'Donya Smith, Fourth Grade-Seventh Grade Dean/School Social Worker

Eddie Fair, K-9 PBIS Coach

LaTrece Sublett, Office Administrator

### **Educational Service Provider**

The Romine Group

7877 Stead

Suite 100

Utica, MI. 48317



# OVERVIEW

**The regular school day begins at 7:30 and ends at 4:00. Breakfast will be served in the cafeteria from 7:40 am – 8:00 am. Students will be permitted in the school at 7:40 and are to report directly to the cafeteria if they want to participate in breakfast. Breakfast is a pre-order system and families qualify for free/reduced status according to the same guidelines followed for lunch. BREAKFAST IS OVER AT 8:00 AND TEACHERS ARE NOT PERMITTED TO SERVE THOSE STUDENTS WHO ARRIVE LATE FOR ANY REASON.**

### **Regular Daily Schedule (Pre-K-9<sup>th</sup> Grade)**

**7:40** Doors Open—*students should report directly to cafeteria for breakfast*

**7:40-8:15** Breakfast is served in cafeteria

**8:00-4:00** Core Instructional time

**4:15-6:00** Extra Curricular Activities

*Each student will have thirty minutes to complete his or her lunch. There are 3 lunch periods for grades Pre-K-9:*

1<sup>st</sup> Lunch: 11:00 am – 11:30 am (6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup>/9<sup>th</sup>- report to 9<sup>th</sup> grade lounge)

2<sup>nd</sup> Lunch: 11:40 am – 12:10 pm (K/1<sup>st</sup>/2<sup>nd</sup>)

3<sup>rd</sup> Lunch: 12:20 pm – 12:50 pm (3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>)

### **ADMISSION INTO ACADEMY**

During the school year, parents wishing to enroll their child into The New Standard are required to complete an application and provide all necessary documentation including proof of Michigan residency. If space is available, the parent will receive an acceptance letter for their child. If space is not available, the child will be placed on the waiting list and called in the order they signed in (based on date and time of submitted application).

During public enrollment for the proceeding school year, parents must also complete the application and provide all necessary documentation including proof of Michigan residency. However, if space is not available, children will be admitted on the basis of the lottery system according to the Board of Directors policy. One week at the end of each school year is a designated period for parents wishing to re-enroll their child. All parents will be required to complete a form to reserve their child's placement for the following school year.

### **PARENT INVOLVEMENT AND COMMITMENT**

By enrolling your child at The New Standard, you have chosen to participate in a unique educational experience that actively involves both you and your child. We ask that you demonstrate your commitment to The New Standard by...

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class.

Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.

- Provide your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- See that your child is dressed properly in adherence to the dress code policy.
- Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within the community and at the school.

***Complaint Procedure: If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher Dean of Students Principal Superintendent Board of Directors). It is the goal of The New Standard to respond to complaints and problems as soon as possible.***

#### **DAILY PROCEDURES—ARRIVAL**

Students should arrive at school between 7:30 am, as students will not be permitted to enter the building until 7:30 am to participate in the breakfast program. *Please have students dress appropriately for weather if they will arrive prior to 7:30 am—No matter the weather conditions they will not be permitted inside the building prior to 7:30 am.* Students need to enter the building in an orderly fashion, they may not run, shout, or otherwise act in a disorderly manner. All students wearing hats need to remove them upon entering the building.

Prompt arrival into the classroom is essential. Classroom entry doors lock at 8:00 am and all students arriving after 8:15 am to school will be directed through the main office to check in to their classrooms. Once class has begun, it is distracting to the other students to have their classmates entering the room late so please make every effort to have your child to school on time. Upon arriving to school, all students are expected to remain outside of the school facility until 7:30 am.

#### **AM & PM FACILITY SAFETY PROCEDURES**

Parents are not to park or stand in the drop off / pick up area. It is for quick drop off only. Please stop by the office for parking lot map & details. Students and parents are only to use the main entrance doors for entering & exiting the building between 8:15 am and 4:30 pm. All visitors during this time MUST report to the main office and sign in. No visitors will be permitted into the classroom corridors without prior approval. This is for the protection of all students and staff in the building.

#### **LUNCH**

Each student will have thirty minutes to complete his/her lunch. Students are expected to follow the Lunch Room Behavior Code and respect all adults that are The New Standard staff or parent volunteers when enforcing this Code.

- Students are expected to sit during the lunch period and ask permission to move otherwise.
- Students are to use quiet voices when conversing with other students, yelling across the table or room is not acceptable.
- Students are expected to use good table manners while at lunch and to clean up their area after eating.

Any student that does not follow the Behavior Code will be referred to the Administration. Continual problems will result in loss of lunchroom privileges and will be required to eat in the school office or other assigned area with their parent/guardian if necessary.

A daily hot lunch program is offered to all students at The New Standard from an outside food service, menus are distributed to parents monthly. Payment for lunches must be made in advance according to the lunch schedule. No lunches can be purchased the same day. A snack stand with additional items is available daily for purchase. Students that forget to bring their lunch can purchase items from the snack stand or call home to have a parent/guardian bring their lunch to the school.

There are no refrigerators or microwaves for student use. All lunches brought in need to be prepared ahead of time. Drink boxes, for example can be frozen the night before and packed in the student's lunch to keep items cool.

Parents/guardians may only take their children off school premises for lunch in special circumstances and after receiving approval from the principal or other school administrator. Approval is also required from the principal or a school administrator to bring an outside lunch from a restaurant (McDonalds, Taco Bell, etc.) and is only approved for special circumstances or occasions such as the child's birthday. **Furthermore, at no time are caffeinated beverages or other similar products permitted for students.**

## **RECESS**

For grades Pre-K-7, students have recess scheduled during their day for approximately twenty minutes. Recess is held in the playground or blacktop area behind the school. Students are required to stay in the designated recess area and follow all school policies. All students are required to participate in the recess time. Please make sure they are dressed appropriately for the weather. Students will go outside for recess when the temperature is above 40 degrees. In the event of rain or temperatures below 40 degrees, recess will be held in the student's classroom.

## **DISMISSAL**

At no time will the Academy permit a student to be dismissed without a parent/guardian. Students are not permitted to walk home or leave with a friend without written parent/guardian permission and approval in the main office. Repeated offenses will be turned over to the principal and school social worker for review and follow-up.

Students in grades K-8 are dismissed from their classroom at 4:00 pm. Parents are required to follow the parking lot instructions for dismissal. All students must be picked up by 4:30. Students will not be permitted to walk home without having a Dismissal Approval Form on file in the main office.

### **INDIVIDUAL STUDENT DISMISSAL**

Students will be dismissed from their classroom to a parent/guardian or emergency contact. Students will not be dismissed to any other adult or peer unless prior written arrangements are made with the Academy office. This procedure will guarantee the safety and well-being of all students.

Parent/Guardian is required to go to the office to pick up their child from the Academy at times other than normal arrival and dismissal. The Parent/Guardian is not to go directly to the classroom but report to the office where they will be required to sign students out of the Academy. After approval from the main office, the student's educator will send the student to meet the parent in the main office. Parents should not go to the classroom to pick up the student. This causes disruption to the learning environment.

### **NO-RESCUE POLICY**

The New Standard works to train and educate our students towards self-reliance. Thus, we do not allow students to call home and ask parents to bring in homework, projects, and calm upset feelings or arrange sleepovers, etc. Because The New Standard values the educational time entrusted to us, teachers will release students to the office to ask to use the phone only in emergency situations.

Office staff will use the following procedures when a student asks to use the phone:

1. The office staff will ask the student why he or she wants to use the phone. Care will be given to assess the student's predicament. A decision will be made by the staff person (based on the above stated purpose) whether the student should be allowed to call home.
2. If it is determined that the student should work through the issue without calling home, the staff person will discuss with the student resources available at the school to help.
3. When the student is determined able to manage the problem, he or she will be sent back to the classroom.
4. If after working with the student, it is determined that he or she will not be able to function at school appropriately, the staff person will call the parent. From experience, however, it is not expected that this will be the typical result.

### **TELEPHONE**

A telephone is available in the school office for **EMERGENCY** phone use by students. During the school day, permission to use the telephone must come from the office personnel. It is also school policy for students to work out any concerns with staff when adult intervention is needed, not with parents by phone. Cellular phones are not permitted at school. If a student is found using a cellular phone, it will be confiscated, and a parent must come in to obtain the phone. Refusal to turn in a cell phone will result in further disciplinary action. Please see policy for prohibited electronic devices for additional procedure of handling student in possession of cell phone.

### **THE ACADEMY VISITORS**

Adult visitors are always welcome. However, we are interested in knowing who is in the building and require all visitors to register in the office and wear a visitor's badge. Students or parents from other schools or Academies wishing to visit must make prior arrangements with the principal and a fifteen-minute observation will be scheduled with an educator. Any visitors that will be spending more

then four hours in a week at the Academy will be required to meet all criminal/background screening at the cost of the visitor. This is to ensure the safety of all The New Standard students and staff.

### **VOLUNTEER POLICY**

The Educational Service Provider recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Principal in cooperation with the Educational Service Provider shall be responsible for recruiting volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with school needs. The Administration shall conduct appropriate background checks on all volunteers in the same manner as required for other professional staff for any volunteer that is assigned to the school for more than four hours per week.

The Administration is to inform each volunteer that s/he:

- Shall agree to abide by all Board policies and school guidelines while on duty as a volunteer including signing, if appropriate, the School's Network and Internet Access Agreement Forms;
- Will be covered under the School's liability policy, but the School cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- Will be asked to sign a form releasing the School of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- To attend the appropriate training for the assigned tasks prior to his/her volunteer services at the school.

The Administration shall also ensure that each volunteer is properly informed of the School's appreciation for his/her time efforts in assisting the operation of the School

### **THE ACADEMY EMERGENCY CLOSINGS**

In the event of the Academy closing due to weather or other emergencies, please check Channel ABC 12 – WJRT, NBC 25 - WEYI, TV 5 - WNEM. In the event of a school emergency, Academy personnel will contact you so it is important that you keep your information updated at the front office.

### **TEXTBOOKS AND SUPPLIES**

Students are responsible for the proper care of all books and supplies issued each year through the Academy. Students who lose books or damage the Academy property will be assessed a replacement fee or repair cost to offset the replacement or repair cost. All costs are to be paid prior to receiving all report cards or the transfer of student records.

### **HOMEWORK**

Homework is a very necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. Each educator is responsible for the classroom homework policy. This is to ensure age-appropriate requirements. Please note that homework can come in many forms and while the Academy recognizes that age appropriate



learning also consists of social and family activities at home, we request your support and cooperation while we try to find the best ways to reinforce learning at home. When traditional forms of homework are not necessary, the educators may have alternative projects and such instead. Please direct all homework questions to your student's educator.

### **REQUEST FOR HOMEWORK**

A request for homework for a child that is ill should be made in the morning. This will allow time for the educator to organize the materials. Homework may be picked up in the office at the end of the day. Our educators will make every effort to have homework ready to be picked up in the office at the end of the day. Please remember that much of the learning at The New Standard is done in a hands-on and experiential way and many times cannot be sent home to be completed. That is why it is vital that all students are at school as much as possible.

### **COMMUNICATION (ADD)**

Parents can now access up to date information on their student's progress via the web. Just visit [powerschool.therominegroup.com/admin](http://powerschool.therominegroup.com/admin), enter in your ID and password, and you will have access to grades and attendance, information on individual assignments, you can sign up for e-mail notification, and view teacher comments. This is a great way to stay on top of what is happening with your student!

Additionally, each week, students will take home "Friday Folders" containing important information from the school, which will help families attend events and continue an awareness of school activities. Check the school website, [www.newstandardflint.com](http://www.newstandardflint.com) for updated information on the Academy and student activities.

### **STUDENT RECORD "RIGHTS"**

The Federal "Family Educational Rights and Privacy Act of 1974" provides parents or guardians of students under the age of 18 the right to examine official records, files, and data relating to the student. If you wish to review your child's record, please contact the office.

### **STUDENT RECORDS**

The Board of Directors for The New Standard believes that all student records shall be treated as confidential and exist primarily for local Academy use or as otherwise stipulated. To request a review of your students records a parent/guardian must contact the main office to schedule an appointment. To request a hardcopy of your student's records a parent/guardian must submit the request in writing to the main office. The Office Manager will then contact the parent/guardian to notify of when the request can be reasonably fulfilled, not to exceed 15 days.

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. The Academy's personnel shall not recognize private agreements between the student's parents. Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the records of the student during regular Academy office hours with a scheduled appointment. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

If circumstances prevent a parent/guardian from exercising their right to come to the Academy to review a student's education records, the Academy will provide a copy of the requested records to the requesting party following the procedure above. The Academy will not destroy any educational records if there is an outstanding request to inspect and review a student's records.

Whenever a student attains 18 years of age, the consent required of and the rights accorded to the parents of the student shall thereafter only be accorded to the student. Parents/guardians are responsible for updating the academy when emergency phone numbers and address information has been changed.

### **MOVING?**

Please notify the Academy office before transferring to another school. A copy of the immunization form will be given to you to present to the new school.

We want to know:

- New address and phone number
- Date of the move
- Name of the new school
- Students are expected to:
  - o *Return all library and textbooks*
  - o *Settle all outstanding debts*
  - o *Collect all personal items*

In the event that the above is not returned the student's records will not be transferred and the last report card will not be mailed to the parent/guardian.



## **ELECTRONIC USE POLICY**

### **CELLULAR PHONES, MP3 Players, IPODs, and Other ELECTRONIC DEVICES**

The telephones are for the Academy business and emergencies only. Students will be permitted to use the telephones for emergency purposes only. Students should take care of information business with parents prior to coming to school.

At no time are students permitted to bring cellular phones, video games, musical electronic listening devices or any other electronic devices. Failure to follow policy will result in disciplinary action and forfeit of device to the academy until the end of the school year. The New Standard will not accept responsibility for the personal items of students lost, stolen, or confiscated.

- First offense the item will be taken and released only to a parent or legal guardian.
- Second offense the item will be kept until the last day of school and released only to a parent or legal guardian.
- Refusing to surrender a cell phone will result in further disciplinary action.

### **STUDENT CAMERAS**

For the safety and well-being of all of our students, student cameras are not permitted at school. We recognize the importance of school day memories and will designate specific dates and events which cameras will be permitted for. This will require teacher supervision of the photographs being taken as well as administrative approval. Please understand that we want to ensure the safety and well-being of every student at The New Standard and that circumstances such as the internet and other predators are at large, and we want to protect and ensure you are aware of exposure of your child.

Students in possession of cameras that are not approved by administration will be confiscated and if necessary pictures deleted prior to release of camera to parent/guardian.

### **INTERNET USE POLICY**

The New Standard adheres to the federal requirements and guidelines stipulated under Title XVII— Children's Internet Protection Act.

#### **A. Educational Purpose**

The New Standard Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. The New Standard has the right to place reasonable restrictions on material you access or post through the system. You are expected to follow the rules set forth in The New Standard disciplinary code and the law in your use of the network. *Students who use laptops for personal (non-academic) purposes during the school day will be prohibited from bringing their laptop to school or using an Academy laptop during the school day.*

#### **B. Internet Management**

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of student to inappropriate material and people. As part of our commitment to Internet security, we offer a firewall (a web-blocker application program). This has the ability to block objectionable material and captures the window when questionable material is accessed.

#### **C. Unacceptable Uses**

The following uses are considered unacceptable:

*1. Personal Safety and Personal Privacy*

Students will not post personal contact information. This includes students' address, school address, telephone number, and name on the Internet. This includes other people as well as the student. Students will promptly disclose to the teacher any message or website that is inappropriate or makes students feel uncomfortable.

*2. Illegal Activities*

Students will not attempt to gain unauthorized access to The New Standard Network or to any other system through the network beyond authorized access. Students will not attempt to deliberately disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students will not use the network to engage in any other illegal act, such as arranging for illegal activities or threatening the safety of other people.

*3. System Security*

No software is to be downloaded on the computers at any time without explicit consent of the system administrator.

*4. Inappropriate Language*

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, vulgar, rude, threatening or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person. Students will not knowingly post false or defamatory information about another person or organization.

*5. Respecting Resources*

Using the computer systems and Internet is a privilege. Students need to respect the computer by using it appropriately.

*6. Plagiarism*

Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

*7. Copyright*

Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure or have questions, they should ask a teacher.

*8. Inappropriate Access to Material*

Students will not access material that is designated for adult use only or is profane or obscene, that advocates illegal or dangerous acts, or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately tell the teacher. This will protect students against a claim that they have intentionally violated the rules.

#### **D. Disciplinary Actions**

Students should only expect limited privacy in the contents of personal files or records of Web research. Routine maintenance and monitoring of the network may lead to discovery that you have violated the Policy, the school disciplinary code or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, The New Standard disciplinary code or the law.

The New Standard will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school.

#### **E. Limitation of Liability**

The New Standard makes no guarantee that the functions or the services provided by or through the school Network system will be error free or without defect. The New Standard will not be responsible for any damage that may be suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents or guardians will be responsible for any harm to the system as a result of intentional misuse.

#### **LOST AND FOUND**

Found articles of clothing or miscellaneous articles will be placed in the lost and found area (see front office for location). Each Friday, all the lost and found items will be removed and donated to a local charity organization. To help alleviate the problem of lost articles, PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING.

#### **STUDENT SOLICITATION**

Students may solicit only for the Academy-sponsored activities. All the Academy activities at the elementary level discourage door-to-door solicitation in the community. There will be no exchange of money among students for any purpose unless authorized by the office.

#### **THE ACADEMY CELEBRATIONS**

All celebrations are at the discretion of each educator and the academy administration. If you choose to have your child not participate in an activity, please speak with your child's educator. If the activity is due to religious or other beliefs an opt-out activity will be provided for your student. At The New Standard we try to recognize celebrations and traditions of many different cultures. Understanding cultural diversity is an integral part of society. If you have other suggestions for educators or the school in regard to celebrations and traditions of different cultures, please let us know and we will be happy to consider the additions.



## **ATTENDANCE**

## ATTENDANCE POLICIES & PROCEDURES

All students are expected to attend the Academy for the entire academic year. Parents are strongly discouraged from taking their students out of the Academy for family vacations.

### I. ATTENDANCE

1. Parents are asked to call the Academy before 7:45 am when their child is going to be absent. This does not constitute an excused absence.
2. Whenever students are absent from the Academy, notes or medical excuses are required explaining the absence. The note should also have day, time, and phone number where the parent can be reached.
3. Parents may arrange, in advance, for absences. Prearranged absences are not automatically excused (guidelines apply for excused/unexcused absences).
4. Medical and funeral excuses only are exempt from the attendance count.
5. Students absent from school the day of a scheduled after-school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.

### II. FAMILY VACATIONS:

1. We would like to encourage you to schedule family vacations at times other than when the Academy is in session. When you must schedule a family trip during Academy time, contact the educator in advance concerning how your child will complete missed assignments.
2. Time given for the completion of make-up work will be one (1) day for every day absent.

### III. ATTENDANCE PROCESS /TRUANCY:

1. A letter from the student's teacher will be sent to the student's parent/guardian on the **tenth absence**.
2. A mandatory conference will be held between administration and the student's parent/guardian upon the fifteenth absence. If the parent/guardian does not attend the conference the student will be placed in In-School suspension until the conference is held.
3. If the student reaches twenty absences, they may be retained in the current grade level due to lack of formal instruction and/or they may be permanently removed from the Academy due to lack of attendance. The Circuit Court Juvenile Division will be notified that the student has been removed from the Academy.

*Please Note: 5 Late Arrivals (more than 10 minutes) = 1 absence*

*5 Early Dismissals (more than 10 minutes) = 1 absence*

### IV. THE PROCEDURES FOR APPEALS:

1. Students, who exceed the number of absences with justifiable cause, may petition the appeals board for a hearing. The appeals process is only presenting proof of justifiable absences. It is not intended for any other use.
2. Students who wish to use the appeals process must present a completed form to the Principal's office clearly giving reasons for their absences. Excuses such as getting up late, car problems, or missing a ride will not be accepted.
3. Each case will be heard and judged on its individual merits.
4. It is the parent's responsibility to provide the necessary materials on his/her behalf.
5. The appeals board will be comprised of two (2) educators and one Administrator.
6. The decision of the board will be final.



**V. TARDY/LATE ARRIVAL/EARLY DISMISSAL:**

1. Classes begin at 7:30 a.m. Students can be dropped off as early as 7:10 a.m. Students arriving in the learning environment after 7:30 a.m. will be considered tardy. Due to state guidelines, all attendance must be documented and reported to Wayne County RESA including late arrivals.
2. A letter from administration will be sent to the student's parent/guardian on the tenth absence.
3. A mandatory conference will be held between administration and the student's parent/guardian upon the fifteenth absence. If the parent/guardian does not attend the conference the student will be placed in In-School suspension until the conference is held.
4. If the student reaches twenty absences, they may be retained in the current grade level due to lack of formal instruction and/or they may be permanently removed from the Academy due to lack of attendance. The Circuit Court Juvenile Division will be notified that the student has been removed from the Academy.

*Please Note: 5 Late Arrivals (10 minutes or more) = 1 absence*

*5 Early Dismissals (10 minutes or more) = 1 absence*

**PROCEDURE FOR LATE ARRIVAL**

1. Parents are asked to call the Academy when their child is going to be late. Upon arrival, student must report to the office, with a note of explanation signed and dated by a parent/ guardian to obtain a pass to enter class.
2. Educators will be informed on the pass whether the late arrival is "excused" or "unexcused" pass. Submit a request in writing for a formal meeting.
3. A student will be considered absent for the morning if he/she arrives after 10:30 a.m. and for the afternoon if he/she leaves before 1:30 p.m.
4. All documentation will be maintained in the student record.

**ATTENDANCE AND CREDITS EARNED**

A student who has *MISSED 8 DAYS OF CLASS* within a given marking period (quarter) *MAY BE RETAINED IN THEIR CURRENT GRADE*. **\*The Principal will issue final decision on retention at the end of the school year.**

**ATTENDANCE FOR RELIGIOUS INSTRUCTION**

The New Standard will cooperate with parents who wish to provide religious instruction for their child but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request by the student's parent, the Board will allow exceptions to the student's continuous attendance at school:

1. for religious instruction outside the school building for no more than two (2) class hours per week
2. for attendance at confirmation classes provided is twelve (12) or thirteen (13) years of age and the instructional period is no longer than five (5) months in either of those years.

The student must be properly registered, and a copy of such registration must be filed with the principal, which will be maintained in the student file. The time release for religious instruction or education shall be arranged by the Principal in keeping with the regulations of the State Board of Education. The student will also assure the appropriate continuance of the instructional program at

The New Standard during such release times. No solicitation for attendance at religious instruction shall be permitted on school premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.



## DRESS CODE

## **DRESS CODE OVERVIEW**

*Take pride in how you look at all times. Uniforms can help keep you safe and prevent you from being judged by others for not looking a certain way. They also create a serious, distinguished look that tells the world YOU are about business. Always be mindful of your personal appearance – it speaks volumes about your character.*

## **DRESS CODE**

Our basic standards regarding student dress are based on cleanliness, neatness, modesty, safety and minimizing learning distraction. Uniforms are to be worn at the Academy by all students in grades Pre-K-9 except on announced “Dress Down” days.

New Standard shirts are shirts that have our school name or logo printing on it. This also includes New Standard/Spartans sweatshirts, T-Shirts, or uniform shirts. Tennis shoes may be worn if wearing jeans on Dress Down Days only. If students choose not to wear plain blue or black jeans or uniform pants with their New Standard shirts, New Standard full uniform is required. Participation in Dress Down Day is a privilege that can be revoked to any student by school administration for any length of time deemed necessary.

Dress code policy will be enforced for all students:

Pre-K -9<sup>th</sup> Grade: Any uniform violation will cause student to move to next step (i.e. no uniform shirt causes step 1 and no school shoes next time will move student to step 2).

**Step 1:** Warning and Student calls home to parent for change of clothes.

**Step 2:** Student calls home to parent for change of clothes. If change of clothes cannot be provided student will remain in the office until the end of the day.

**Step 3:** Student calls home to parent for change of clothes. If change of clothes cannot be provided student will remain in the office until the end of the day.

**Step 4:** Out of School Suspension and lose ability to participate in spirit day for remainder of the school year.

*\*Please refer to attendance policy for results of accumulated unexcused absences*

*New Standard Logo Uniform shirts must be purchased at the school (the cost is between \$10.00 and \$12.00) from the main office during school hours. Pants, skirts and sweaters can be purchased at any store; however, they must meet the requirements stated below.*

### **General attire for GIRLS:**

1. Skirts/jumpers/skorts: navy or black (polyester/cotton) dress apparel. No shorter than two inches above knee.
2. Pants/capris: navy or black (polyester/cotton) dress pants. No cargo pants, corduroy, skinny jeans or skinny uniform pants.
3. Shorts: navy or black (polyester/cotton) dress shorts. No shorter than two inches above the knee. May only be worn in 70 degrees or above weather.
4. Cardigan Sweater: navy or black. Solid colors only, New Standard logo polo must be worn underneath.
5. Tights: navy, black, or white solid color only.
6. Belts: (navy or black) must be worn with any apparel containing belt loops (for students in grades K-5) Cutting off belt loops is a dress code violation.

7. Long sleeve shirts may be worn under short sleeve uniform shirt but must be a solid color of the uniform shirts. Hooded shirts are not permitted underneath uniform shirt.
8. A reasonable number of earrings are permitted. Only ears may be pierced (no facial piercings).
9. A reasonable amount of makeup is permitted but may not be a distraction.

#### **General attire for BOYS:**

1. Pants/capris: navy or black (polyester/cotton) dress pants. No cargo pants, corduroy, or skinny jeans.
2. Shorts: navy or black (polyester/cotton) dress shorts. No shorter than two inches above the knee. May only be worn in 70 o or above weather.
3. Cardigan Sweater: navy or black. Solid colors only, New Standard logo polo must be worn underneath.
4. Belts: navy or black, must be worn with any apparel containing belt loops (for students in grades K-5) Cutting off belt loops is a dress code violation.
5. Long sleeve shirts may be worn under short sleeve uniform shirt but must be a solid color of the uniform shirts. Hooded shirts are not permitted underneath uniform shirt.
6. Earrings are not permitted. Other body piercing ornaments are not permitted.

#### **Additional guidelines for ALL STUDENTS:**

1. Good grooming and hygiene are important to the well-being of every student and is expected of all students.
2. Hats are not to be worn in the building.
3. Jewelry, is not to be worn in the building other than a watch.
4. Hair should be neat, clean, and styled in an appropriate conservative style. No distracting hair color (only natural hair color combinations of blond, brunette, reds) and / style will be permitted.
  - a. No Mohawks (shaved on sides and hair on top)
  - b. Faux-hawks no higher than 2 inches are permitted (hair is short on sides and taller on top)
5. Shirts and blouses must be neatly tucked into the waistband. No midriffs are to be worn. All clothes need to be the appropriate size for the student.
6. No visible body piercing (other than ears), fixed ornaments, or tattoos.
7. **No purses or personal handbags will be permitted into class.**
8. **No backpacks permitted into class.**
9. Winter attire such as boots, coats, hats, gloves, etc., will not be permitted in class. If these items are worn to school (which we recommend in cold months) they must be removed, and proper uniform attire worn to enter the classroom.
10. Physical Education Attire:  
Students can bring their tennis shoes with them on scheduled P.E. days to change into before their scheduled P.E. period.



## **SPECIAL SERVICES**

## **SPECIAL SERVICES**

The services of a speech and language therapist, psychologist, social worker, and Special Education Educator, and Occupational therapist are available on a referral basis. If you would like more information, please contact your child's educator. The following special services are available to all students who qualify under state guidelines.

- Occupational Therapist: Provides services to students who need fine motor therapy.
- School Psychologist: Provides services to students who need evaluation for special education needs.
- School Social Worker: Provides services to students who are experiencing personal or social adjustment problems in the Academy or at home.
- Speech Therapist: Works with students who are impaired by speech and language difficulties.
- Special Education Teacher: Services are provided for students with special needs in a resource room or on a consultant basis.
- Vision and Hearing: The Wayne County Health Department provides tests annually for designated grade levels.

## **SPECIAL EDUCATION POLICY**

The board of Directors of The New Standard wants each child to fulfill their ultimate learning potential. To the extent that an educator or parent feels that child may demonstrate some learning disabilities, the following board policy to evaluate a child's academic progress shall be followed:

- After either a parent or educator expressed a concern about a child's school performance, the Multi-Tiered Systems of Support Team (MTSS) plan will begin in which an educator is making documented attempts to develop strategies that increase success of student. If the MTSS process is not successful after all options have been exhausted, a child study meeting will be held to determine if formal testing is needed. The student's educator, special education educator, learning specialist, school social worker or counselor and principal will be in attendance at the child study meeting.
- If it is determined that formal testing is needed, within ten days parents must be notified and request made for their written authorization for testing.
- Once the parents provides consent for formal testing of their child, the Academy has thirty days to complete the evaluation process and hold an Individualized Education Program Team (IEPT) meeting in which determines if special educational services are needed.
- For a child to qualify for special education services there must be proof that the child's academic progress is impacted by a discrepancy in achievement or other tested data.
- After a decision is made on the student's eligibility for special education services, the IEPT meeting is held with general education educator, special education educator, principal and parent in attendance.
- It will be determined at the IEPT meeting how many hours per week and what services the child will receive special education services.
- Once a child is in special education the child's IEP goals will be reassessed annually.
- Every three years the child must be reevaluated to determine continued eligibility for special education services. It is the ultimate goal for each child eligible for special education services that the achievement gap will be closed and that the special education intervention strategies have worked to no longer require services.

## SECTION 504

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. For a student to be eligible for a 504 plan, the student must meet all three of the following criteria. It must be because of this disability that the student is unable to gain equal access and benefit from school programs and services.

The publication, *A Parent Guide to Section 504 Of the Rehabilitation Act of 1973*, is a resource available to parents through their school.

- A physical or mental impairment (has a history of having a physical or mental impairment)
- That **substantially** limits
- One or more major life activities

If you believe that a student may be eligible for Section 504 support, please contact the school counselor for additional information.

## HOMELESS STUDENTS: MCKINNEY VENTO ACT

**Educational Rights of Children and Youth Experiencing Homelessness:** *If you or someone you know is experiencing homelessness please notify the school so we can help. This is not something to be ashamed of and there are many resources to assist families in this situation. The New Standard is committed to keeping all information strictly confidential.*

### Children and youth experiencing homelessness have the right to:

- Go to school, no matter where they live or how long they have lived there. Students who are homeless must be given access to the same public education provided to other students.
- Continue in the school they attended before becoming homeless or the school last attended if that is their choice and feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school they attended before they became homeless or the school last attended, if a request is made for such transportation and transportation is feasible.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program due to the fact that they are homeless.
- Enroll in school without providing a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of their choice even while the school and student who is homeless seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

These rights are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002. To



qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition of homelessness.

**How does the McKinney-Vento Act define homelessness?**

According to U.S. Department of Education (USDE) guidance, people living in the following situations are considered homeless under McKinney-Vento: doubled-up with family or friends due to economic hardship; in motels or hotels due to lack of other suitable housing; in homes for unwed or expectant mothers because they have nowhere else to go; in homeless and/or domestic violence shelters; in transitional housing programs; on the streets; in abandoned buildings; in public places not meant for housing; in cars, trailers, and campgrounds; or awaiting foster care. Runaway and/or "throwaway" children and youth are also considered homeless under McKinney-Vento.

*The description above refers to people living "doubled-up". What does that mean?*

"Doubled-up" refers to people who are living with friends and relatives due to loss of housing, economic hardship, or a similar reason. However, families who have chosen to move into adequate housing situations with friends or relatives for reasons of cultural preference or convenience are not covered by McKinney-Vento.

*Are migrant students considered homeless under McKinney-Vento?*

Migrant students are considered homeless if they meet one or more of the definitions of homelessness under McKinney-Vento. However, migrant students should not be considered homeless simply because they are migrant.

*Are children in foster care considered homeless?*

No. The McKinney-Vento definition of homelessness includes children who are awaiting foster care placement only. Once children have been placed in foster care, they are no longer considered homeless.

**If you would like additional information on the rights of homeless students or you would like to notify us of a situation involving a homeless student, please contact the following The New Standard Homeless liaisons:**

**QuDonya Smith**  
School Social Worker  
[qsmith@newstandardflint.org](mailto:qsmith@newstandardflint.org)  
(810) 787-3330

**Tanya Gillum**  
School Social Worker  
[tgillum@newstandardflint.org](mailto:tgillum@newstandardflint.org)  
(810) 787-3330



## MEDICAL AND EVENTS

### **BOOK BAG/LOCKER CHECK change**

Random book bag and locker checks are to help prevent any illegal substances or weapons from being housed in the student possession. It is the responsibility of the school administration to check bags and lockers. The police and canine unit may assist the school administration from time to time when conducting locker or personal bag checks. The New Standard is not responsible for items that are stolen out of book bags or lockers. Students should never bring valuable expensive coats, jackets, jewelry, shoes, supplies etc. to school. Students are not allowed to share a book bag or house another student's belongings in their bag.

### **MEDICAL REQUIREMENTS**

State Law and the Wayne County Immunization Code require all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Peruses, Polio, Measles, Rubella, and Mumps, Hib shot, Hepatitis B, and Chicken Pox or a signed statement that a child has not been immunized because of religious or other reasons. State Law and Wayne County Immunization Code prohibit the Academy from admitting children without the required immunizations.

### **INJURIES AND ILLNESS**

Children should report all illnesses and injuries occurring in the Academy to their educator or supervisory personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. If injury or illness is of an urgent nature, the local emergency services will be contacted. The school office will also notify the child's parent/guardian.

### **MEDICAL EXCUSES**

A student may be excused from physical education and recess for one day with a note from parent/guardian. Extended excuses will be honored upon receipt of a physician's note. In the event of an extended excuse a physician's note may be required to return to physical education, recess, and after school activities.

### **COMMUNICABLE DISEASES**

Any student evidencing a rash, sores, or other physical problems with possibility of being contagious, the student will be sent to the office to be sent home. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with the Genesee County Health guidelines. Please contact the Academy office for further information.

### **ADMINISTRATION OF MEDICATION**

In accordance with The New Standard's policy, no medication is to be in the student's possession at any time. Should children be required to take medication during the school hours, a form must be filled out by the physician indicating the name of the drug, the dosage to be taken and any other instructions that are necessary. The medication must be brought from the home by the parent/guardian or other responsible adult. The medication container must have the dispensing instructions noted on it. At school, the medication will be kept under lock and key and only the office staff will administer the medication. A record is kept of the medication that is administered to each child. A log will be kept indicating when each dose is administered to each child and signed by administering staff and when possible a witness. If it needs to be distributed at a specific time during class, the parent must provide a physician's note to that specific classroom teacher.

*NOTE: Prescription inhalers and over-the-counter throat lozenges are allowed in the student's possession at any time. We recommend advising your child's educator if they are carrying an inhaler. At no time should a student be sent to school with medication that does not follow these guidelines. Students are not to self-medicate while at school nor are they to possess medications to offer opportunity for other students to ingest and possibly overdose.*

### **ILLNESS AND ACCIDENTS**

If a child must go home because of an injury or illness, it is the parent/guardian's responsibility to pick up the child at school. When a situation appears to be life threatening, the staff will act on the side of caution and will call an ambulance. The cost of the ambulance is the responsibility of the parent/guardian. The situation becomes challenging if parents cannot be reached in the case of an emergency therefore, the emergency phone number becomes crucial since it is the first number the office attempts to contact.

### **POLICY FOR REPORTING SUSPECTED CHILD ABUSE**

In a perfect world, all children are loved, well cared for, safe, and treated with respect. Because our world isn't perfect, this is not true for some children. As educators and other Academy staff members, we not only have the privilege of teaching, learning from and getting to know our students, but we must take on the responsibility of listening to and helping them when they need us to. When there is reasonable cause to suspect child neglect or abuse the following policy will be followed.

#### *MAKE AN ORAL REPORT*

In accordance with the law, any The New Standard employee who suspects child abuse or neglect will report it to Child Protective Services immediately. Suspicion can be based on many factors such as observations, bruises or marks, student report, and so on. The abuse does not have to be confirmed. After an internal investigation, the Wayne County Department of Social Services will determine the correct course of action. The Department caseworkers will interview the student as soon as possible. Any Academy employee having knowledge of the incidents or concerns about the child on question should be prepared to share any such information with the child protection services caseworker or with any law enforcement personnel.

### **ADDITIONAL INSTRUCTIONAL PROGRAMS**

When the instructional day has completed, the learning will not stop at The New Standard. In place of traditional latchkey services, The New Standard will offer several programs after school. The STAR program which stands for Smart Teachers as Role Models and also the CEO Program, which stands for Committed to Excellence & Opportunity will be housed here on campus. These programs are run by students from the University of Michigan and include Dance, Art, and Health & Wellness. Do The Right Thing (DTRT) Youth Community Center will also be in the building offering tutoring, mentoring and various athletic programs to the students.

All of the after-school programs will begin with a federally reimbursable snack and homework assistance. The programs will be offered to all students, free of charge, and will last from 4:15 – 6:00.

## **FIELD TRIPS**

The purpose of a field trip is to give students a better understanding of their culture and acquaint them with real life experiences. Students are expected to follow all the Academy rules and policies and pay for any cost incurred. For those who cannot afford such trips, some funding and/or fundraising options may be available. Please notify the office in such cases. If a Field Trip Permission Form is not submitted by a parent/guardian in the proper time frame, if the student is not in proper uniform, or a student has had behavior which may jeopardize the safety of self, others, or the school, the child may not attend the trip. Students not attending will still be expected to attend school and will be provided parallel learning activities.

Student safety is the main priority on field trips. Sponsoring and chaperoning adults are expected to adhere to Academy policies and procedures on the field trip as well as sign a chaperone agreement provided by the classroom teacher specifying specific expected chaperone behavior. Sponsors and chaperones should acquaint themselves in advance with those students who have medical conditions, which may need emergency care. The classroom teacher must accompany the group and adequate male/female supervision should be provided.

*Responsibilities of Parents Chaperoning Field Trips:* Parents play an important role in making a field trip successful. Field trips are planned to supplement the content through a “hands-on” experience. In preparing for a field trip, the following points need to be understood by parent chaperones.

1. The classroom teacher is the final authority for all field trip preparations including: volunteers, schedules, student discipline, and learning objectives.
2. Chaperones are required to remain with their assigned group for the duration of the field trip. Chaperones are never to leave any student in their care unsupervised.
3. Situations involving student discipline should be reported immediately to the classroom teacher. Chaperones should rely on positive reinforcement redirection until the classroom teacher can be contacted. Chaperones should never touch a student in a physically aggressive way or speak to them disrespectfully.
4. Chaperones may not participate in smoking of tobacco products or consumption of alcoholic beverages during the entire duration of the field trip. If this cannot be adhered to then please do not volunteer, we will not tolerate this type of participation.
5. Since the field trip is viewed as an extension of the regular classroom, all The New Standard discipline codes apply.
6. Parents who offer to supervise on a school field trip must understand that their full attention is needed to ensure the students’ safety. Therefore, siblings are not permitted on school field trips.
7. We also only permit a certain number of chaperones and do not permit additional parents and family members to meet us at fieldtrip locations. A group that is too large makes it difficult for us to ensure safety and appropriate learning experiences for our students.

## **AFTER SCHOOL ACTIVITIES (ADD)**

After school activities offer a wide range of social and skill learning opportunities in addition to or to enhance the general curriculum. The New Standard understands the importance of the after-school program to the growth of students and also recognizes the importance of enforcing academic standards.

After-school activities also offer a social learning experience for students. The New Standard students and spectators are expected to behave in accordance with school policies and procedures for conduct at

home and away events. Furthermore, any student or spectator not adhering to these policies and procedures will be asked to leave the event and may not be permitted to return to future after school events.

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway and Friday Folder information for more details on The New Standard's athletic program and after school clubs. Students absent from school the day of a scheduled after-school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.

### **STUDENT COUNCIL**

The Board of Directors acknowledges the importance of offering students the opportunity to participate in self-government within the Academy. Students have the right to organize, conduct meeting, and elect officers and representatives and petition to the Board. The Board of Directors recognizes the Student Council as the official voice of the student body and for the purpose of:

- Giving students practical experience in organizing, planning and affecting outcomes
- Developing student leadership
- Providing a learning experience in democratic decision making
- Offering another avenue toward the realization of the goals of The New Standard

*The Student Council will also be advised by staff members and required to post meeting minutes in the school hallway.*

### **ATHLETICS AND AFTER SCHOOL CLUBS**

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway for more details on The New Standard's athletic program and after school clubs.

#### ***Sports Eligibility***

In order to be eligible for participation in inter-scholastic athletics, students must have passed all classes from the previous quarter. Students must be currently passing all classes during the marking period of participation as well. (Per MHSAA regulations) Please see The New Standard Athletic Handbook for specific guidelines on eligibility and athletic procedures. Students who have an interest in participating in sports at the college level must become familiar with NCAA guidelines for participation. These guidelines specify requirements regarding: GPA, ACT/SAT scores, applications and visits. Additionally, many of these guidelines are changing. Athletic candidates must complete a CLEARINGHOUSE form.

### **TUTORING**

Tutoring and offering academic support after regular school hours is very important to The New Standard. The New Standard staff will continue to offer tutoring support to all grade levels during scheduled times. Parent permission is required for students to participate in this activity.

## **SOCIAL EVENTS**

The Board of Directors recognizes the value of student social events in enhancing and enriching the educational experience for the children at The New Standard. The Board of Directors along with the administrative staff will make school facilities available and provide appropriate staff to conduct the student social event after approval by the principal.

School social events, which take place outside school facilities, must be approved by administration. As voluntary participants in school social events, students are held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school day.

Participation at school events is not a right; it is a privilege and as such will be denied to any student who has demonstrated disregard for the rules of the school, including students on suspension and academic probation.

## **ACADEMY WITHDRAWAL OF STUDENT FROM BEFORE AND AFTER SCHOOL PROGRAMS:**

The New Standard reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. A student may be withdrawn from the day care program if day care fees are not paid.

Written notice will be sent to parent or legal guardian explaining reasons for withdrawal.

### **R400.5107 Discipline. Rule 107.**

1. Staff shall use developmentally appropriate positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.
2. Staff shall be prohibited from using the following as a means of punishments:
  - Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - Restricting a child's movement by binding or tying him or her.
  - Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - Depriving a child of meals, snacks, rest or necessary toilet use.
  - Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub-rule (2) of this rule.
4. The Academy shall have written policy regarding the discipline of children. This policy shall be furnished to staff and parents.

All students participating in after school programs are subject to the same rules of conduct as during the school day. Staff members are permitted to issue Student Conduct Referrals as appropriate and forward to the school principal/administrator for follow-up.

## **FUNDRAISING**

The Board of Directors acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the school.

The Board of Directors will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity with the school. All fundraisers are required to post in the school hallways the following: 1) group coordinating the fundraiser, 2) contact name, 3) purpose of the fundraiser, 4) fundraising goals, 5) amount collected, 6) how the fundraising dollars were spent. Fundraisers may be denied based on the discretion of the administrative office.





## ACADEMIC POLICIES

## GRADING

K-9<sup>th</sup> grade will utilize the school Academic Key:

<b>A</b>	<b>94-100</b>	<b>C+</b>	<b>79-77</b>	<b>E</b>	<b>59 and below</b>
<b>A-</b>	<b>93-90</b>	<b>C</b>	<b>76-74</b>		
<b>B+</b>	<b>89-87</b>	<b>C-</b>	<b>73-70</b>		
<b>B</b>	<b>86-84</b>	<b>D+</b>	<b>69-67</b>		
<b>B-</b>	<b>83-80</b>	<b>D</b>	<b>66-64</b>		
		<b>D-</b>	<b>63-60</b>		

*Please check with your student(s) and their teacher to be aware when homework should be expected. Parents may use Class DoJo or the Parent Portal to check student grades and attendance (a login can be created in the main office).*

## HONOR AWARDS

At the end of each trimester, special recognition is given to those students who have achieved excellence in their academic progress as well as social development. Students are given awards based on their individual accomplishments during the previous quarter.

Principal's List: A's in all course of study and exceptional citizenship (3-8th only)

Honor Roll: Letter grades of all A's and B's (3-8th only)

Attendance Award: Perfect Attendance and no tardies (all grades)

Citizenship Award: Exceptional citizenship at all times (all grades)

*The Spartan Awards are also presented to students and staff based on recommendations from their peers. The Spartan Award Form can be picked up from the School Office.*

## ACADEMIC and BEHAVIORAL PROBATION

Any student that does not maintain a C average will be placed on academic probation. Students on academic probation may not attend social field trips, participate in any after school activity, or receive other student privileges until their academics have reached the average required or appropriate behavior or citizenship is another area of focus at The New Standard.

A student may be placed on behavioral probation if they are consistently and repeatedly sent to administration. A student may also be placed on behavior probation because of involvement in serious incidents at school including but not limited to fighting, insubordination, bullying, etc. Students on behavioral probation may not attend social field trips or others where safety and the reputation of the school is a concern, participate in after school activities, or receive other student privileges until their behavior corrects consistently and proves otherwise.

## **REPORT CARDS – CONFERENCES**

Academic reports for students in **grades K-7** are distributed in October (progress report), November (1<sup>st</sup> marking period report card), January (2<sup>nd</sup> marking period report card), February (progress report), March (3<sup>rd</sup> marking period report card) and June (4<sup>th</sup> marking period report card). Parent-Educator Conferences are scheduled during progress report time of each school year.

Students in **grades 8-9** will receive grade reports in November (progress report), January (1<sup>st</sup> semester report card), March (progress report) and June (2<sup>nd</sup> semester report card). Parent/guardian or students of age 18 are required to attend the conference to receive their child's report card. In the event the parent is unable to attend the conference a conference will be scheduled with school administration, at which time the report will be given to the parent/guardian. Please understand that if you need to schedule with the school administration it may be well after the initial conferences are scheduled. In this event, it is still encouraged that you meet additionally with your child's educator because they know best the progress of your student.

*It is understood that educators shall, if necessary, arrange additional periodic conferences with parents. Conferences with educators must be scheduled during non-instructional time.*

## **APPOINTMENTS WITH EDUCATORS**

If you would like an appointment to meet with your child's educator, you may make an appointment by note or call the Academy and leave a message. Phone calls to educators during school hours are reserved for emergencies only. Meetings with educators are best when an appointment is made in advance.

## **RETENTION**

The Academy recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the Board of Directors that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when he/she has received a C average (for fourth through seventh grades) and average of 3's (for pre-kindergarten through third grades). The student must also have demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The student must also have attended school with a maximum of 20 absences.

Students who are failing (below C average or below 3 averages) may not be promoted to the next grade and will receive additional assistance the following school year. Written notification of concern will be provided to the parent/guardian. A retention meeting will be held with the student's educator, parent, administrative representative and any other staff members that have worked with the student throughout the school year.

At the retention meeting, the reasons for not promoting the student will be given to the parent as well as a plan for the following school year to academically develop the student.

In addition, the following factors are considered when making a decision for retention by the student's educator, parents, principal, Title 1 Coordinator, school social worker and other involved staff in the student's academic and social livelihood:

- Student performance based on report cards, portfolio, academic records, assessments
- Discipline record
- Attendance record
- Maturity and social level
- Age of the student
- Reading level

The school principal, however, reserves the right to retain a student in the same grade when in his/her judgment, despite the objection of a parent, and in combination of the above-listed factors strongly suggests that a student needs to have another year of growth in order to be successful at the next grade level.

### **STANDARDIZED TESTS**

The Academy gives the following standardized tests every year. Parents can receive results and are encouraged to review the findings. Call for an appointment.

- Michigan's State Standardized Assessment: Administered to grades 3-9.
- NWEA assessment will be administered to each student in grades K-9. The assessments will measure their academic growth throughout the Academy year.

### **HIGH SCHOOL REQUIREMENTS**

As determined by the State of Michigan, students in high school must earn 23 credit hours in various core and academic and elective subjects in order to graduate. If the student fails a course, then they must retake it for credit. Arrangements for retaking a class can be made with the administration. The New Standard requires 23 credit hours as described below.

#### **Madison Academy's Personal Curriculum (PC) Requirements**

The Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. If the PC is requested, the Academy will grant the request based on the process below.

#### **Types of Modifications**

- Enrichment beyond the academic credit requirements
- To modify the Algebra II requirement
- To modify the requirements in ways "not otherwise allowed" for transfer students
- To modify the requirements in ways "not otherwise allowed" for students with Individual Education Plans (IEP's)

#### **Personal Curriculum Process**

- The parent, school personnel, student age 18 or older, or emancipated student requests a PC.
- The PC team meets (student, parent, counselor or designee, and teacher(s) who currently teaches the student or has expertise in the content being modified).
- The PC team reviews student information, performance data, and supports – including the EDP – and decides whether to recommend a PC.

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- The PC team develops measurable performance goals for modifications and methods to evaluate the achievement of those goals.
- The PC team writes an agreement and gets sign-off from the superintendent or lead administrator and the parent or legal guardian (or emancipated student).
- The PC is implemented.
- The parent, legal guardian or emancipated student monitors progress through quarterly communication with each teacher of modified content area. If revisions to the PC are needed, the PC team reconvenes and makes revisions using the same process.
- The student is awarded a diploma upon completing all PC requirements.

<b>Michigan Merit Curriculum High School Graduation Requirements</b>
<b>MATHEMATICS- 4 Credits</b>
Algebra I Geometry Algebra II One math course in final year of high school
<b>ENGLISH LANGUAGE ARTS- 4 Credits</b>
English Language Arts 9 English Language Arts 10 English Language Arts 11 English Language Arts 12
<b>SCIENCE- 3 Credits</b>
Earth/Physical Science Biology Chemistry
<b>SOCIAL STUDIES- 3 Credits</b>
U.S. History and Geography World History and Geography .5 credit in Civics .5 credit in Economics
<b>PHYSICAL EDUCATION &amp; HEALTH- 1 Credit (.5 for each)</b>
<b>VISUAL, PERFORMING AND APPLIED ARTS- 1 Credit</b>
<b>ONLINE LEARNING EXPERIENCE Course, Learning or Integrated Learning Experience</b>
<b>LANGUAGE OTHER THAN ENGLISH- 2 Credits</b>

### **NEW LEGISLATION HB4465**

2014 legislation (HB 4465) has modified the original MMC world language requirements by adding flexibility for students to meet the requirement. Students must complete one (1) credit of world language and then may partially or fully fulfill 1 credit of this requirement by completing a department-approved formal career and technical education program or may partially or fully fulfill 1 credit visual or performing arts instruction that is in addition to the existing visual or performing arts requirement.

### **GRADUATION REQUIREMENTS**

1. Carnegie Unit: A Carnegie Unit is a unit of work at the high school level equivalent to a minimum of 120 hours of instruction. It is the amount of credit given by The New Standard (TNS) Academy for satisfactory performance in a subject taken one class period five times a week (or equivalent time earned in a block schedule) for a full school year.
2. Semester Credit: A Semester Credit is equal to half (1/2) a Carnegie Unit. TNS gives ½ (.5) semester credit for a satisfactory performance in a subject taken one class block, for one Semester. One Semester is equivalent to ninety (90) days of instruction. Credit will not be awarded for less than 77 days attended per class per Semester. Any appeals of the 77-day rule must be made to the Board of Directors.
3. Academically capable students will be encouraged to participate in classes of advanced Mathematics, Science, English, Social Studies, and recommended electives in their chosen pathway whenever provided as a viable option.
4. All students will attend school full time. Two Semesters of attendance is required. To graduate and participate in graduation exercises, a student must meet graduation requirements set by the Board and attend TNS as a full-time student during the 2<sup>nd</sup> semester of his/her senior year.
5. Credits: Credit toward graduation requirements may be earned through: Virtual Learning (internet courses); approved summer school programs; or from accredited correspondence/online courses approved by administration but not mentioned in the preceding statement All courses completed in this manner must be approved in advance by the school counselor or principal with a letter of approval placed in the student's cumulative record. All grades earned will count toward the student's grade point average based on a 4.00 (A) system. (An exception to this rule is dual-enrollment classes taken just for college credit.) Certificate of Attendance - Any senior, attending full time for two (2) semesters, but failing to complete the required credits, may opt to receive a certificate of attendance. They may not participate in the graduation ceremony. A student who must return to Madison Academy beyond the 8th semester to meet graduation requirements need not meet the full-time attendance rule. Students who wish to repeat a course in which they previously received a grade of 1.7 (C-) or less may do so with parental permission. The student can improve his letter grade but will only be allowed credit for taking the class one time. The student's cumulative grade point average shall reflect the most recently earned grade for the class. A grade of "F" cannot be changed and will remain on the final transcript.
6. Drop and Add: A period of drops and adds will occur at the beginning of each of the year. This will last only for a maximum of one week. After this period ends, a student will be allowed to drop only if educational reasons are presented and approved by the principal. Such changes are detrimental to the overall educational program and will not be permitted except when extenuating circumstances exist. A poor working relationship between student and teacher shall not be considered such an extenuating circumstance.
7. Requirements: A minimum of twenty-three (23) credits and Eight (8) semesters of attendance is required by TNS (grades 9-12 inclusive). All students in order to graduate from TNS with a Diploma of Graduation must successfully complete the following courses or equivalent as determined by Committee.

## HIGH SCHOOL COURSE DESCRIPTIONS

### ENGLISH

English 9: This course provides an introduction to high school reading and writing. Using classic pieces of literature such as *The Odyssey*, “*Romeo and Juliet*” and *Of Mice and Men*, this class will provide students with the skills necessary to succeed in the analytical, critical writing and reading comprehension required by a rigorous high school curriculum.

### MATHEMATICS

Algebra 1: Algebra 1 covers includes topics such as: arithmetic and evaluation of expressions involving signed numbers, exponents, and roots; properties of real numbers; absolute value; equations and inequalities involving absolute value; scientific notation; solution of equations in one unknown; solution of simultaneous equations; the algebra of polynomials and rational expressions; functional notation and functions; probability.

### SOCIAL STUDIES

American History (U.S. History): This class will explore the history from the end of the 19th Century to the contemporary United States. Students will examine the complex timeline of events, social and economic trends, wars and political issues that shaped the modern fabric of the United States. Major events that will be analyzed are the Industrial Revolution, Progressives, World War I, The Depression, World War II, The Cold War, Civil Rights, and Current Events.

### SCIENCE

Earth Science: This course is a comprehensive study of the physical aspects of the earth and atmosphere, which includes astronomy, climatology, environmental science, geology, meteorology and oceanography.

### FOREGIN LANGUAGE

Spanish 1: This course will introduce students to the most commonly used vocabulary and grammar structures so that they can begin to communicate in Spanish. Students will gain exposure to the language through reading and listening, using a variety of sources. They will practice communicating through writing and speaking, with an emphasis on speaking. Students will learn to conjugate verbs in the present tense and some verbs in the preterit tense. Basic habits and study skills that are important while learning a language such as memorization techniques, correct use of a dictionary, use of online resources, etc. will also be introduced and practiced.

### ELECTIVES

Physical Education: Students will learn the fundamental rules of both team games, as well as individual games. They will learn about the importance of physical activity.

Distance Learning: To fulfill the Michigan Merit Curriculum requirement for online learning experience, each student will be expected to complete an online educational course, which could include an elective course not offered at TNS; or a remedial course to supplement an academic or elective course offered at TNS, for which the student may need additional support for successful completion. The course of study must be approved by the teacher, counselor, or administration, in order to be considered for credit. This course will also include online SAT Test Prep, helping students prepare for the SAT/MME testing which will take place in the spring.

Math MTSS: Using a differentiated and multi-age grouping approach, the teaching team will provide recovery for Pre-Algebra, Algebra 1, and foundational secondary math skills . In addition, extension for advanced students will take place in the same groupings. A provision of additional instruction and small-group support will enable both extension and recovery efforts to be more individualized and increase in efficiency.

ELA MTSS: Using a differentiated and multi-age grouping approach, the teaching team will provide recovery for English 9 and foundational secondary ELA skills. In addition, extension for advanced students will take place in the same groupings. A provision of additional instruction and small-group support will enable both extension and recovery efforts to be more individualized and increase in efficiency.

SAT Prep: This class is offered in both English and Math. The students will cover materials and content that they missed or lacked in on current assessments. Core content will be recovered and assessed to ensure the students retained the information. Testing skills will also be covered and practiced during the courses as well.

Visual Arts: Students will be instructed in the materials and skills necessary to explore their personal stories through art. We will draw, paint, sculpt and use mixed media in our attempts to describe life and pursue art for life's sake. This is your chance to tell your story, the story of your generation, history, culture, and interests through art.

#### Study Skills:

This course is designed to help students master themselves and their ability to study, learn and retain information in a manner that most aptly fits their learning style. Students will discover their learning style, learn how to use time effectively, learn listening skills and learn tips for taking better notes.





## DISCIPLINE



## GENERAL PURPOSE OF SCHOOL DISCIPLINE

School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Serious student misconduct involving violent or criminal behavior defeats these goals and often makes headlines in the process. However, the most common discipline problems involve non-criminal student behavior.

These less dramatic problems may not threaten personal safety, but they still negatively affect the learning environment. Disruptions interrupt lessons for all students, and disruptive students lose even more learning time. It is important to keep the ultimate goal in mind while working to improve school discipline. As education researcher Daniel Duke (1989) points out, "the goal of good behavior is necessary, but not sufficient to ensure academic growth." **Effective school discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct.**

Recent research tells us that children are "hardwired" from birth to connect with others, and those children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive discipline is based on the understanding that discipline must be taught, and that discipline teaches.

The tools and concepts of positive discipline include:

- ✓ **Mutual respect.** Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- ✓ **Identifying the belief behind the behavior.** Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- ✓ **Effective communication and problem-solving skills.**
- ✓ **Discipline that teaches (and is neither permissive nor punitive).**
- ✓ **Focusing on solutions instead of punishment.**
- ✓ **Encouragement (instead of praise).** Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

## STUDENT RESPONSIBILITIES

Each student has the responsibility to:

- Respect the inherent human dignity and worth of every individual.
- Be informed of and adhere to all rules and regulations established by The New Standard and implemented by school administrators, teachers, and support staff for the welfare and safety of all students.
- Study diligently and strive to reach the highest possible level of academic achievement.
- Be punctual to school and classes.
- Refrain from slanderous remarks and obscenity in verbal and written expression.
- Dress and present oneself in a manner that meets the standards of health, cleanliness, safety, and The New Standard Dress Code.
- Help maintain and improve The New Standard's school environment, preserve school property and exercise the utmost care while using school equipment and facilities.

- Conduct oneself in an appropriate manner while in attendance at all school sponsored and/or related events.
- Continue to be, or strive to become, more actively involved in one's education and personal growth.

### **DISCIPLINE & SPECIAL EDUCATION STUDENTS**

School officials may suspend a disabled student (as identified by IDEIA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days constitutes a "change in placement" for which procedural safeguards must be implemented.

Before implementing a suspension for a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

1. Notify the student's parent or guardian in writing of proposed change in placement; and
2. Convene an MDR/IEPT to determine:
  - a. Did the disability cause, or have a direct and substantial relationship to the act of the misconduct?
  - b. Did the District's failure to implement the IEP cause the misconduct?
3. If the answer to both questions is NO, a suspension of more than ten (10) days must be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the "stay put" policy allowing the student to remain in the present program. *The New Standard will follow IDEIA 2004 mandates.*

### **ACADEMY WIDE RULES:**

The Academy's ultimate goal is to produce students that are respectful, responsible, and resourceful.

Respectful students are polite and use manners. They use appropriate language and appropriate voice levels when talking in the building and to others. They listen to and follow the direction of authority figures. They walk in the building. They keep their hands, feet, and objects to themselves. They keep a comfortable distance away from other people's personal space. They allow the teacher to teach and minimize disruptions to the learning environment. They use safe measures and decision making when dealing with themselves, other students, staff, parents, and the school. They utilize good communication skills when dealing with others including listening and responding appropriately to concerns.

Responsible students make decisions to follow rules appropriately. They behave in a safe way for themselves and others. They care about the cleanliness of their school environment and take pride in helping to keep it clean. They make sure they are in proper uniform when they leave for school in the morning and remain in proper uniform throughout the school day. They make sure they have all they need for the day including finished homework, signed papers, and a lunch and are prepared to learn. When a choice or decision has the potential for negative consequences, responsible students admit wrong doing and are accountable for their actions.

Resourceful students are able to problem solve. They utilize people, places, and things to find answers to problems that they are having. They seek the appropriate help when they need it including adults that are on staff and the closest to get to. They help others when they can by getting an appropriate adult, or informing an appropriate adult if another student or person needs help. They try to use conflict resolution strategies to solve student to student issues appropriately and when that doesn't work they seek help of an appropriate adult. If they are in immediate danger they use good decisions to get out of it as soon as possible and then inform the nearest appropriate adult.

**Specific School Rules:**

**1) Be prepared to learn:**

Including: be on time, bring all necessary school materials (including completed homework), do not disrupt the learning environment, and take care of other business outside of the classroom.

**2) Follow the direction of the teacher or staff members in charge:**

Including: teacher directives include classroom and school rules, requests to sit down or in a specific seat, requests to take notes, read, or any academic tasks or behavioral tasks, etc.

**3) Be respectful:**

Including: use your manners, clean up after yourself, be nice and cooperative to the teacher, other staff, other students, guests, and self. Use appropriate language at all times throughout the school. Talk in an appropriate tone and level when speaking with authority, students, and guests within the building and classrooms. Keep hands, feet, and objects to self. Keep an appropriate distance from the personal space of others. Take appropriate care of the school facility, furniture, grounds, and materials.

**4) Be safe:**

Including: walk at all times both in the school and outside, upon dismissal and at arrival. Keep hands, feet, and objects to yourself and do not spit or bite others. Keep an appropriate distance from others. Keep toy weapons at home – (guns, knives, handcuffs, etc. are NOT PERMITTED)

**5) NOTE:**

**Gum Chewing and Caffeinated beverages** are **not** permitted.

**Inappropriate Public Displays of Affection** between students including holding, kissing, inappropriate touching, etc., is **not** permitted.

**CLASSROOM RULES:**

Each educator has the opportunity to add or enhance the Academy Rules within the confines of their classroom. This is in order to make the learning environment age appropriate to promote growth and success.

## **SAFE ACADEMY'S STUDENT DISCIPLINE POLICY**

The New Standard and The New Standard's Board of Directors, endeavors to ensure that The New Standard is a safe place for teaching, learning and working. In order to achieve this goal, we have instituted a **Zero Tolerance Discipline Policy**. Regardless of circumstances these policy guidelines will be followed. The New Standard will notify the police and take swift and appropriate disciplinary action for the following infractions:

### **Physical Assaults against Academy Personnel:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.

### **Physical Assaults against Students:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

The Academy board or designee of the Academy board shall **expel** any student from The New Standard if at Academy a student:

- Possesses a dangerous weapon
- Commits arson
- Commits criminal sexual conduct.

### **Criminal Sexual Conduct:**

Criminal sexual conduct means sexual penetration or touching of a person's intimate parts. Intimate parts are defined as the breast, buttock, inner thigh, and groin or genital area.

Without consent:

- Any sexual touching of person's intimate parts: With or without consent
- Any sexual touching of a person under 10 years old

## **SEXUAL HARASSMENT POLICY**

For the purpose of this Policy, "sexual harassment" shall mean ANY unwelcome advance of a sexual nature, requests for sexual favors, and/or **verbal or physical conduct** or communication of a sexual nature.

Sexual Harassment: Discriminatory harassment on the basis of sex is hereby prohibited.

Compliant Procedure: Report. A person who believes that this Policy has been violated should promptly report the alleged violation to the school administrator/principal. All alleged violations should be reported no later than sixty days from the date the person first becomes aware of the alleged incident. However, the school reserves the right to investigate and act upon reports submitted beyond the sixty-day period.

School Action: The school administrator/principal and a representative from the educational service provider (ESP) shall assist in the complainant to pursue effective resolution of the complaint. This may be handled through an informal or formal process, depending on the severity of the situation. In the event that the

administrator or representative from the ESP or among the persons complained of, a member of the Board of Directors shall fill their positions, as determined by the Board.

Informal Process: The complaint shall be handled by an informal process unless the situation complained of is deemed so severe by the investigating team or the Board of Directors as to require a formal process, or the complainant demands a formal process, or the action complained of would constitute a criminal act if proven true. The informal process shall involve the investigating team meeting with the alleged offender and all other persons or parties, as it deems appropriate, this includes meeting with the student without a parent/guardian present. The alleged offender(s) shall be informed of the complaint and the complainant has requested resolution. If the complaint is resolved to the satisfaction of all parties, no further action will be taken unless required by law or if deemed appropriate by the investigating team. If all parties are not satisfied with the action taken, a formal complaint can then be made by any of the parties.

Formal Complaint: A formal complaint must be signed and clearly state the nature of the alleged offense, the name of the alleged defender and the specifics (including time, date and location of the incident(s)). The formal complaint must be filed with the investigating team. If the investigating team deems that the circumstances require action, the complaint will be investigated in a timely and thorough manner to protect the rights of both the complainant and the alleged harasser(s). In the course of the investigation, the following process will be followed:

- a. The investigating team will attempt to convene as soon as is reasonably possible after the filing of the formal complaint.
- b. The investigating team will attempt to gather all appropriate facts in as timely a manner as is reasonably possible.
- c. The investigating team will report to the board at the next regularly scheduled board meeting, or if the investigating team and the Board President deem appropriate, at a special meeting of the board.
- d. The board shall determine appropriate action to be taken.

Sanctions: The person(s) who is found to have violated this Policy may be subject to sanctions which may include, but need not be limited to, suspension, removal from school environments/activities/events, expulsion from the school, banishment from the campus, and/or dismissal from service at the school. Violators may also be subject to civil action or criminal prosecution.

Confidentiality: Discretion will be exercised. However, there can be no guarantee of confidentiality or anonymity since any investigation will involve discussions with other parties. Information about the complainant giving rise to the complaint will be reviewed only as investigatory and disciplinary processes require, or as otherwise required by law or courts having competent jurisdiction. Confidentiality will be observed to the extent permitted by law and to the extent consistent with protecting the welfare of the School Community and the interest of the school. However, the investigating team, the Board and/or the school administrator/principal may report the incident to appropriate authorities, as they deem necessary or appropriate.

## **CHILD ABUSE OR NEGLECT**

Child abuse or neglect means harm or threatened harm to a child's health or welfare by a parent, or legal guardian, or any other person responsible for the child's health or welfare, or by an educator or educator's abide.

**Suspected child abuse and or neglect must be reported to FIA. (See The New Standard's Child Abuse and Neglect policy)**

**EDUCATOR EMPOWERMENT TO SUSPEND**

Pursuant to MCL 380.1309(2), the type of conduct of which educators may unilaterally suspend students in grades 6 and above from a class subject or activity for up to one day, is expressly limited to misconduct involving a physical assault committed against another student or other Academy personnel. Physical assault is defined as intentional causing or attempting to cause physical harm to another through force or violence. Following an educator-initiated suspension; the educator shall send the student to the Principal's office, immediately report the suspension and reason for the same to the Principal. The educator shall schedule as soon as possible a conference with the student's parent(s)/guardian(s) and the Principal to discuss the suspension. The educator and administrator(s) shall be in attendance at the conference. Any student suspended pursuant to this policy shall not be allowed to return to the class from which he or she was suspended from until the passage of one full Academy day from the time of the student's infraction unless otherwise permitted to return by the educator who ordered the suspension and the Academy Principal's concurrence. Further, suspended students under this section shall not be permitted, during the term of the suspension to attend other classes in the Academy building or extracurricular activities, unless the Principal or designee permits the student to continue the Academy day under appropriate supervision. This policy does not negate the Principal's discretion to impose a multiple day suspension or expulsion beyond the educator's statutorily limited suspension period when the student's conduct warrants more severe disciplinary action in the Principal's sole discretion.

***Application to Students with Disabilities***

*This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.*

**STUDENT BEHAVIOR CODE**

Students are expected to follow the rules and regulations of the Student Behavior Code. The Academy will uphold the code and will exercise proper discretion as it pertains to each incident. For further information on expulsion and due process, see the main office.

Self-discipline is our goal for all of the students of The New Standard. To encourage the development of this virtue, positive reinforcement will be used. Students are expected to follow the rules and regulations of The New Standard. The Academy will uphold the code and will exercise proper discretion as it pertains to each in student.

**DEFINITION OF DISCIPLINARY ACTIONS:**

**1. Conference with student:**

Conferences are held for all disciplinary problems. Usually it is also a first step for minor violations resulting in a warning being issued. All behaviors and resolutions will be documented.

**2. Detention:** May be served during recess, lunch, classroom celebrations, and before or after-school for unacceptable behavior.



1. Restroom and drinking fountain breaks will be at 10:00 and 1:00 only and will be limited to 5 minutes. If abuse of this privilege occurs, they can lose the remainder of their privileges.
  2. There is no food allowed in the in-house room except for the designated lunch period.
  3. If a student refuses to follow the in-house rules they will be given an out of school suspension.
  4. If a student is absent the scheduled day of in-house or misses any part of the day, they will make up any absent time the next day in attendance.
- 3. Parent/Teacher Discipline Conference:**  
A parent conference can be personal or by phone. This can be used as a second disciplinary action or can be required for other violations. All conferences and resolutions will be documented.
- 4. Referrals:** If a resolution is not created, student will be referred to school administration by any staff member within the school. All students will be responsible for returning their referral with a parent/guardian signature by the next school day. If not returned they may be asked to serve an in-house suspension until all required paperwork is returned.
- 5. Community Service Project (CSP):** Alternative suspension program for first-time student offenders who have violated minor behavioral infractions ranging from cutting class to gross disrespect. With parental permission, a student must complete a specified number of community service hours totaling no more than three days by assisting the school's staff on various school improvement projects and/or working at local sites such as the Flint Public Library in lieu of out-of-school suspensions. The community service projects can include maintenance of school/community grounds, classroom and hallway cleaning, as well as other community improvements.
- 6. Suspension:** For chronic, irresolvable or severe discipline problems. A student who is suspended out of school will be required to remain in the office until picked up by a parent or guardian. While in the office they will follow the same routine as an In-School suspension. Once serving their out of school suspension they are not to be on school grounds during or after school or attend any after school activities. They are to make up all missed assignments and have the same number of days to complete it as they are absent. They will receive an unexcused absence for any time served. It is the teacher's discretion to assign full or partial credit for the work completed.
- 7. Expulsion from the Academy:** In extreme cases expulsion from the Academy may be necessary. A student who is expelled may not return to the school for a time period equivalent to one full academic school year. After the expulsion is completed it is up to the Academy to permit re-enrollment into the Academy.



**DISCIPLINARY ACTIONS AND MINIMUM PENALTIES:**

Every student has the innate right to an education free from being threatened in any fashion. In addition, every teacher has the right to teach just as every student has the right to learn. Any disruption to this process will not be tolerated. The following is a list of some unacceptable student behaviors and the suggested *minimum* starting penalties. Should a violation not be listed, administrative discretion will be exercised, and proper penalty imposed for the violation. **Violations may have different circumstances and therefore administrative discretion may be imposed to apply appropriate consequences and penalties to each individual situation to ensure fairness.**

***If a student misses class for an in school or out of school suspension, they are responsible for speaking with their teacher and making up the work from the class period(s) they missed.***

OFFENSE/DEFINITION	CONSEQUENCE RANGE
<p><b>WEAPONS USAGE, ARSON, CRIMINAL SEXUAL CONDUCT-</b> If a student possesses a dangerous weapon in a weapon free school zone (on school property and/or a vehicle used by a school to transport students to or from school property) or commits arson or criminal sexual conduct in a school building or on school grounds, the student must be expelled from school permanently, subject to possible reinstatement provided for in the law.</p> <p><b>Level 3</b></p>	<p>Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.</p>
<p><b>WEAPONS USAGE</b> - An instrument of attack and being used to cause serious harm to students, staff, or any person on school grounds.</p> <p><b>Level 3</b></p>	<p>Contact Authorities—10-day suspension and referral for immediate expulsion. Notification to Child Protective Services if appropriate.</p>
<p><b>ARSON</b> - The willful act of setting something on fire.</p> <p><b>Level 3</b></p>	<p>Contact Authorities—10-day suspension and referral for immediate expulsion. Notification to Child Protective Services if appropriate.</p>
<p><b>CRIMINAL SEXUAL CONDUCT</b> - Sexual penetration or touching of a person’s intimate parts. Intimate parts are defined as the breast, buttock, inner thigh, and groin or genital area.</p> <p><b>Level 3 (5-10 pts.)</b></p>	<p>Contact Authorities—10-day suspension and referral for immediate expulsion. Notification to Child Protective Services if appropriate.</p>

<p><b>Roughhousing/Verbal Confrontation:</b> Exhibiting physically aggressive or unsafe behavior including acting carelessly and putting others in danger; instigating or engaging in verbal confrontations where abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language is used.</p>	<p>Removal from class for a designated time period to 5 days out of school suspension.</p> <p>Community Service Project <b>Level 2 (5-10 pts.)</b></p>
<p><b>Fighting:</b> An extreme act of physical aggression that is designed to seriously harm or injure another person.</p>	<p>Up to 10 days out of school suspension and recommendation for expulsion. <b>Level 3 (10 pts.)</b></p>
<p><b>Insubordination:</b> Deliberate refusal to follow a reasonable request or order by an Academy personnel, documented by the Academy personnel and submitted to administration.</p>	<p>Removal from class to dismissal from Academy for continued violation.</p> <p>Community Service Project <b>Level 1 (1-5 pts.)</b></p>
<p><b>Disrespect Towards Authority:</b> To use inappropriate voice tone, voice level, language, insinuations, mockery, gestures, threats, intimidation, etc.</p>	<p>1-day suspension to dismissal from The New Standard; with an additional day for each additional occurrence up to 10 with referral for expulsion.</p> <p>Community Service Project <b>Level 1 (1-5 pts.)</b></p>
<p><b>Harassment:</b> To disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute. <i>*Please refer to the section on bullying for additional information.</i></p>	<p>1-day suspension to expulsion based on the severity of the offense. Notification to authorities if appropriate.</p> <p>Community Service Project <b>Level 2 (5-10 pts.)</b></p>
<p><b>Serious Threats:</b> Written or verbal threats toward self, another person’s life or well-being, or the school.</p>	<p>Minimum 3-day suspension – not to return to school until psychological evaluation determined not a threat to self or others. Expulsion may occur based on the severity of the offense. Notification to authorities and/or Child Protective Services if appropriate.</p> <p><b>Level 2 (5-10 pts.)</b></p>
<p><b>Sexual Harassment:</b> The making of offensive sexual advances, touching of personal areas, or of sexually offensive remarks or acts, that make another person feel uncomfortable.</p>	<p>1-day suspension to expulsion based on the severity of the offense. Notification to authorities and/or Child Protective Services if appropriate.</p> <p><b>Level 2 (5-10 pts.)</b></p>
<p><b>Forgery:</b> Falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another</p>	<p>Consequence is at the discretion of the school staff/administration. Notification of authorities if appropriate. <b>Level 2 (5 pts.)</b></p>

<p>person's name to any such writing whether or not it is also the forger's name.</p>	
<p><b>Profanity or Obscenities:</b> The use of abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language.</p>	<p>Detention, out of school suspension—1 day to expulsion from the Academy</p> <p>Community Service Project <b>Level 1 (1-5 pts.)</b></p>
<p><b>Harassment or Bullying:</b> is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. This also includes ANY behavior that could be perceived as being aimed at intimidating, threatening, or coercing another person. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. The New Standard Adheres to a ZERO TOLERANCE BULLYING POLICY.</p>	<p>1 day out of school suspension to dismissal from The New Standard; notification to authorities if appropriate/necessary</p> <p><b>Level 2 (5-10 pts.)</b></p>
<p><b>Weapons Possession:</b> An instrument of attack used to cause serious harm to another.</p>	<p>Notification to authorities. 10 days out of school suspension up to dismissal from The New Standard. Notification to Child Protective Services if appropriate/necessary. <b>Level 3 (10-20 pts.)</b></p>
<p><b>Stealing:</b> To take (the property of another or others) without permission or right, esp. secretly or by force.</p>	<p>1-day out of school suspension up to recommendation for expulsion AND return of items or cost of missing items. <b>Items stolen worth over \$100 must be reported to local authorities.</b></p> <p>Community Service Project <b>Level 2 (5-10 pts.)</b></p>
<p><b>Alcohol:</b> Possession, consumption (or under the influence), or distribution of an intoxicating liquid containing some form of alcohol.</p>	<p>5 days out of school suspension up to dismissal from The New Standard. Notification to authorities and/or Child Protective Services if appropriate. <b>Level 3 (10-20 pts.)</b></p>
<p><b>Drugs/paraphernalia:</b> Possession or distribution of a chemical substance, illegal or otherwise, that affects the central nervous system causing changes in behavior and often addiction or possession of any equipment used in making, using, or concealing such a substance.</p>	<p>10-day suspension and referral for immediate expulsion from The New Standard. Notification to authorities and/or Child Protective Services if appropriate. <b>Level 3 (10-20 pts.)</b></p>

<p><b>Trespassing/Loitering:</b> Students and parents being on school grounds fifteen (15) minutes after dismissal or after a school related function, even in a vehicle.</p>	<p>Verbal warning; reported to local authorities; after 3 incidents child protective services will be notified; Dismissal from The New Standard. <b>Level 1 (1-5 pts.)</b></p>
<p><b>Tobacco Possession:</b> and/or use of tobacco containing product including cigarettes, chewing tobacco, or other. The New Standard is a drug free school zone.</p>	<p>Up to 10 days out of school suspension and/or recommendation dismissal from The New Standard <b>Level 2 (5-10 pts.)</b></p>
<p><b>Plagiarism and Academic Dishonesty:</b> To copy or present someone else’s work as your own OR to not be able to distinguish your work from a group of students you are working with.</p>	<p>Consequence is determined by The New Standard staff and may include withholding credit until the student retakes the class. <b>Level 2 (5-10 pts.)</b></p>
<p><b>Leaving school without proper authorization:</b> Leaving the premises of the school without following check-out protocols.</p>	<p>In school suspension to three days out of school suspension <b>Level 2 (5-10 pts.)</b></p>
<p><b>Skiping Class/Loitering:</b> Being out of class during instructional time without a pass, arriving 5 or more minutes late to class without a pass, or not attending class without proper authorization; being present in unauthorized areas in the building or school grounds.</p>	<p>In school suspension to two days out of school suspension  Community Service Project <b>Level 2 (5-10 pts.)</b></p>
<p><b>Fire type materials:</b> Possession of Fireworks, stink bombs, lighters, matches, smoke bombs, etc.</p>	<p>3-day suspension to expulsion <b>Level 2 (10 pts.)</b></p>
<p><b>Gambling/Gambling paraphernalia:</b> Being found in possession of gaming paraphernalia such as dice, chips, etc.; exhorting and/or collecting money under betting or unwarranted circumstances</p>	<p>Up to 5 days out of school suspension and dismissal from The New Standard <b>Level 2 (5-10 pts.)</b></p>
<p><b>Compromise of public safety (teachers, staff, and students):</b> Exhibiting physically aggressive or unsafe behavior including acting carelessly and putting others in danger; disregard for directives and/or authoritative figure</p>	<p>Out of school suspension to expulsion. Notification to authorities and/or child protective services if appropriate. Dismissal from The New Standard. <b>Level 2 (10 pts.)</b></p>
<p><b>Cell Phone:</b> Possessing or using a cell phone for any purpose during school hours</p>	<ul style="list-style-type: none"> <li>● First offense the item will be taken and released only to a parent or legal guardian.</li> <li>● Second offense the item will be kept until the last day of school and released only to a parent or legal guardian.</li> <li>● Refusing to surrender a cell phone will result in further disciplinary action. <b>Level 1 (1-5pts.)</b></li> </ul>

<p><b>Sexual Misconduct</b> - Sexual penetration or touching of a person’s intimate parts. Intimate parts are defined as the breast, buttock, inner thigh, and groin or genital area.</p>	<p>Contact Authorities—10-day suspension and referral for immediate expulsion. Notification to Child Protective Services if appropriate. <b>Level 3 (10-20 pts.)</b></p>
<p><b>Peddling</b> – To engage in the unlawful sale of goods or services; carrying goods from place to place for resale without a permit or license.</p>	<ul style="list-style-type: none"> <li>• Up to 3 days out of school suspension <b>Level 2 (5-10 pts.)</b></li> </ul>
<p><b>Dress Code Violation</b> – Out of compliance with proper New Standard uniform defined in the Student Code of Conduct</p>	<ul style="list-style-type: none"> <li>• Please refer to The New Standard DressCode Policy. <b>Level 1 (1-5 pts.)</b></li> </ul>

**PARENT GRIEVANCES**

Any and all parent concerns and grievances should be brought to the attention of the teacher. If, after consultation and discussion with the teacher, the parent feels the matter has not been satisfactorily settled, the parent may bring the matter to the attention of the Vice-Principal. If, after consultation and discussion with the Vice Principal, the parent feels the matter has still not been satisfactorily settled, the parent may make a written appeal to the Principal. The Principal will respond in writing informing the parent if and when the hearing of the grievance will take place. If appropriate the grievance will be relayed to The New Standard and/or The New Standard Board of Directors. Please be aware that The New Standard Principal, Superintendent, and Board members are in their official capacity to respond to the grievance when and only when they are meeting formally regarding it. Individually (in the hallways, at games, on the telephone, etc.) they are not to discuss official business of this nature, as it would be considered inappropriate.

*For all other Academy policies approved by the Board of Directors, feel free to request a time to review the Board Policy Manual with the Board of Directors Recording Secretary or the Academy Principal.*