

New Bedford Academy

2021-2022
Parent/Student Handbook



Dr. Amanda Magnuson, Principal

A Public School Academy

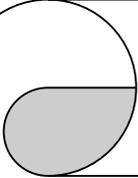
6315 Secor Road

Lambertville, MI 48144

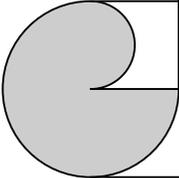
(734)854-KIDS (5437) FAX: (734)854-1573

Visit us at:

www.NewBedfordAcademy.com



NEW BEDFORD ACADEMY BELIEF STATEMENTS

- *To promote the growth of each child, education must be a partnership between family, school and community.*
 - *A positive attitude in the classroom and at home enhances success.*
 - *Promoting good citizenship in school strengthens our community.*
 - *Learning is a lifelong process.*
 - *All children and adults can learn.*
 - *Individuals are to behave in a responsible, respectful manner.*
 - *Each individual student should be given opportunities to cultivate his/her abilities and talents.*
 - *In order to learn, an individual student must be an active participant in his/her learning.*
 - *Low student/teacher ratio is correlated to greater student achievement.*
 - *The social and academic learning process is accelerated if students learn cooperation in the classroom.*
 - *A sense of security fosters a positive learning environment. Good attendance is essential to academic success.*
- 

It is recommended that families volunteer 10 hours a year at New Bedford Academy. This can be done in a variety of ways. Volunteering at a function or event, getting library books for teachers, making phone call, etc. Volunteer hours are counted as anything that you do for the school whether in the building or outside of the building.

NBA Pledge

I am an NBA Rocket; being a rocket means:

	R	<i>espect for others</i>
h	O	nor
My	C	haracter Counts
I am	K	ind to others
	E	xcellence in all I do
I am	T	ruthful and Trustworthy

If I do my best success will be mine for today and in the future.



New Bedford Academy

A Michigan Public School Academy

Ferris State University Charter



Mission Statement:

To provide meaningful learning and a need-fulfilling environment, empowering students with the knowledge, skills and behaviors that will add quality to their lives.

Vision:

The vision of New Bedford Academy...a fully accredited district providing an outstanding academic and social environment where students become life-long learners and responsible citizens.

Multi-Age:

Students' needs are met and growth obtained through MULTI-AGE groupings, which are called "Learning Families" and "Teams".

Students are afforded the opportunity to develop at their own rate, tutor others, and interact with students of different ages. They will have opportunities to collaborate on areas of central study, yet still have smaller group time to work on various skill-based areas.

Students excel academically through a collaborative partnership between the teachers, students, parents and community.



ADMINISTRATIVE INFORMATION

OFFICE HOURS

Monday through Friday
7:30 a.m. to 3:30 p.m.

SCHOOL HOURS

School begins at 7:45 a.m. (7:30 a.m. drop-off)
Dismissal at 3:10 p.m.

STUDENT RECORDS

All student records shall be treated as confidential and exist primarily for local school use or as otherwise stipulated. New Bedford Academy shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than fifteen days after the request has been made.

PESTICIDE APPLICATION

As part of New Bedford Academy's pest management program, pesticides are occasionally applied. All families will be informed once a month in the "Rocketeer" when a monthly pesticide application is coming up. These applications occur after school hours. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

PHOTO POLICY

It is NBA's policy to have family consent to photograph a student either individually or as part of a group or to use in/on local media or publish within the school itself. Academy personnel will also take photos of classroom activities and/or individual students from time to time for either release to local media, in academy media or brochures. Identification of students is always limited to name, school, and grade. This permission form was in the enrollment packet you received at the beginning of the year. For further information, contact the school office.

NAME, ADDRESS, PHONE CHANGES

It is vital that all school contact information is current. If a change occurs during the school year, please contact the office immediately so records can be updated. It is in the best interest of the student that someone be able to be contacted at any time of the day in case of emergency.

THE "ROCKETEER"

The "Rocketeer" is our monthly newsletter that goes home to families in our home/school correspondence envelope. In order to keep our families informed, there may be a large amount of information in this envelope at times. Please take the time to read about events going on at your student's school. This will help you to keep your student organized and timely with important events.

LOST AND FOUND

A 'Lost and Found' bin is kept in the art room for misplaced items. Please check there for lost articles. Unclaimed items will be sent to charitable organizations. This is one reason that all clothing should be labeled with the student's name and homeroom. Lunchboxes, gym shoes and sweaters are some of the most commonly 'misplaced' articles.

PARTIES AND INVITATIONS

Until notified otherwise, no outside treats or other items can be distributed to students at school.

Party invitations may **not** be given out at school unless there are invitations for the entire class.

Any activity that might be considered a ‘party’ must be cleared first through the teacher and the administrator.

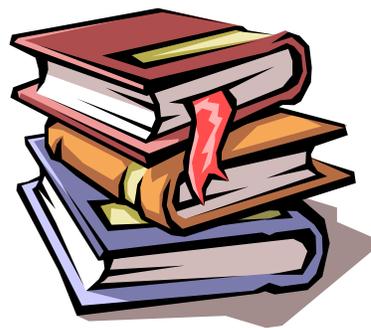
TELEPHONES

Teachers cannot be called to the phone when they are in class unless it is a health emergency. It disrupts the classroom process and distracts the students and teacher. If you need to speak with a teacher, please call the school office and you will be forwarded to the teacher’s voicemail box. The teacher will return your phone call.

Students will not be allowed to use the phone unless it is a health emergency. In most cases, forgotten items are not real emergencies. Please establish a “DO NOT LEAVE HOME WITHOUT IT” spot where these things can be gathered the night before. Permission from a staff member and administration will now be required for students to use school telephones.

DISMISSAL

At dismissal time, students are expected to remain in the classrooms until their names are called. Parents/Guardians picking up their children are to pull all the way around the parking lot in two rows of adjacent cars to wait for students to be dismissed. Please keep a sign in your driver’s door window of the names of the student(s) whom you will be picking up that day. Once the students have been placed in the cars safely, then the cars will advance until the next group of cars gets to the front of the line. This will repeat until all students are dismissed. Any student leaving before the final school bell must be signed out in the office, and the parent and student are responsible to gather and check for any daily memos and homework assignments. **Students are expected to be picked up between 3:10 p.m. and 3:15 p.m. Please be considerate.**



ACADEMIC INFORMATION

LEARNING FAMILY PROCEDURES

Grades K – 4

- Each student will have an agreement that is taken home nightly with the understanding that a parent/guardian's signature is required on a nightly basis.
- All class work/homework is to be checked in by teacher.
- Unfinished center work is homework.
- Unfinished homework is a missing assignment.

Grades 5 – 8

- Each student will have an assignment book that is taken home nightly with the understanding that a parent/guardian's signature is required on a nightly basis (5-6). Students in grades seven and eight will require a parent/guardian signature if the teacher feels that it would be beneficial. Please contact the teacher if you feel this intervention should be in place.
- All class work/homework is to be checked in by teacher.
- Unfinished center work is homework.
- Unfinished homework is a missing assignment.

HOMEWORK

Homework assignments are an extension and reinforcement of the concepts and skills presented during the school day. Homework will not always be a written exercise. It can also consist of practice, drill, oral and silent reading or time spent in reviewing the learning begun at school.

The purpose of homework: To establish the habit of studying at home and the responsibilities connected with taking a school assignment home and bringing it to class completed.

1. To complete unfinished class assignments.
2. To practice and apply some of the skills being learned in the classroom.
3. To involve the parent in the work the child is doing.
4. To participate in activities that further challenge the abilities of the pupil.
5. To make up assignments that were missed due to absences or work not completed at centers.
6. Homework due to absences can be completed one day late for every day missed. Communication between the teacher and student will be helpful to avoid confusion.

Students can expect to have some homework each weekday night. Parents can help their child be aware of skills and techniques, which make learning easier and more enjoyable. A general guide for homework each night is 10 minutes per grade level.

Kindergarten – 1st grade: 10 minutes
2nd grade: 20 minutes
3rd grade: 30 minutes
4th grade: 40 minutes

5th grade: 50 minutes
6th grade: 60 minutes
7th grade: 70 minutes
8th grade: 80 minutes

PROGRESS REPORTS & REPORT CARDS

All students receive both Progress Reports (for mid-quarter) and Report Cards (for the end of the quarter) four times a year. The grading scales and grades vary between the K-4 students and the 5-8 students card. Checklists, student work, narrative reports, and student-led conferences (possibly) are used to provide a comprehensive picture of individual learning and development. Teachers observe and record behaviors and gather examples of student work throughout the year. Conferences are held in the spring and fall.

CONFERENCES

A fifteen-minute child-led conference is held in the fall and spring. At this time the teachers and child share the child's portfolio with the parents and family. This is a very positive time for the child. A comprehensive checklist is filled out throughout the year. Students in grades 5-8 will receive report cards. Parents are encouraged to schedule a conference with any teacher at any time they deem it necessary or beneficial. The responsibility of the teacher during school hours is to teach. Unscheduled conferences with teachers are not to be held while the teacher is responsible for a group of children. Please call in advance to set up an appointment since the teacher may not be available when you drop in.

GRADING SYSTEM FOR GRADES 5-8

100-94	= A	4.0	Excellent
93-84	= B	3.0	Above Average Work
83-74	= C	2.0	Average Work
73-64	= D	1.0	Below Average Work
63-0	= E	0.0	No Credit Points

FIELD TRIPS

All field trips will be dependent upon current recommendations. Virtual field trips will be scheduled when possible.

When it's safe to do so, New Bedford Academy students will have the opportunity to go on field trips. These extended learning opportunities are educational and fun. Parents/Guardians will receive notice of a field trip in advance of the time for the trip. A permission slip, included in the notice, must be returned with the money needed for the trip in order for a student to participate. While on the field trip, students are required to dress according to the school code. Students on a field trip are under the direct responsibility and supervision of the teacher.

Parents/Guardians will be asked to volunteer to help with chaperoning on field trips.

STANDARDIZED TESTING

Each spring, students in grades 3 through 8 will take the M-STEP (Michigan Student Test of Educational Progress). Students in 8th grade will also take the PSAT 8/9 for the ELA and Math sections normally tested in the M-STEP. All students in grades K-8 will also take an online Measure of Academic Progress (MAP) that provides instant results for teachers and families. This test will be given three times a year: fall, winter, and spring.

EMERGENCY PROCEDURES

EMERGENCY CLOSINGS

Since transportation is the parents'/guardians' responsibility, *Bedford Public Schools' weather delays and closings will not* apply to NBA. New Bedford Academy's own name will appear on the crawl across the bottom of the TV screen to announce any closings. It is important that you listen to the following radio or watch the following TV stations for announcements about NBA cancellations and/or emergency closings.

TV channels: 11, 13, and 24.
Radio stations: KISS – 92.5 FM
“The River” – 101.5 FM
WSPD – 1370 AM
WWWM – 105.5 FM
WXKR – 94.5 FM
WTWR (Tower 98) – 98.3 FM

Parents should have an emergency plan ready that is understood by their child in case of an emergency closing of the school. They will also receive a notice from the school through the new communication system, Messenger.

TORNADO WATCH – TORNADO WARNING

A tornado **watch** means possible severe weather or that tornadoes may occur over a large geographic area such as southern Michigan. This does not mean that a tornado is expected to strike in our immediate area. Therefore, children are as a rule kept in school if this occurs during the school day.

A tornado **warning** means that a tornado may strike in the immediate area. Points to remember:

- During a tornado warning, staff and students have been instructed as to proper procedure and will follow it.
- Weather bureau statistics reveal that most tornadoes strike between 3 p.m. and 7 p.m. and rarely occur during normal school hours.
- When severe weather conditions occur, we receive literally dozens of phone calls from parents asking us to give messages to their children. This is difficult and not practical for us to do.
- If you request, children will be released to you during a severe storm.

All decisions rest directly with the principal who will make every effort to do what he or she thinks is best for the safety and welfare of your children. Every school is required to provide a minimum of two tornado drills a year.

FIRE DRILLS

By law, each school is required to provide eight fire drills during the school year. Every attempt will be made to hold drills during appropriate weather. It is also the goal of New Bedford Academy to hold ten fire drills during the school year.

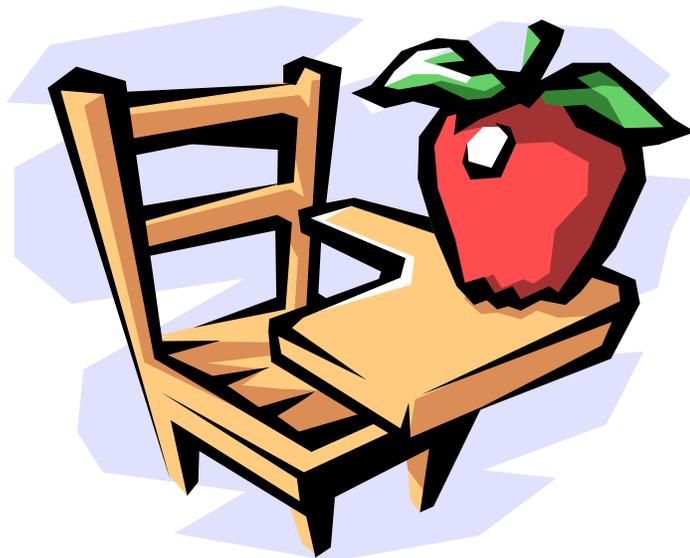
LIGHTNING

If any children are outside and lightning is spotted, the activity the children are engaged in will be immediately discontinued and the students will reenter the building. This applies to Choice Time and classes that are outside for special activities.

EVACUATION

Should there be a need to evacuate the building for any reason, all staff and students will go the parking lot of Maple Grove Golf Course located across Secor Road from the school or Faith Baptist Church located behind the school on Whiteford Center Road. The most likely site would be the church because of the danger of crossing Secor Road.

In case of an emergency evacuation, the only persons allowed to pick up students from the evacuation site are parents/guardians or those persons listed on the students' emergency forms. New Bedford Academy will hold one evacuation drill a year.



GENERAL SCHOOL POLICIES

ADMINISTERING MEDICATION TO STUDENTS AT SCHOOL

In March 2002, the Michigan legislature passed a bill (PA 51 of 2002) related to the administration of medications to pupils in Michigan schools. This legislation directed the Department of Education to review all existing guidelines, policies, and documents, and develop a model policy concerning the administration of medications to pupils at school. This model policy has addressed the type and amount of training that is required for individuals who administer medications to pupils at school.

The New Bedford Academy School Board has reviewed and passed these guidelines, which are:

- Only certified designees may administer medications to students
- All medications must be stored in a locked cabinet, which is not accessible to parents, students, or the public, preferably secured to the wall of a private area
- Two trained adults must initial and witness all medication dispensed
- Medications, in their original container, may only be received by certified designees from the student's parent or guardian
- Only certified designees may access or record in the medication log

Simply put, we are now required to obtain permission forms for all medications to be dispensed at school whether prescription or over-the-counter, including cough drops and lotions. All medications are to be delivered by the parent or guardian to either designated administrator (school secretary or principal), who have been trained and certified in compliance with the state mandate. All medications must be received in their original containers and must be accompanied by the appropriate, fully completed permission form, which is distributed to each family in each year's June mailing. These forms are to be filled in and signed by your physician, cannot be phoned in, nor may they be completed solely by the parent. Specific forms are required for inhalers, epi-pens, and diabetic instructions and are always available in the school office.

VISITORS

Due to the special circumstances this year and for the safety of all students and staff at New Bedford Academy, visitors will be limited to Health Emergencies ONLY. All visitors must have a mask on, have their temperature taken, and not have been sick recently to enter the building. Upon entering, all visitors must report directly to the office. Parents will not be permitted to enter the classrooms or other common spaces. At the conclusion of their visit, we ask that all visitors sign their child out before leaving. Visitors picking students up for appointments or other non-emergencies will wait outside at the front door for students to be released to them.

STUDENT SUBSCRIPTIONS

Students will be given the opportunity to purchase paperback books through reputable book clubs. Parents/Guardians are encouraged to review the book lists with their children before making any purchases. Money must be brought in a sealed envelope that is clearly labeled with the child's name and grade.

POLICY REGARDING HAVING EXPENSIVE ITEMS AT SCHOOL

New Bedford Academy prohibits students from bringing expensive or inappropriate items to school e.g. cameras, electronic games, radios, tape players, recorders, video cameras, large amounts of money, “toys” of any kind, and any other expensive items. If such items are brought to school a teacher, a Para-pro or the office may confiscate them. NBA will not be liable for the loss or damage to such items. Any article(s) confiscated during the school year will be returned to the student on the last day of school.

GRIEVANCE PROCEDURE

The Board of Directors wishes to support the school staff. However, it also wishes to provide for the investigation of complaints from New Bedford Academy parents. The procedure to be followed in the event of a complaint must be:

1. First talk with the child’s teacher. If you are not satisfied then...
2. Talk with the Administrator, who may request information in writing.
3. Finally, if you wish to appeal the determination of the Administrator, a letter to the President of the Board of Directors requesting an appeal hearing is in order.

CORPORAL PUNISHMENT

New Bedford Academy does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

CHILD ABUSE

Any employee of New Bedford Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, will immediately report, or cause a report to be made to the local State Department of Social Services office. The Administrator is authorized to act in loco parentis to protect the interests of the students when a student is to be interviewed by DSS representatives or others on school premises and will cooperate with DSS and other law enforcement agencies.

NON-DISCRIMINATION

New Bedford Academy does not discriminate in its policies and practices because of an individual’s race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability which does not impair an individual’s ability to perform adequately in the individual’s particular position or activity.

EQUAL EDUCATION OPPORTUNITY

Every child, regardless of race, creed, color, sex, national origin, handicap, and cultural or economic background is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by New Bedford Academy.

TRANSPORTATION

Arranging for transportation to and from school or a designated bus stop is the responsibility of the parent/guardian. Parents (guardians) who request bus service must complete a Bus Transportation Permission Slip, and their student(s) must follow the school bus rules (below). When a change in after-school pick-up is necessary for a student who is transported privately, a note or a phone call must be made that morning.

SCHOOL BUS RULES AND CONSEQUENCES

New Bedford Academy wishes to provide safe and efficient transportation to and from school and to co-curricular activities when needed. This requires cooperation and open communication between student, staff, parents and principal. The policies and procedures include direct communications between the driver and the home that are explained below. Levels of disciplinary consequences may be skipped in situations when behavior has been severe. Transportation and school rules, along with their proscribed consequences, apply to co-curricular trips taken by students as well. Students must remember that transportation is a privilege for all to enjoy if they observe proper behavior.

The following rules are necessary for the safety of the students and the maintenance of the buses.

1. New Bedford Academy's discipline codes as shared with you, are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips the teacher, sponsor, or coach is in charge of discipline.
3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their stop 10 minutes ahead of the scheduled pick up time.
4. Students must stand six feet off the road in front of the bus and wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and wait for the driver's signal before crossing.
6. Students are to board the bus in an orderly manner.
7. Students are to remain seated at all times.
8. Students are to keep arms and head inside the bus windows.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco, illegal substances, or weapons (or other dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. Public Act 187 mandates this.
13. Students must have written permission from their parents and the principal to get off the bus at any place other than their designated stop.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items, which are not intended for curricular or co-curricular program activities, are not allowed on the bus. Examples are: Skateboards and hockey sticks.
16. No live animals are permitted on the buses.
17. All items carried on the bus must fit on the student's lap.
18. No student who has not previously submitted proper paperwork will be transported, without exception. This includes guests of regularly scheduled students.

Consequences for Misconduct on the School Bus

1st Offence

The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call may also be made to the parent.

Please note that there is a zero tolerance for violence on the bus and at areas associated with the bus. Students who exhibit violent behavior will face suspension from school and removal from the bus service.

2nd Offence

The driver will notify the principal. The principal will issue a suspension pending a parent conference. Students will not be allowed on the bus until a parent/guardian has a conference with the principal.

3rd Offence

Student will be suspended from riding the bus anywhere from 3 days to indefinitely, depending on the seriousness of the case. This suspension would also apply to bus service for field trips as well as to and from school daily.

STUDENT ATTENDANCE POLICY

Good attendance is essential to academic success and New Bedford Academy has the obligation to set minimum standards. To do this, we follow the Monroe County Truancy Protocol. Students are expected to be in school on time every day. Parents are responsible for seeing that their child is in school and that the requirements of the attendance policy and procedures are met. **Parents are required to call New Bedford Academy when their child will be absent from school. Any absence not called in is considered unexcused.**

ABSENCES

1. Absence from school should be for legitimate reasons only, such as illness, funerals, legal business, religious obligations, and/or medical, dental, or orthodontic appointments.
2. Parents are required to call the office on the day of the student's absence (734-854-5437) and give reason for the absence, or send in a written excuse or doctor's note the day the student returns to school.
3. Any absence accompanied by a physician's note will not be counted toward truancy.
4. When a student is absent for any reason, the student will be responsible for making up assignments to receive credit. Students may have one day for every day absent to make up assignments. Communication between student/parent and teachers would be helpful at this time. Teachers are **not required** to give out make-up work for unexcused absences. Work from excused absences must be completed within the given time period will be given a zero or reduced grade.
5. The following guidelines have been written to deal with the problem of **excessive absenteeism**. Generally, more than five days of absence per semester will be considered excessive. Notification of excessive absenteeism will be sent home regardless of whether absences were excused or unexcused.

Five (5) Days: A **NOTIFICATION OF EXCESSIVE ABSENCE** letter is sent to parents/guardians.

Ten (10) Days: A **NOTIFICATION OF CONTINUED EXCESSIVE ABSENCE** letter is sent to parents/guardians along with an invitation to attend a **MANDATORY ATTENDANCE IMPROVEMENT PLAN MEETING**. A copy of this letter will also be sent to the Prosecuting Attorney. A doctor's excuse will be required for each future absence.

Twelve (12) Days: A **PROSECUTOR TRUANCY REFERRAL** form is sent to the county prosecutor. The Prosecutor's Office will then set up a time to meet with the parents (and child when appropriate) and offer to enter into an Attendance Agreement to avoid prosecution.

If attendance continues to be a problem, a **LAW ENFORCEMENT TRUANCY REFERRAL FORM** will be sent to the local police agency. Criminal charges will be immediately filed against the parents when appropriate and/or delinquency charges against the juvenile when appropriate.

If attendance continues to be a problem in subsequent years, steps will be skipped and the family will be referred to the county prosecutor after five days of absence.

6. Students who skip school will be assigned one hour of detention for each hour truant.
7. Absences due to out of school suspensions are unexcused. The student is required to complete a packet of work given to them by the teacher. Teachers are *not required* to give out make-up work for unexcused absences, and grades will be adversely affected.
- 8.

TARDINESS

CLASSROOM MANAGEMENT

SCHOOL LUNCH AND MILK PROGRAM

New Bedford Academy will not be using the gymnasium as a lunchroom and a hot lunch line service area this year, and students will instead have lunch delivered to their classroom. Papa Eli's is our concessionaire. Parents may purchase 5- or 10-day lunch tickets (as many as desired) by placing cash or check in an envelope (clearly labeled "SCHOOL LUNCH" with the child(ren)'s name, date, and the number of lunches requested). Envelopes may be delivered to a teacher or simply sent to school with students. Tickets will be punched as used and held until empty. Any unused punches will be refunded at year's end. The price for lunch will be set at the beginning of each year and will include a half-pint of white or chocolate milk. No single (one day) tickets will be issued, however, **lunch may be purchased with cash**. No receipts are written for daily cash purchases. Students who forget their lunches will charge a meal and a bill will be sent home as soon as possible. Payment for charged meals is expected the following school day.

Milk tickets for either chocolate or white milk may be ordered separately from lunch if desired. Parents may purchase 8- or 20-day milk tickets by placing their cash or check in an envelope which is clearly labeled, "Milk", with their child's name and the number (8, 20, or multiples thereof) ordered. **Milk may be purchased with cash (\$0.25)**. No receipts will be rendered for single purchases. Students will not be allowed to charge milk.

Each month we send home a menu describing the lunches and the days that a particular lunch will be served. We ask that you choose the lunches your student desires and submit your requests as described above. Keep the monthly menu posted at home as a reminder of the days your child will be eating a school lunch.

LUNCH PERIOD

Students with lunch boxes should have their name and grade clearly marked on the outside. * If a student forgets his/her lunch, they will be provided with a lunch from our food service line, and we will send home the bill for that meal, for which payment is expected the following day. No student is to go without lunch. Students may bring drinks for lunch. However, we ask that they do not bring drinks in glass and **NO RED** drinks are allowed because red stains do not come out of the carpet, tables, gym floor, clothing and items belonging to other students when accidentally spilled.

RECESS

Recess is provided for students in grades K-8 each day. Students should dress appropriately for all weather conditions. Outside Recess will not be offered if the weather is inclement or if the wind chill index is at or below 20° F.

Supervision and facilitation of all Recess time is the responsibility of the Paraprofessionals and classroom teachers. Paraprofessionals and/or teachers will have their First Aid Kits, provided in fanny packs, with them throughout Recess Time. The Para in charge using her/his First Aid Kit will attend

to minor injuries. Basic First Aid will be administered promptly. More serious injuries will be dealt with accordingly. The adult in charge will document more serious injuries.

PLAYGROUND ETIQUETTE

- Students must wear masks and follow social distancing guidelines during recess.
- Do not dodge and/or run between parked cars.
- Always watch for traffic coming into or leaving the parking lot.
- No rough housing in any area.
- No pushing.
- No aggressive sports play.
- Be considerate and courteous of others including the adults who are supervising.
- When the whistle blows, **EVERYONE** is to **FREEZE**.
- If a student does not follow the guidelines, they will be asked to sit for five minutes.
- Line up using appropriate social distancing and walk into the building quietly when recess is over.



New Bedford Academy Student Dress Code

The NBA Board of Directors approved the following dress code for students at New Bedford Academy. It is the responsibility of the parents/guardians **and** students to take pride in the school by dressing appropriately to maintain an atmosphere conducive to learning. Since all students on field trips are representing the school, the school dress code applies unless otherwise specified. **The dress code is in effect from the time the student enters the building until he/she leaves school grounds.** The exception to this is if the student is involved in extracurricular activities at the school.

The New Bedford Academy Board of Directors has adopted a school dress code as modeled in the SchoolBelles' catalog. While uniforms from SchoolBelles are somewhat higher in price than those available from department store uniform selections, they offer good value for the money. However, we understand the need for thrift. Other good places to shop for dress code items are Dillard's, JCPenney, Value City, Meijer and Target. If you have questions about whether an item will meet dress code, please discuss it with the school administrator.

Pants/Trousers

Pants must be black, tan or navy in color. They must fit appropriately around the waist and ankles and be in good repair, clean and wrinkle-free. Pants must be plain, Docker-style pants; and they must be worn at the waist. A proper pant will have two pockets on the front and welt pockets on the back. Pant styles which are **NOT** permitted, include denim, painter's, cargo, or crop pants, pants with rivets or stretch pants.

Shirts

Shirts must be plain or with an NBA logo. They can be polo style or tailored dress shirts in Oxford cloth with a button-down collar. Girls may wear blouses with a Peter Pan collar. Shirts must be designed to be tucked in. Shirts must fit appropriately, be in good repair, and clean and wrinkle free. Shirts must be **cotton or a cotton blend** (no silky or shiny fabrics). They may be long- or short-sleeved and any solid color (**no designs, stripes or insignia**). The NBA logo is the only logo that is permitted. **Shirts must be tucked in at all times.** Turtleneck shirts may be worn as long as they are a plain, true turtleneck; no ribbed or mock turtles are to be worn.

Shorts

Dress style walking shorts (cuffed or without a cuff) must be tan or navy blue in color. They must be dress style. Shorts are to be no shorter than two inches above the middle of the knee, front and back. Shorts must be no longer than the top of the knee in length. Shorts must fit appropriately around the waist and be in good repair, clean and wrinkle-free. They must be worn at the waist. (They may have two pockets on the front or no pockets.) **Shorts may be worn during the months of August, September, October, May, or June.**

Skorts/Skirts/Jumpers

Skorts/skirts/jumpers must be tan or navy in color and no more than 2" above the ground when the student is kneeling and no longer than mid-calf. Skirts may not be denim or jean-style nor may they be rolled from the top. They must fit appropriately around the waist and be in good repair, clean and wrinkle-free. The SchoolBelles uniform is the preferred jumper, but most jumpers of the correct color and length will be considered.

Belts

Belts must be worn with all pants/trousers that have belt loops. Belts must fit appropriately around the waist and be worn through the belt loops. Belts must be **solid** in color and plain in style (no ornamentation).

Sweaters

Cardigan, v-neck or crew neck sweaters may be worn. **A collared shirt must be worn underneath a sweater. Sweaters must be a plain, solid color with no designs, insignias or stripes; fleece is not permitted.** Turtleneck sweaters may not be worn. NO decorative buttons are permitted on cardigans.

Shoes

School shoes must be dress shoes that have hard rubber soles of one inch or less and heels of less than two inches. All shoes must have closed heel and toe. **This means no tennis shoes, canvas shoes, terry cloth shoes, sandals, cowboy boots, clogs, hiking boots, open-toed or open-heeled shoes.** Shoes must be in good repair and shoelaces must be tied. **Solid-colored tights or socks must be worn and they must have no logos or designs.**

Miscellaneous

Hair must be neat, clean and well groomed. Students may not alter the natural color of their hair. Hairstyles should be moderate so as to not cause distractions. **No hats or caps may be worn in the school building.** Hairpieces and hair extensions are not permitted.

Makeup is not permitted.

Nail polish may be clear only. Sculptured nails are not permitted.

Jewelry - Students may wear small ½” post earrings (no dangles or hoops). Earrings may only be worn in ear lobes. Students may not wear tattoos (permanent or temporary), apply stickers or write on their body or uniforms. Chain wallets are not permitted. A watch, a ring, and a necklace are permitted if they are tasteful and appropriate.

Electronic Devices - Students may not have or use beepers, laser pens, cell phones, CD players, electronic games, boom boxes, Walkman type radios, laptop computers or toys.

Keep in Mind

Please label all clothing with your child’s name, including outerwear.

Belts are a frequently missed item. If this is something your child might forget, a spare belt can be placed in your child’s cubby or backpack.

Remind your student of gym days. Extra gym clothes and/or shoes can be kept in book bags. You may purchase an extra gym shirt for this purpose.

Be sure nail polish is removed if this is something that your child wears regularly.

Gym Attire

A new NBA T-shirt will be given to new incoming students at the beginning of the school year. If you would like an additional T-shirt to keep on hand, they will be available for purchase.

Grades K-4

K-4 should bring tennis shoes and white or solid colored socks to change into for gym. Students are not to wear tennis shoes to school. They will wear their uniforms for gym with the exception of changing into tennis shoes. They will not be permitted to participate without tennis shoes, and they will be issued a dress code violation. Girls may wear shorts under their skirts/jumpers or they may wear pants/trousers on gym days.

Grades 5-8

Grades 5-8 must wear an NBA Spirit Wear shirt, the NBA gray T-shirt or a solid gray T-shirt. They must wear black or navy cotton or nylon gym shorts that are no shorter than two inches above the knee. Shorts may be purchased through the school. If you do not purchase them through the school, they must be the equivalent to those available through NBA. Students must have tennis shoes and solid colored or white socks. At gym time, they will change into their gym clothes. If gym is the first class of the day, students will report to school wearing their gym clothes. Students may wear nylon or cotton long-legged pants over their shorts when arriving to school. The pants must be navy or black and may be with or without a stripe down the side of the legs. No logo or a very small logo (logo no larger than 1½ inches in diameter) on nylon pants is acceptable. **No snap pants are allowed.** Any ankle zippers must be zipped. If a student is not in appropriate gym attire he/she will not be permitted to participate in gym class and will be issued a dress code violation. After gym, students will change into appropriate school clothes.

Special Days Attire

Field Trips

All students on field trips are representatives of the school. The school dress code will apply unless otherwise specified.

Jeans Day

Students are not required to wear uniforms on jeans days. They may wear jeans or cargo pants that are in good repair with no holes or fraying, along with an appropriate shirt (no tank tops, open midriffs, inappropriate written messages, or pictures). Jeans must be worn at the waist. Athletic shoes may be worn. Sandals, open toe shoes, or shoes with a heel higher than two inches may **not** be worn on these days.

Birthdays

Students are permitted to wear clothing of their choice on their birthday or half birthday, if they have a summer birthday. Refer to Jeans Day guidelines.

Spirit Days

Students must wear NBA shirt of any style in order to wear jeans. Students should follow basic guidelines as stated in the Dress Code regarding miscellaneous items. Look for specific guidelines in the "Rocketeer" or Student Council flyers.

Grace Period

At the beginning of every academic year, there will be a two-week grace period for dress code. If a garment is unacceptable, the student will be told what is incorrect about the manner of dress and asked not to wear it again, depending on the problem.

Students will be checked on a regular basis for dress code violations and consequences will be issued for those violations:

K-4

1st violation – written notification

2nd violation – Detention – ½ hour after school

3rd violation – Detention – 45 minutes after school

4th violation – Detention – 1 hour after school

5th violation – Meeting with student, parent, administrator, and Board member

5-8

1st violation – written notification

2nd violation – Detention - 45 minutes after school

3rd violation – Detention - 1 hour after school

4th violation – Detention – 1 hour after school each day for 2 days consecutively (2 hours total)

5th violation – Meeting with student, parent, administrator, and Board member

The administrator's interpretation of dress code violations is final.

TECHNOLOGY POLICY

APPROPRIATE USE OF TECHNOLOGY

Any student who does not comply with the “Technology Policy” may lose computer privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Students will be required to make full financial restitution for any unauthorized expenses or any damages caused.

In order to achieve our educational goals and ensure that the use of the technology resources available at New Bedford Academy is consistent with our mission and objectives, our **Computer/Internet Usage Agreement** is enclosed with your registration packet.

This agreement is required so that you are aware of the proper use of these resources and the responsibilities expected of you and your child. Please read this document and discuss it with your child. Your signatures on this agreement indicate that you understand and accept the terms and conditions that govern the use of the technology at New Bedford Academy. If you have any questions about these agreements, please contact the office at (734) 854-5437.

New Bedford Academy is excited to provide Internet access for all students and staff. We believe that the Internet provides our students with unique and diverse learning opportunities that are not available through any other resource. Our goal in implementing this service is to:

1. Enable our students to access educational resources from all over the world.
2. Communicate with other people and experience other cultures on a global basis.
3. Enhance the teachers’ ability to individualize the development of their students.

Along with access to information and people from around the world, comes the availability of material that is controversial and may not be considered appropriate or of educational value. Families should be aware that some material obtained through the Internet might contain elements that are illegal, obscene, inaccurate, or potentially offensive. However, the staff at New Bedford has taken steps to limit access to controversial materials, as well as restrict access by outsiders to students and student information. In spite of these precautions, it is impossible on a global network to eliminate the possibility that a user may discover inappropriate material, either by accident or deliberately. (Just ask the Pentagon). Actions taken include:

1. ***Individual logon passwords.***
2. ***Content filtering software to block access to specific Internet sites and categories.***
3. ***Specific security measures to protect records and inhibit outside access.***

We firmly believe that the benefits of the Internet, and the experiences students can have as a result of its use, far outweigh the risks and potential exposure to inappropriate material.

STUDENT SUSPENSION AND EXPULSION

Student misconduct occurring at school or at school-sponsored activities may result in suspension or expulsion from school. Disciplinary measures have been developed for various types of misconduct. All of the possible misconduct that may occur in school or at school-sponsored events cannot be listed in this handbook. The Administrator is delegated the responsibility for establishing appropriate disciplinary action for misconduct not covered in this handbook and for adjusting penalties prescribed in this handbook when circumstances warrant more or less severe punishment.

Written notice of long-term suspension or expulsion will be given to the parents or guardians and will include the time, date, and place that the student will be afforded an opportunity for a hearing with the Board of Directors. The hearing procedure will include the following: the parents or guardians will have the right to be present; parents and students have the right to hear a report of testimony; the student has the right to confront and question the charging party; the student will have the right to present their own witnesses; and the student has the right to testify in his/her own behalf and give reasons for his/her conduct.

PROCEDURES FOR SUSPENDING A STUDENT:

1. The Administrator will investigate charges against the student.
2. A conference will be held to fully inform the student of the charges against him/her.
3. The student shall have the right to present the administrator any relevant information that will support his/her point of view.
4. Parents/guardians of the student will be notified immediately by telephone or by personal contact when the student is suspended and a written notice of suspension will be sent to the home. The parents/guardians are asked to sign the written notice and return it to school when the student returns. The parents/guardians will be informed of the term of the suspension and the conditions under which the suspension will be determined.
5. During the time that a student is suspended, he/she may not be present on school grounds or in the school building unless accompanied by parents/guardians for the purpose of meeting with the Administrator. Students may not attend any school-sponsored activity during the time of the suspension.
6. A student on suspension is required to complete a work packet or other work that must be returned. The student will not be able to return to class until the work is completed and given to the Administrator.
7. Suspension by the Administrator is authorized for ten days or until the next regular meeting of the Board of Directors.
8. Appeal procedures in cases of suspension:
 - Parents/Guardians may request a conference with the Administrator in each incidence of suspension.
 - Parents/Guardians may appeal the Administrator's decision to the Board of Directors at the next regularly scheduled meeting.

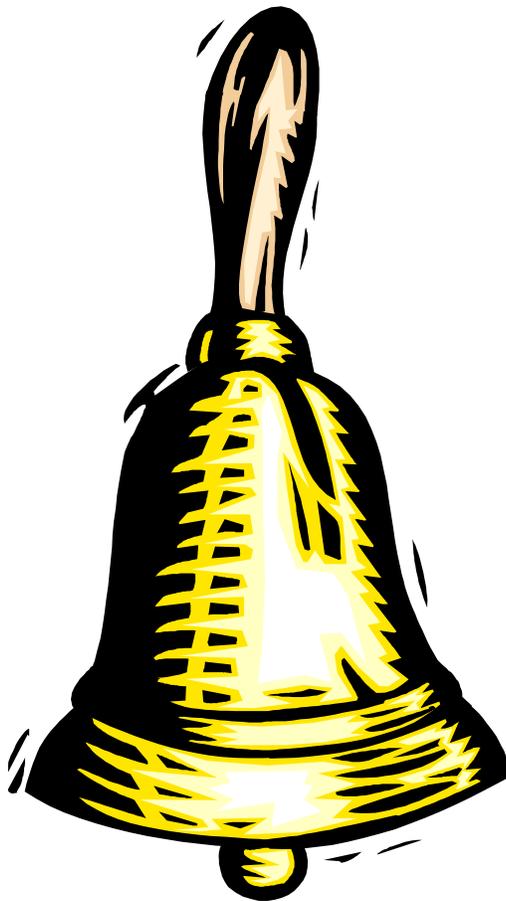
SNAP SUSPENSION

Any teacher, under Michigan law, is authorized to immediately remove and suspend a student from a class, subject or activity when the student's behavior is so unruly, disruptive, or abusive that it substantially interferes with the teacher's ability to effectively teach the class, subject or activity or the student's behavior interferes with the ability of other students to learn.

The teacher must immediately report the suspension to the principal and direct the student to the office for appropriate action by the principal. As soon as possible after the suspension, the teacher must contact the student's parent/guardian.

Any student suspended under the conditions of this policy shall not be allowed to return to the class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction.

EXPULSION: Expulsion means permanent removal of a student from school. Expulsion, if necessary, will be approved by a majority vote of the Board of Directors after all procedures have been followed for suspending a student.



SEXUAL HARASSMENT AND INTIMIDATION

No staff member or student of New Bedford Academy shall be subjected to any form of sexual harassment or intimidation.

TOBACCO FREE ENVIRONMENT

Smoking or the use of any tobacco products by any persons in New Bedford Academy or on school grounds is prohibited.

ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

The sale, use or possession of alcohol, other drugs, or illegal substances by students on school property or at school sponsored events constitutes a serious threat to the health and well-being of all students of New Bedford Academy and will result in expulsion.

WEAPONS, SEXUAL ASSAULT, ARSON

Students in possession of a dangerous weapon or firearm shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health. Students who commit arson or rape in school, on school grounds, or at school sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health.

SEARCHES OF LOCKERS, BOOKBAGS, AND STUDENTS

No law enforcement officer may search any locker, book bag or student without a search warrant. The Administrator is authorized to search students, lockers, or book bags whenever they have a reasonable suspicion that the student is in possession of weapons, drugs, or other illegal material.

INTERROGATIONS AND INVESTIGATIONS CONDUCTED IN SCHOOL

Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises, during a school-sponsored activity. This will be done to maintain the educational environment, and to prevent injury to persons or property. The Administrator has the responsibility and authority to determine when the assistance of law enforcement officials is necessary.

Bullying and Cyberbullying Policy

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the New Bedford Academy's Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the [School Unit Name] schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

III. Bullying and Cyberbullying Defined

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student's property; or
 - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- (2) Interferes with the rights of a student by:
 - (a) Creating an intimidating or hostile educational environment for the student; or

(b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;

4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this

policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

VII. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.