

The New Standard
Academy
Student Handbook
2023-2024



2040 W. Carpenter Road Flint, Michigan 48505 (810) 787-3330

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Spartan Families,

Welcome to The New Standard Academy, a school whose primary focus is preparing our students for any and all future opportunities while expanding their social capital. We are a team dedicated to the mission of serving Flint with a higher standard in academic excellence and community wellness. Whether you are a returning student or new to the TNS family, we want to extend to you a very warm welcome!

In this document, you will find all of the necessary information pertinent to your academic journey here at The New Standard Academy. It is our wish, focus, and hope that these guiding expectations will serve as simple governance on how we expect students to carry themselves both in and out of our learning environment. Please take some time to read through this document and familiarize yourself with it. In doing so, you will find that both the transition and acclimation to The Academy will be much easier.

We at the Academy always look to provide amazing opportunities for students and strive to create an awareness of self they will not find anywhere else. We would like to take this opportunity in congratulating you for selecting The New Standard Academy and we wish you the best as you matriculate through our dynamic learning environment!
GO SPARTANS!

Best regards,

Correy Black, MPH, ES
Principal
The New Standard Academy
(810) 787-3330
cblack@newstandardflint.org

School Directory

Principal's Office	Correy Black, Principal	(810) 787-3330 x101
Academic Deans		
Y5's - 2nd	Shawn Merriweather	(810) 787-3330 x208
3rd - 5th	Katherine Nowakowski	(810) 787-3330 x121
6th - 8th	Natalie Perry	(810) 787-3330 x301
9th - 12th	Jasmyn Durham	(810) 787-3330 x406
MTSS Coordinator	Erin Lins-Saelens	(810) 787-3330 x120
Climate Deans		
	Eddie Fair	(810) 787-3330 x312
	Dolph Ireland III	(810) 787-3330 x407
Athletic Director	Omar Dasuqi	(810) 787-3330 x603
Office Manager	LaTrece Sublett	(810) 787-3330 x102
Office Secretary	Zada Lacy	(810) 787-3330 x101
Social Worker	QuDonya Smith	(810) 787-3330 x106
Food Services	Yvonne Royster	(810) 787-3330 x103
Transportation	Adelaide Leaym	(810) 787-3330 x703
Partnerships	Whitney Miles	(810) 787-3330 x125

Weather and Emergency Procedures

In accordance with State of Michigan Laws, our staff members have been trained in the procedures for various emergency situations. It is important that students listen carefully and follow all staff directions. Teachers will explain the procedures for a potential tornado, fire, lock down, and shelter in place to the students at the start of each marking period . All of the procedures will be communicated to the students and staff with follow up information given to staff through use of the Public Address (PA) System, walkie-talkies, email, and texting as needed. Drills for all potential events will be conducted unannounced throughout the school year. We are prepared to handle all potential threats by using four different procedures as defined here:

Evacuation: *When conditions are safer outside than inside a building. All students and staff leave the building immediately. This procedure covers a fire.*

Lockdown: *When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classrooms will be locked. Relocation and response plan actions will be led by staff that has been through the ALICE training program.*

Shelter-In-Place: *When conditions are safer inside the building than outside. This procedure is commonly referred to as a “soft-lockdown”. Teaching can still take place but movement is restricted and doors are closed and locked.*

Tornado: *For severe weather sheltering, students and staff are moved to and held in the building safe areas in interior rooms away from windows.*

In the event of a school closing, parents signed up through the district's alert system will be notified by text or email. Parents will also receive a phone call through our automated calling system. Further information may also be available on the district's website and through local television stations. This same procedure will be used for closing before school or for an early dismissal.

It is permissible for you to come to the school to get your child during a time of severe weather conditions. You may only pick up other children if you have a statement from the parents indicating that you have permission to take them from school.

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The New Standard Academy School Calendar 2023-2024



August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Report Card Distribution	
Marking Period #1	Nov. 8
Marking Period #2	Jan. 31
Marking Period #3	Apr. 10
Marking Period #4	Jun. 10

Important Dates

Aug. 28	First Day of School for Students
Sept. 1-4	Labor Day Weekend
Oct. 4	Count Day
Oct. 18	Progress Report Distribution
Oct. 18	Parent/Teacher Conferences
Nov. 3	End of Marking Period #1
Nov. 22-24	Thanksgiving Vacation
Dec. 18-Jan. 2	Winter Break
Jan. 3	Classes Resume
Jan. 10	Parent/Teacher Conferences
Jan. 15	MLK Day
Jan. 26	End of Marking Period #2
Feb. 7	Count Day
Feb. 19	President's Day
Mar. 13	Progress Report Distribution
Mar. 13	Parent/Teacher Conferences
Mar. 25-29	Spring Break
Apr. 5	End of Marking Period #3
May 8	Progress Report Distribution
May 10	Prom
May 17	Senior's Last Day
May 27	Memorial Day
May 29	Graduation
May 30	Kindergarten Graduation
Jun. 6	End of Marking Period #4
Jun. 7	Last Day of School for Students
Jun. 10 & 11	Teacher Work Days

Time Schedules

Middle School & High School (7th-12th)	
Full Day	7:15 am - 2:46 pm
Half Day	7:15 am - 11:03 am

Elementary (Y5-6th)

Full Day	8:15 am - 3:46 pm
Half Day	8:15 am - 12:15 pm

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HS and MS Only (1/2 Days)	
Jan. 25-26	Final Exams (1st Sem.)
June 4-5	Final Exams (2nd Sem.)

○ Start/End Dates of School Year
 □ Progress Reports Distributed
 ■ School Closed
 ■ 1/2 Day of School for Students/PD for Staff
△ End of Marking Period
 ■ 1/2 Day of School & Parent/Teacher Conferences

ADMISSION INTO THE 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. **PARENTS and STUDENTS MUST ATTEND ORIENTATION BEFORE CLASSROOM PLACEMENT.** If space is not available, the child will be placed on the waiting list and called in the order they applied (based on date and time of submitted stamped application).

During Open 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. All parents will be required to complete an enrollment form to reserve their child's placement for the following school year.

PARENT INVOLVEMENT AND COMMITMENT

By enrolling your child at The New Standard Academy 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 Academy 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 references, computer access and other research materials.
- See that your child is dressed properly in adherence to the uniformed 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, please visit the office and fill out a Parent Complaint form. Contact will be made within

24 hours of the receipt of your complaint. You should make every attempt to settle the problem with that person, without involving others.

Arrival Procedures

Arrival Procedure (Young 5's-6thGrade)

The regular school day begins at 8:15am and ends at 3:46pm. Breakfast will be served in the cafeteria from 7:45am – 8:10am. Students may enter the school at 7:45am and are to report directly to the cafeteria for breakfast.

Arrival Procedure (7th - 12th Grade)

The regular school day begins at 7:15am and ends at 2:46pm. Breakfast will be served in the cafeteria from 6:45am – 7:10am. Students will be permitted in the school at 6:45am and are to report directly to the cafeteria for breakfast.

Regular Daily Schedule (Young 5's-6th Grade) *students are to report directly to cafeteria for breakfast*

7:45-8:10 Breakfast is served in the cafeteria.

8:15-3:46 Core Instructional time.

Regular Daily Schedule (7th - 12th Grade)

6:45 Doors Open—*students are to report directly to cafeteria for breakfast*

6:45-7:10 Breakfast is served in the cafeteria.

7:15-2:46 Core Instructional time.

Each student will have thirty minutes to complete his or her lunch. There are 4 lunch periods for grades Young 5's-12th

A Lunch: 10:15am – 10:45am (9th - 12th)

B Lunch: 11:15am – 11:45m (6th - 8th)

C Lunch: 11:55am – 12:25pm (Young 5's-2nd)

D Lunch: 12:30pm – 1:00pm (3rd-5th)

II. Attendance

I. **Attendance Philosophy**

"Students' regular and punctual attendance is essential for success. Class

attendance is necessary for learning, for social and academic achievement, and

for developing such life-long habits as punctuality, dependability, and self-discipline. Students and families are expected to keep absences to a minimum. We are committed to help students develop these habits and to maintain academic standards for earning credit. Each student is an irreplaceable resource, necessary for the interaction that forms an essential part of classroom learning. When absences occur, the educational experience of all students in class is diminished. Students are expected to be in school and in class every day. They should be fully aware that the interactions that occur in the classroom cannot be duplicated and constitute a valid and critical part of the course work. Attendance is a three-way responsibility among the student, parent, and school. Working together, we can insure that our students are successful in high school and in their future.”---REWORD

II. Attendance Procedure

- A.** Parents are asked to call the Academy before 6:45 and/or 7:45 am when their child is going to be absent. This does not constitute an excused absence.
- B.** 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.
- C.** Parents may arrange, in advance, for absences. Prearranged absences are not automatically excused (guidelines apply for excused/unexcused absences).
- D.** Medical and funeral excuses only are exempt from the attendance count.
- E.** 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.

III. Attendance Expectations

- A.** High School and Middle School students will be marked “tardy” for each hour they arrive 10 minutes or more late to the start of the hour.
- B.** High School and Middle School students will be marked “absent” if they arrive to their scheduled hourly period 15 minutes past the beginning of the hour.
- C.** Elementary students will be marked “tardy” for their morning attendance if they arrive after 8:30 am, or be marked “absent” for the morning ½ day if they arrive after 10:30 am.
- D.** Elementary students will be marked “absent” for their afternoon ½ day attendance if they leave the campus prior to 1:30 pm.

IV. Tardy Policy for High School and Middle School

- A.** Instruction begins at 7:15 a.m.

- B. Students can be dropped off as early as 6:45 a.m. for breakfast.
- C. Students who arrive 10 minutes late to each of their scheduled hours, will be recorded as “tardy” for that class period. Due to state guidelines, all attendance must be documented and reported to the Genesee Immediate School District, including late arrivals.
- D. 5 Late Arrivals/Tardies will constitute 1 combined absence for the student’s attendance record.

V. Tardy Policy for Elementary School

- A. Instruction begins at 8:15 a.m.
- B. Students can be dropped off as early as 7:45 a.m. for breakfast.
- C. Students arriving in the learning environment after 8:30 a.m. will be considered tardy. Due to state guidelines, all attendance must be documented and reported to the Genesee Immediate School District, including late arrivals.
- D. 5 Late Arrivals/Tardies will constitute 1 combined absence for the student’s attendance record.

VI. Procedure for Late Arrival

- A. Parents are asked to call the Academy when their child is going to be late.
- B. Upon arrival, the 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. If the student does not obtain a written note/documentation for excusal, the tardy will be “unexcused”.
- C. All documentation will be maintained in the student records.

VII. Student Check-In and Check-Out Process

- A. Upon arrival, students will document their name, date and time of arriving to the school campus via a check-in sheet in the Main Office. This record will be documented within the student’s attendance.
- B. If a parent/guardian wishes to obtain their child prior to The New Standard Academy dismissal times, they must enter the Main Office to check the student out. The parent/guardian will document the student name, date and time of checkout via sign-out sheet, located in the Main Office. The parent must be listed within our computer system as an authorized adult to obtain the desired student, and will be asked to confirm their identity via Driver’s License, etc.
 1. A child will not be released to an unauthorized adult.

VIII. Absences Due to Family Vacations

- A. 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.
- B. Time given for the completion of make-up work will be one (1) day for every day absence.

IX. Absences Due to Homebound and Hospitalized Services

- A. Each specific circumstance will require an action plan, set forth by the School Leader and Academic Dean.
- B. Doctor’s notes are required to ensure the student is unable to physically attend The New Standard Academy and will need alternate modes of instruction.

X. Absences Due to Religious Instruction

- A. 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.
- B. 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 Academy.

XI. Truancy

- A. A letter from the truancy officer will be sent to the student's parent/guardian on the **tenth absence**.
- B. 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.
- C. 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.

XII. Truancy and Academics

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

III. Academic Requirements

GRADING SCALE

K-12th grade will utilize the school Academic Key:

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

Please check with your student(s) and their teacher to be aware when homework should be expected. Parents may use the designated classroom communication tool or the PowerSchool Parent Portal to check student grades and attendance (a login

can be created in the main office).

HIGH SCHOOL GRADUATION 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.

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

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 (CONT.)

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 2nd 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 The New Standard 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 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 the retention committee.

GRADE REPORTING

Please use PowerSchool, the online access or phone app, to check on grades at your convenience. Your student is also given a login to check grades at any time. It is the expectation that teachers will update the digital gradebook at least once each week. Formal parent/teacher conferences occur FOUR times per year. Report cards are distributed at the end of each quarter for Y5's- 8th grade and each semester for 9th-12th grade. However, you can login to PowerSchool to see your student's grade at any time. If you need help with your login to PowerSchool or need help navigating online please contact the office at 810-787-3330.

REPORT CARDS – CONFERENCES

Academic reports for students in **grades Young 5's-8th grade** are distributed in October (progress report), November (1st marking period report card), January (2nd marking period report card), February (progress report), March (3rd marking period report card) and June (4th marking period report card). Parent-Educator Conferences are scheduled during progress report time of each school year.

Students in **High School** will receive grade reports in November (progress report), January (1st semester report card), March (progress report) and June (2nd 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, the report card will be mailed home.

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 email, 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. Please come in the office to fill out the meeting request form and a meeting will be scheduled within 24 hours.

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. 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) 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.

With the implementation of the 3rd grade reading law, the Centers for Educational Performance and Information will flag students for retention based on their MSTEP scores for students in 3rd grade. Students must score at least a 1259 or higher to satisfy the 3rd grade reading law criteria. Notification will come directly from CEPI and you as a parent have the opportunity to appeal the decision within 30 days.

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 the student needs to have another year of growth in order to be successful in the next grade level.

INTENTIONALLY LEFT BLANK

STUDENT RECOGNITION (ACADEMIC HONORS)

At the end of each semester, 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

Honor Roll: Letter grades of all A's and B's

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

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

Graduation Honors: Magna Cum Laude: GPA 3.5-4.0

Cum Laude: GPA 3.0-3.49

FINAL EXAMS

ALL students are required to take final exams in ALL of their classes. The final exam dates are listed on the school calendar for each semester at the start of the school year. These examinations are weighted 20%. Therefore, the final grade of the class will be 80% coursework and 20% exams. If a student misses a final, they will receive a zero unless acceptable previous arrangements have been made due to health, or a family death.

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 3-11th.
- NWEA assessment will be administered to each student in grades Young 5's-8th grade. The assessments will measure their academic growth throughout the Academy year during the fall, winter and spring season.
- College Board Testing (PSAT/SAT): Administered to 8-11th grade..

GRADUATION

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school dean and principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct warrants. A student MUST meet all graduation requirements prior to the commencement ceremony in order to participate in the commencement ceremony. ALL students are required to attend the scheduled graduation rehearsal or they may not walk. Students must return school materials or pay required fees (Chromebooks, textbooks, supplies) prior to graduation in order to participate in the ceremony.

GENESEE CAREER INSTITUTE (GCI)

Students may elect to enroll in a course of study at the Genesee Career Institute (GCI) as part of the regular school program during their junior and senior years. Students must carry a minimum of six credits in combination with their GCI credits. Permission from the Academic & Behavioral Deans is

required to combine GCI credits and onsite credits to exceed six. Any student interested in learning more about GCI or a specific program should see the Student Success Coordinator during his/her sophomore year. If you enroll in a GCI course you are required to finish the current semester of the program before making any changes.

HEALTH EDUCATION

It is a Michigan graduation requirement that all students take a half semester of health education which includes education on human sexuality and venereal and other non-casual contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. Compliance with the State law and with its desire to maintain effective communication with parents and the community, the District has made arrangements for the program and the community. If a parent/guardian wishes to review any portion or this entire program, please contact the building principal. After reviewing the program, please contact the principal or the school office if further discussion is needed. State law states that students are required to participate in this course, but the law allows parents/guardians the right to have their child excused from participating in classes which include instruction in sex education, if requested in writing. In addition, the policy is to honor parents' written requests that their child be excused from certain classes in that course. We encourage parents/guardians to personally review the program lessons and materials, and specify, in writing, the particular activities to which you may object.

TRANSCRIPTS

The following is our policy with regard to distributing transcripts to students and others:

1. Students who are enrolled at The New Standard Academy shall be entitled to have up to five transcripts sent to a prospective college, place of employment or any other legitimate destination.
2. All transcript requests must be made by completing a transcript authorization release form. The form must be turned in to the Student Success Coordinator. Transcripts will be sent out within 48 hours of the request being properly completed.
3. After graduation, an alumnus shall be entitled to a transcript of grades and records free to be used for purposes as outlined in number one.
4. A transcript authorization release form must be signed in all cases when said transcripts are sent to institutions.

II. Policies

A. Acceptable Use Policy (Computer and Network)

1. All students are expected to use computers and the Internet at school for teacher assigned school Work.
2. In order for students to use computers and the Internet at school, they and their parents will need to fill out, sign, and return the “Student Network and Internet Acceptable Use and Safety Agreement” (AUP) along with their emergency cards.
3. Please note that the Internet at the school is strictly filtered for violence, pornography, gambling, etc.
4. All use of a PC and/or network must be in support of education and research relating to the school Curriculum.
5. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.
7. Use of the PC, network or peripherals (printers, scanners, etc.) to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network are prohibited.
8. The school reserves the right to deny student access to the network to prevent further unauthorized activity.

B. Alcohol, Tobacco, and other Drugs Policy

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or social worker whenever such help is needed.

The Drug Free Schools Act requires that information about counseling, rehabilitation and re-entry programs related to alcohol, tobacco and other drug use (ATOD) be made available to students and/or parents. A list of resource agencies is provided below. The specific policies of The New Standard Academy regarding Alcohol, Tobacco, and other Drugs follow. Note that there will be the possibility of referral to law enforcement for any alcohol, tobacco, and drugs violation.

Alcohol Use

The consumption and/or possession of any alcoholic beverage by students is wrong and harmful; therefore, the consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage by students is prohibited in any attendance center, on school grounds or at any school sponsored activity. Any student who consumes or possesses any alcoholic or alcoholic look-alike beverage upon school grounds or at any school sponsored activity off school grounds or going to or from any school sponsored activity, or appears to be under the influence of alcohol, shall be refused entrance and admission and may be subject to discipline, up to and including suspension or expulsion, and referral to the appropriate law enforcement authorities.

Tobacco and Vape Use

Tobacco use and/or the possession of any tobacco product (including but not limited to vaping devices and e-cigarettes) by any K-12 student is wrong and harmful, and its use and/or possession is prohibited in all school sponsored events, and on all school grounds. Violation of these illegal acts will result in disciplinary action up to and including suspension, referral to law enforcement authorities for a ticket, and potential expulsion from school. Devices and/or products that are confiscated will not be returned.

Drug Use

The illegal consumption and/or possession or sale of any controlled substance or drug paraphernalia by students is wrong and harmful and is prohibited on school grounds or at any school sponsored activity. Any student who has in his/her possession any controlled substance or appears to be under the influence of any drugs before entering school grounds or going to or from any school sponsored activity, shall be refused entrance and admission and may be subject to discipline, up to and including suspension and/or expulsion, as well as referral to the appropriate law enforcement.

For a listing of local (Genesee County) support agencies the following has been provided:

Alcohol and Drug Abuse Al-Anon and Alateen 234-1460

Alcoholics Anonymous 234-0815

Intake, Assessment & Referral Center 235-9555

Abuse and Neglect Community Mental Health Crisis Line 257-3740

National Parent Helpline 1-855-427-2736 (1-855-4AParent)

Protective Services 1-855-444-3911 4C

Resource Agency for Children 232-0145

Health Services Mott Children's Health Center 767-5750

Legal Services Legal Services of Eastern MI 234-2621

Poison Information Poison Control Center 1-800-222-1222

C. Bullying

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or wireless handheld device) that, without regard to its subject matter or motivating animus (a strong feeling of dislike or hatred), is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he/she has been or is the victim of bullying should immediately report the situation to the social worker, behavior dean, academic dean or building principal. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administration. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The principal (or other staff member as designated) shall promptly investigate and document all complaints about bullying behavior that may violate this policy. This investigation must be completed as promptly as the circumstances permit after a report of complaint is made. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate remedial

action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. A copy of the Board of Education Policy and Guidelines on which this notice is based may be obtained in the Office of the Superintendent of Schools.

D. Hazing

The act of “hazing” is a crime in the state of Michigan and will not be tolerated by The New Standard Academy. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action up to and including expulsion.

Harassment/hazing of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law. Any questions concerning harassment, policies and procedures should be directed to our Principal; Mr. Correy Black or Assistant Superintendent, Ms. Jenna Badgley.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. All such reports are to be investigated by the Principal or Assistant Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the School.

Reporting Hazing/Harassment

Any student who believes that he/she is a victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent.
- The student may make contact either by a written report or by telephone or personal visit.
- During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident.
- Each report received by the principal or the Assistant Superintendent as provided above, shall be investigated in a timely and confidential manner.
- While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the student who files a complaint.
- Encourage the reporting of any incidents of sexual or other forms of harassment.
- Protect the reputation of any party wrongfully charged with harassment.
- Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt appropriate remedial and/or disciplinary action

will be taken to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately in accordance with AG 8462.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the New Standard Academy recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member or others associated with New Standard Academy.

E. Dress Code

- a. At The New Standard Academy, one of our goals for students is to help them develop skills they will need in adulthood. Learning to dress appropriately for different occasions, settings, and roles is an important lesson in transitioning into the adult world. Even in school, different situations call for very different dress: the outfit a student would appropriately wear for track practice is dramatically different from the outfit that same student would wear to present his/her Senior Exit Presentation in front of a panel of judges. The purpose of our dress code is to help students develop a sense of style that is appropriate both to their individual preferences and to the professional world they will soon join. On a day-to-day basis, we expect TNS students to dress in a manner that reflects the seriousness of the educational process while also accommodating students' need for comfort and mobility.
- b. Consequences: First offense is a change of clothing and warning. For repeat offenses, consequences may range from loss of merit points to detention and up to suspension, depending on the severity and frequency of the violation. Parent/Guardian will be called to bring a change of clothing. If the problem cannot be corrected, the student will not be sent back to class but will remain in the office, and this will count as an unexcused absence. Continued defiance of the dress code will be subject to detention or suspension. The school, at no time, is responsible for confiscated items (ex: hat). Items not picked-up by the end of the semester will be donated to a non-profit organization. The dress code is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration. In general, clothing is not allowed to disrupt the educational environment.
- c. Students attending The New Standard Academy will take pride in their appearance at all times. The basic standards regarding our student dress code are based on cleanliness, neatness, modesty, safety and minimizing learning distraction. School approved uniforms are to be worn at the Academy by all students in grades Pre-K through 12th grade. The New Standard Academy will hold "Spartan Spirit Days", to which will be communicated with our stakeholders prior to date.

All New Standard Academy students will wear a New Standard Academy uniform. This uniform consists of the school logo or school name printed on a navy, orange or white polo, with black, navy or khaki uniform bottoms. The New Standard Academy Logo Uniform Shirts can be purchased via our TNS Online Store with French Toast. Please see below at different acceptable options that may be included and considered an appropriate uniform combination.

d. General attire for GIRLS:

- i. **Skirts/jumpers/skorts:** navy or black (polyester/cotton) dress apparel. No

shorter than two inches above the knee.

- ii. **Pants/capris:** navy or black (polyester/cotton) dress pants. No cargo pants.
- iii. **Shorts:** navy or black (polyester/cotton) dress shorts. No shorter than two inches above the knee.
- iv. **Cardigan Sweater:** navy or black. Solid colors only, New Standard logo polo must be worn underneath.
- v. **Under Shirts:** Long sleeved shirts can be worn underneath a New Standard Academy logo polo. The undershirt cannot obtain a hood and should be school colors such as white, navy or orange.
- vi. **Tights:** navy, black, or white solid color only.
- vii. **Belts:** (navy, brown or black) can be worn with any apparel containing belt loops.
- viii. **Shoes:** students can wear any color of shoe; however, they cannot wear slides or open-toed shoes to school. Shoes must be school appropriate. If students wear boots of any kind, they must bring additional shoes to change into, if Physical Education is an elective in their current school schedule.

e. General attire for BOYS:

- i. **Pants/capris:** navy or black (polyester/cotton) dress pants. No cargo pants.
- ii. **Shorts:** navy or black (polyester/cotton) dress shorts. No shorter than two inches above the knee.
- iii. **Cardigan Sweater:** navy or black. Solid colors only, New Standard logo polo must be worn underneath.
- iv. **Under Shirts:** Long sleeved shirts can be worn underneath a New Standard Academy logo polo. The undershirt cannot obtain a hood and should be school colors such as white, navy or orange.
- v. **Belts:** (navy, brown or black) can be worn with any apparel containing belt loops.
- vi. **Shoes:** students can wear any color of shoe; however, they cannot wear slides or open-toed shoes to school. Shoes must be school appropriate. If students wear boots of any kind, they must bring additional shoes to change into, if Physical Education is an elective in their current school schedule.

f. Additional guidelines for ALL STUDENTS:

- i. Clean hygiene is important to the well-being of every student and is expected of all students.
- ii. Hats are not to be worn in the building.
- iii. Bonnets are not to be worn in the building.
- iv. Hair should be neat, clean, and styled in an appropriate conservative style.
- v. All clothes need to be the appropriate size for the student.
- vi. Shorts, skirts or skorts must measure to two inches above the knee.
- vii. Black leggings and/or biker shorts are not acceptable bottom uniform attire.
- viii. **No purses or personal handbags will be permitted into class. These items may be stored in a school assigned locker.**
- ix. **No backpacks permitted into class. These items may be stored in a school assigned locker.**
- x. 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.

- xi. 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.

As previously stated, any student who violates The New Standard Dress Code will be subject to disciplinary action, obtaining a point deduction from their yearly allotted allowance.

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.

F. Dance Policy

Admittance to dances is limited to The New Standard Academy students and their guests. Under no circumstances may a middle school student attend a high school dance.

1. Procedure and expectations for guests:
 - a. Students may invite guests of high school age.
 - b. The guest forms may be picked up and returned to the attendance office. Students must fill out a guest form, and it must be submitted to the office prior to the dance.
 - c. Guests must be accompanied by their New Standard host student, and they may be asked to show a picture ID at the admission table.
 - d. Conduct of the guest is the direct responsibility of the host student. Guests are expected to follow school rules included in the student handbook.

2. Students leaving the dance and building will not be readmitted to the dance. Students will not be admitted an hour after the dance begins. Exceptions to this must have permission from a building administrator in advance.

3. The New Standard Academy is proud of all our students who accept responsibility for maintaining appropriate and respectful decorum at school dances. Together, students, parents and school staff resolve to support behavior (including dance "style") that promotes TNS dances as events that are welcoming and comfortable for all students. This environment will be achieved by adherence to the following provisions:
 - a. Dance style will not include "grinding," "freak dancing" or other overtly sexually suggestive actions (ex: straddling legs or bending over).
 - b. All dancing must be face to face.
 - c. No inappropriate touching of any kind.
 - d. For the safety of everyone, dancers will maintain sufficient space on the dance floor for chaperones to circulate.

4. Every attempt will be made by the dance sponsors, the school administration, and chaperones to structure the dance in a way that encourages compliance with the provisions. If a student does not comply with the provisions, a verbal warning will be issued. If noncompliance continues after the warning, the student will be asked to leave, a parent/guardian will be contacted, and he/she may be subject to additional discipline.

5. Students and guests should keep in mind at all times that attending dances is a privilege and may be revoked by building administrators based upon student behavior.

6. Students that are either removed from or are prevented from entering a dance based on being in possession of or being determined to be under the influence of drugs, tobacco, or alcohol will not be allowed to attend any dance for the remainder of the school year. If the incident occurs at the last dance

of the school year, the students will not be allowed at the first dance of the following school year.

G. Food Allergies

We understand that food allergies can be life threatening. TNS is committed to working with parents, guardians, and physicians to minimize risk and also provide a safe educational environment for food-allergic students. Please contact the school office with any information related to food allergies.

H. Medication Policy

This policy includes both over-the-counter and prescription medication. Student's may NOT possess, use, or distribute medication without the appropriate documentation turned in to the office. We understand that at times students may need to take medication during school hours. Please understand that these medications must be administered according to TNS Policy. Please consult with your physician to determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

Please note that even non-prescribed (over-the-counter) medications can only be self-administered upon written authorization of the parent. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to administration for disciplinary action.

I. Textbooks, I.D. Cards, and Lockers

Textbooks

1. Students must have their ID card and a copy of their schedule or be accompanied by a teacher in order to pick up textbooks.
2. Students will be issued a copy of each text necessary for their classes.
3. Students will be held responsible for any texts issued to them.
4. Students are responsible for reporting the condition of the textbooks they receive to their teacher or the office. If a student fails to tell their teacher or the office about the damaged textbook, the student will be held responsible for any damage to the book.
5. Students will be charged for the cost of any lost textbook. Until the charge is paid, the student may be barred from participating in Drivers' Education, school athletics, or from participating in graduation ceremonies.
6. Students are to turn in textbooks they are not currently using.
7. Please contact the main office to resolve any issues relating to textbooks.

I.D. Cards

Students in 7th -12th grade will have their picture taken on orientation day or "picture day" for an ID card each year. There is no charge for this photo to be taken. The photo will be placed on your ID card along with your barcode. This is the card that will be used at school events for identification. All students are expected to carry their ID card at all times, including at school events for identification. Replacement cards are \$5.00 and can be obtained in the principal's office.

Lockers

Each student is responsible for the locker assigned to them. As a courtesy to your locker partner, you are advised not to invite others to move into your locker. Keep your combination a SECRET! No other student knows your combination unless you give it to them. Lockers will be emptied by the school on the final day of classes for students. The school is not responsible for articles left in lockers.

J. Weapon Free School Zone

Safety is of utmost importance for the School and the board recognizes that all buildings and grounds are best utilized in the educational process in the absence of threats to physical well-being and safety. For this reason, The New Standard Academy is designated as a Weapon Free School Zone.

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School for the purpose of school activities approved and authorized by the School including, but not limited to, property leased, owned, or contracted for by the School, a school-sponsored event, including athletic events.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

From time to time, weapon searches may be conducted using metal detectors. Such searches will be done according to pre-established procedures so as to protect the constitutional rights of individuals. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition, and it will be used in proceedings as required by law enforcement.

V. Student Code of Conduct

VI. Transportation

1. All elementary, middle school, and high school pupils shall be entitled to transportation services.
2. A resident student enrolled in a non-public school shall be eligible for transportation as required by law. The supervisor of transportation shall establish the most efficient and economical means of providing transportation to non-public school students.
3. The district will also provide, where feasible, transportation service for students to and from school sponsored activities such as athletic events and field trips.

4. Exceptions to the general eligibility rules may be made for any and all students enrolled in a program for mentally, emotionally, or physically handicapped students, designated and approved by the district.
5. The transportation supervisor may make exceptions to the guidelines for service and eligibility set out herein, subject to final approval by the superintendent or his/her designee, based upon the student's age, grade attended, any disability and other health or safety considerations. No exception may be made that would violate pertinent statutes, ordinances, or regulations.
6. The school bus or other vehicle shall be considered an extension of the school itself. Therefore, all school rules, regulations, and policies that govern student conduct in school buildings and on school grounds are extended to school vehicles used to transport students. Rules and regulations concerning student conduct are published and shall be furnished to students and parents upon request. Transportation service may be limited or withheld, temporarily or permanently, in order to enforce rules of conduct on buses and at bus stops.

Bus Stops & Routing

1. The supervisor of transportation shall determine the location of bus stops. No changes are to be made in routing of bus stops without the prior approval of the supervisor of transportation.
2. The safety and conduct of a student while walking to and from school or to a bus stop is the responsibility of the parent.

Appeal Process for Changes in Bus Stops and Routing

1. Those wishing to request any changes in bus stops or routes must notify the supervisor of transportation in writing.
2. The requesting party shall be notified of the supervisor's decision.

BUS STOPS

1. Student Pickup Students shall be at the bus stop ten (10) minutes before the bus is scheduled to arrive. Children should dress accordingly for weather conditions. Even though you might like us to wait for your child/children to come out of the house, it is impossible. Drivers are on a strict time schedule. Your cooperation in having your child out at the stop is greatly appreciated.
2. Not Requiring Transportation If your child is the only one at the stop, and they are not going to be going to school, please call the Transportation Department at least one-half hour before his/her scheduled pick-up time at (810) 787-3330 so we may notify the driver.
3. Dropping Off Small Children If your child is a kindergarten or first grade student, please be available to meet your child/children's home bound school bus. We will not drop off small children

unattended.

4. Change of A.M. pickup or P.M. take home If it becomes necessary for your child/children to be picked up or dropped off at a different location within the school boundaries, and will not alter the route, please send a note to the school and call the Transportation Department at (810) 787-3330. If the change is to be on-going, you must complete and submit to the driver a Transportation Request form which is available at your school or in the Transportation Department. The driver will turn the form in to the Transportation Office staff and to the building administrator of the school in which your child/children attend.
5. Neighborhood and Bus Stop Concerns If you or your child/children are experiencing neighborhood problems at your bus stop, the Transportation Department cannot get involved.

Kindergarten Transportation Students

1. Please meet your child's/children's home bound bus so the driver is aware that the child is safe. We will not drop off small children unattended. If no one is at the stop to meet the child, the child will be returned to their school and it will be your responsibility to pick them up. If the school is closed and cannot receive a returned child, they will be taken to the nearest police station and you will be required to pick them up there.

The Transportation Department and its office staff are not a licensed daycare center. We will not attend a child who cannot be delivered to their home after school. If it becomes a continuous problem that there is not a responsible person at the bus stop when a child is to be dropped off, it will force the Transportation Department to refuse transportation for that child until there is assurance from the parent that someone will be available, on a daily basis, to receive the child when they arrive at the stop.

Transportation discipline

All students in the school system who ride a bus to or from school are subject to the bus code regulations stated here. Any conduct that distracts the driver is a very serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all the passengers. Remember, busing is a service that is not required by law, because it is not part of the educational process. Students disobeying the rules can be denied transportation. Every school bus driver has been supplied with a school bus incident reporting system. Students will be cited for inappropriate actions, including but not limited to the following:

MINOR OFFENSES

1. Boarding or leaving the bus in an unsafe manner
2. Sitting improperly
3. Failure to sit in assigned seat

4. Placing feet and/or legs in the aisle of the bus
5. Littering
6. Unnecessary noise
7. Tardiness to the bus stop
8. Consumption of food or beverages
9. Inappropriate personal property
10. Tampering with bus windows
11. Placing feet and/or legs in the aisle of the bus

MAJOR OFFENSES

1. Fighting or assault
2. Smoking or use of tobacco on bus
3. Throwing objects at or on the bus
4. Destruction of property – vandalism
5. Possession or use of tobacco or controlled substances
6. Verbal threats
7. Use or possession of fireworks or smoke bombs or lighting matches
8. Insubordination
9. Opening the emergency door
10. Hanging out of the windows
11. Profanity
12. Disruptive behavior

Discipline of all offenses, whether minor or major is at the discretion of the transportation department and will be handled utilizing the following as guidance.

1st OFFENSE:

Minor Offense: Written violation, a violation report must be returned to the driver signed by the parent and/or guardian.

Major Offense: Loss of transportation for one (1) day.

2nd OFFENSE:

Minor Offense: Written violation #2, a violation report must be returned to driver signed by parent and/or guardian after the parent/guardian has made contact with the Principal or Assistant Principal of the school in which the student attends.

Major Offense: Loss of transportation for three (3) days.

3rd OFFENSE:

Minor Offense: Written violation #3, loss of transportation for one (1) day.

Major Offense: Loss of transportation for ten (10) days.

4th OFFENSE:

Minor Offense: Sequenced loss of transportation service listed in major offenses.

Major Offense: Loss of transportation for marking period or semester. To improve communication, the transportation office will send, to each school building, a copy of all signed original violations which pertain to them. The director of transportation and the building principal work together cooperatively.

Student Drivers

Students who drive to The New Standard to attend classes must subscribe to the following:

1. Be a licensed driver.
2. Have valid registration.
3. Have valid insurance.
4. Have a parking permit
5. Park in the designated lot on the east side of campus outside the gym entrance.

At no point shall an authorized student driver take other students away from campus without prior permission given to the office from a parent or guardian.

VII. Cafeteria Services and Lunch Regulations

1. LINE PROCEDURES:

- Students will receive breakfast immediately upon arrival.
- Students will be escorted to the cafeteria by an adult for lunch.
- Students will wait in line as designated by teacher or lunch staff and enter in an orderly manner.

2. LUNCH PICK-UP:

- Students will pick up their milk and lunch from the serving counter. Students will select what they want from the offered foods as they go through the line.

3. CAFETERIA BEHAVIOR:

- Students will proceed directly to their assigned table.
- Students will raise their hands if assistance is needed for any reason.
- Students will remain seated unless given permission to leave their table by an adult lunchroom supervisor. (Bathroom use should be minimal-teachers will take younger students to the restroom before bringing them to the cafe).
- Students will use indoor voices in and around the cafeteria.
- Students will demonstrate the TNS Core Values at all times in the cafeteria.

VIII. Extra Curricular Activities, Field Trips and Athletics

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 field trip 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

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 meetings, 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, heightened athletic ability within a particular sport, leadership qualities, 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.

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 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.

Written notice will be sent to the 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. 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.
3. The Academy shall have written policy regarding the discipline of children. This policy shall be furnished to staff and parents.

All students participating in afterschool 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 academic dean/school principal for follow-up.