

new school high 

Student Handbook & Code of Conduct
2022-2023

Our Mission

New School High is committed to academic excellence, creativity, community engagement, and the nurturing and development of compassionate and responsible human beings through a personalized education led by master teachers and enhanced by the resources of the community.

NSH staff members are committed to making learning a stress-free, positive experience for our students. The interests, strengths, and goals of every student are considered by caring adults.

Equal Education Opportunity

It is the policy of New School High to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of their race, color, disability, race, gender, or national origin while at school or a school activity should immediately contact the New School High Compliance Officer.

Complaints will be investigated with the procedure described in the Board Policy. Any students making a complaint of participating in a school investigation will be protected from any threat of retaliation. The Compliance Office can provide additional information concerning equal access to educational opportunities.

NSH Handbook Statements

School control and/or student discipline are an essential part to maintain and ensure safety and an effective educational environment. In conjunction with the Board of Directors, NSH staff have discussed and adopted the following policies to establish a positive learning environment for everyone.

Our school leader and staff established procedures and guidelines to enable all students to learn in a positive and safe environment. The entire learning community will work together on a daily basis to maintain the aforementioned environment to facilitate teaching and learning.

The handbook is NOT an attempt to state a rule for every situation. NSH believes that students have a developed sense of self-respect and integrity suitable to conduct themselves in most situations. Should any student act in a manner that is detrimental to himself/herself, or others, even though a specific rule has not been written, appropriate corrective action will be taken. Please note the following as it pertains:

1. Off grounds student behaviors which have a negative impact on students, staff or the school are subject to disciplinary action
2. As is true in society, ignorance of the rules is no excuse for non-enforcement.
3. The school leader may invoke any or all of the corrective actions listed for each offense, or additional disciplinary action as requested by the board of directors
4. The school leader will have the discretion to issue an in school or out of school suspension
5. Parent contact is defined as a phone call, email, text message, written or electronic communication.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teacher directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (fair hearing) before a student is removed because of their behaviors.

Parents have the right to know how their student is succeeding academically in school and will have access to this information through Infinite Campus, and will be provided information on an as needed basis when a concern arises. Many times it will be the students responsibility to deliver that information to the parent. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers by informing the staff of suggestions or concerns that may help address their students educational needs and better accomplish their educational goals.

Student Well Being

Student safety is a responsibility of all NSH staff. All staff are familiar with emergency procedures such as lockdown, fire, and tornado drills. Should a student be aware of any dangerous situations or accident they must notify a staff person immediately.

State law requires that all students have an emergency card completed, signed by a parent/guardian, and filed in the front office. A student may be excluded from school until this requirement is met.

Students with specific health concerns should deliver written notice about such needs along with proper documentation by a physician to the school office during the first week of school or as soon as a diagnosis is made.

Emergency Medical Authorization

The Board of Directors and NSH school leader has established a policy that every student **MUST** have an Emergency Medical Authorization form completed and signed by their parent in order to participate in any activity off grounds or after school. This includes field trips, athletic events, extra curricular activities, etc. The emergency medication authorization form will be provided by the school office.

Injury and Illness

All injuries must be reported to the office, school leader, or a school staff member. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedure. A student who becomes ill during the school day should request permission to go to the office, then personnel in the office will determine whether or not the student can remain on school grounds or should go home. No student will be released without parental permission in writing.

2022-2023 Daily Schedule

Monday- Thursday	Friday
Morning Meeting- 8:30-8:45a 1- 8:45-10:15a 2- 10:20-11:50 a LUNCH- 11:50-12:20p 3- 12:20- 1:50p 4- 1:55-3:30p	1A- 8:30-9:10am 2A- 9:15-9:55am Advisory- 10:00-10:30a 3A-10:35-11:15am 4A- 11:20-12:00pm LUNCH- 12:00-12:30p 1B- 12:35-1:15pm 2B- 1:20-2:00 pm 3B- 2:05- 2:45 pm 4B- 2:50-3:30 pm

New School High Staff

School Faculty	Title/Role
Tracy Lynn	School Leader
Wendi Felgner	Business Manager
Carol Janowski	Special Education Teacher
Steven McClary	Science Teacher
William Solmes	Social Studies Teacher
Angela Edgecomb	Mathematics Teacher
Joseph Zurawskyj	English Teacher

New School High: General Information

- **Parent Involvement:** NSH conducts monthly parent advisory meetings on various topics to support student learning and success. The purpose of the meetings is to provide parents with an opportunity to discuss questions and concerns, to assist with understanding how to support their student in the classroom, and gain suggestions/ideas from community members. Meetings are held monthly and all parents are invited. The schedule will be provided to parents via the school website and informational email at the beginning of the school year.
- **Parent Teacher Conferences:** In the fall, there will be a parent/teacher conference that parents will be able to sign up for. This will occur in person with the students' teachers. There will not be Spring conferences, however parents are encouraged to communicate regularly with their students' teachers regarding questions, concerns, etc. Information will be sent via the school newsletter in the beginning of the year with dates/times, and sign up procedures for parent teacher conferences.
- **Curriculum Night:** In the fall, there will be a curriculum night which allows families to come together and visit the school while learning about the curriculum, meet the teachers and other staff members. The date for the event will be communicated via the newsletter, email, etc during the summer.
- **Visitors:** Visitors are welcome in the building to support our students' learning and academic success. In order to properly monitor who is in the building and to keep students safe, we ask that all visitors, including parents/guardians, report to the office upon entry to check in. If a person wishes to confer with a staff member/teacher, they should call for an appointment prior to coming into the school, in order to schedule a mutually convenient time. Students may not bring visitors to the school without written permission from the school leader.
- **Communications:** New School High utilizes a variety of communication sources to keep parents and students informed, including, but not limited to: emails, newsletters, Facebook, Remind app, and the school calendar/website.
- **Infinite Campus Portal:** Infinite Campus is a secured web-based application that provides parents with direct access to their students data from anywhere, including on a cell phone or computer. Using a confidential username and log in, parents can connect to the school's database to access the students: demographic information, academic progress, attendance records, report cards, etc. For more information on how to get connected to your student please contact the NSH office.

- **Unauthorized Persons:** The school leader or their designee has the right to seek the immediate removal of unauthorized persons from school property. An unauthorized person is one who does not have lawful business to pursue at the school or who acts in a manner that disrupts the learning environment/school day. This includes students who are under out of school suspension. The school leader, their designee, or staff members have the authority to tell unauthorized persons that they cannot come onto school property at any time, including school activities. If the school leader or their designee has barred a person, they are subject to immediate arrest should they appear on school property.
- **Search and Seizure:** To maintain order in the school and to protect the safety/welfare of all students and staff, the school leader may conduct a search and may seize any illegal, unauthorized contraband materials that are discovered. Therefore, students should not expect privacy regarding school property items used or items placed on school property because school property is subject to search at any time by school administration. School administration may conduct searches of desks, computers, bags, cars, etc. at any time without notice, without consent and without a search warrant. If a search procedures evidence that the student has violated or is violating the law or student code of conduct/board policy/rules, evidence may be removed from the students possession by administration and disciplinary action will be taken. When appropriate, evidence may be transferred to law enforcement.
- **Student Fundraising:** Fundraising activities must be approved by the School Leader BEFORE starting the activity. Approval should be obtained in writing from the School Leader. Before beginning the fundraising activity, students will need to secure a “staff sponsor” to supervise the activity and provide support with accounting, reports, details of the project, etc.
- **Student Sales:** No student is permitted to sell any personal items on school grounds without approval of the school leader. Violation of this may result in disciplinary action.
- **Leaving School Grounds:** No student will be allowed to leave school prior to dismissal without written or verbal request by a parent/guardian. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent. In case of unavoidable medical or legal appointments, which could not be scheduled outside school hours, the student must bring a note to the office in the morning and/or the parent/guardian must communicate in writing or by phone with school staff regarding the early dismissal. With the written permission of a custodial parent, students who are legal drivers with a driving form on file in the office may leave school and drive themselves to their appointment, home, etc.

- **Field Trips:** Field trips are an integral part of our curriculum and allow us to teach students things that can not be taught in the classroom. However, these are a privilege. Students must abide by the school policies and rules during transportation and during field trip activities, and shall treat all field trip locations as if they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to disciplinary action.
- **Dispensing Medication to Students:** School personnel are not permitted to give medication **OF ANY KIND** without a completed medical authorization form on file in the office, signed by the students' physician. This prohibition includes, but is not limited to, cough medication, pain killers, or any over-the-counter medication, as well as prescribed medication. Upon completion of the medical authorization form, students should report to the main office for disbursement of their medication by trained office staff.
- **Health Conditions/Communicable Disease:** The school needs to be informed as quickly as possible of any medical conditions which could affect the students progress at school. Such conditions as: diabetes, heart condition, emotional disturbances, epilepsy, severe allergic reaction, etc. can occur at school. These conditions should be **CLEARLY** indicated on the students emergency card under the health and medical information so that it can be discussed with staff. Communicable diseases, such as pink eye, COVID-19, chicken pox, etc. need to be reported to the office as well.
- **Immunizations:** Students must be current with all immunizations required by law or have the appropriate waiver from the State of Michigan. If a student does not have the necessary shots or waivers, the school leader may remove the student or require compliance with a set deadline. This is for the safety of all students and staff and in accordance with the law. At this time, NSH is not mandating the COVID-19 vaccine or boosters for students, but strongly recommends that families/students who are eligible consider obtaining the vaccine. Any questions about immunizations or waivers should be directed to the school leader.
- **Valuables:** Students should not bring unnecessary amounts of money, valuables, or other items of sentimental value to school. Students bringing special materials for class must have permission from the teacher. The school is not responsible for any lost or stolen items.
- **Emergency Closings or Delays:** If the school needs to be closed or delayed opening for inclement weather or other variable reasons, the school will notify the parents through Facebook, email, and the Remind app. Parents and students are responsible for knowing about emergency delays and closures.

Emergency Drills

Tornado Drill- During a tornado drill, students will be informed of the drill and will proceed into the designated shelter area. Once there, students are expected to remain calm, quiet, and follow teacher instructions.

Fire Drill- Fire drills will occur periodically throughout the school year. These practice drills are necessary to ensure the safety of all people in the building. Students should follow the posted signs and instructions of their teachers and exit/meet their designated teacher in the appropriate area.

Lockdown Drill: A minimum of three drills will occur throughout the year: 2 shelter-in place and one active shooter drill. The purpose of these drills is to ensure that students are aware of the procedure and protocol if the building were to go on a lockdown. The NSH staff is consistently working to revise and review the procedure to ensure the safety of all students.

New School High Attendance Policy

Philosophy: New School High strives to help students develop to be both academically and socially prepared for their post secondary education/endeavors and believes that regular and timely school attendance contributes to this greatly. Academically, it is imperative to the success of students in their coursework. All absences, whether excused or unexcused, result in the valuable loss of instructional time. Daily instruction, interaction with teachers and other students, discussions, lectures, explanations, and more constitutes parts of coursework that cannot be duplicated. Socially, developing a positive attitude towards school attendance sets the tone for responsible behavior in the future. Regular and timely attendance is imperative for students to receive the full benefit from their time at NSH. For these reasons, NSH expects parents to exercise good judgment when making choices about school attendance.

In addition, regular school attendance is required by Michigan law and is the responsibility of parents and students. Michigan law requirements are very strict in regard to compulsory attendance of children 6-15 years of age and hold

parents/guardians responsible for their children/childs regular attendance in a manner which is “continuous and consecutive for the school year.” (MCL 380.156(1)). The administration will make attempts to support the family/student in improving their attendance, however if these attempts fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquent charges against the student in family court, filing educational neglect charges against parents/guardians in family court or any combination of these alternatives.

Classroom attendance records are maintained according to the school policy and state of Michigan pupil accounting procedures. Teachers maintain accurate counts of each student's attendance with all dates and the number of days a student is absent. NSH believes that parents and school staff must be a team and offer appropriate assistance to students with attendance issues. In order to assist students in meeting their educational goals, the following regulations have been developed.

The state of Michigan defines any student who has 10 or more unexcused absences in a school year truant.

Furthermore, NSH believes that timely attendance to each class is directly related to a student's academic performance and contributes to an orderly school environment. At NSH, we believe that (10) ten or more absences during a semester is excessive and negatively impacts the students' learning potential.

Number of Absences Per Semester	Administrative Action
5 absences	School will make contact with parent/guardian
10 absences	File for truancy

***Please note that if arrangements have been made in writing with the school leader due to extenuating circumstances as it pertains to attendance then the aforementioned actions will not be taken.*

- Parents are required to notify the office by email or phone call before 9:00 am when a student is going to be absent from school.
- Excused absences include illness/injury that precludes a student’s participation in school, religious observance, family emergency, documented college visits, court appointments, death in the immediate family, or other circumstances approved by the

school administration. Medical absences must be verified by a health care provider after the 3rd day of medical absence.

- Once a student enters the building on a school day, he or she may not leave the building without permission of staff until the end of the school day.

Attendance Rules:

- If a student is late to class, they are expected to enter the classroom without disrupting the classroom and the teacher will record the student as tardy.
- If a student arrives half-way through to any class, they will be marked as “unexcused absence” to any class.
- Unless prior arrangements have been made with administration, students are expected to attend ALL classes on their assigned schedules. These arrangements should be discussed and recorded in writing.
- Students are expected to be in attendance two (2) full class periods (not including morning meeting) to attend/participate in any extracurricular activity. This includes, but is not limited to, dances, clubs, field trips, etc. Special consideration may be given by the school leader if proper documentation and/or explanation for absence is received.
- If it becomes necessary for a student to leave the building during the school day, a parent/guardian must provide written permission. The student must sign out in the office before leaving. Any student who fails to sign out and/or check out in the office may be considered skipping.
- Students returning to school on a day in which they have signed out must sign in at the office.

Steps to Follow to Make Proper Notification of an Absence

1. Parents or guardians must call the school office at 734-386-6601 or email administration@newschoolhigh.org to report the absence. School office hours are Monday-Friday 7:45am-3:45p. If you are reporting an absence outside of these hours, please leave a voicemail with the student's name, your name, and the reason for the absence.
2. If no phone or email contact has been made on the day of the absences, parent or guardian will send an email with the students name, date(s) and reason for absence by 9:00am on the day they return to school OR call the school by 10am on the day following the absence(s).

3. If the absence is pre-planned a parent/guardian must notify the school prior to the absence in writing via email to administration@newschoolhigh.org.

Excused Absences:

The following reasons (including, but not limited to) will be considered excused absences **if the school is properly notified.**

- Personal illness of the student or an immediate family member where the students presence is needed
- Medical or dental care
- Legal business
- Emergency child care situations
- Exceptional and unexpected transportation difficulties
- Pre-planned absences obtained in advance with school leader approval in writing.
- Repetitive medical appointments that cannot be conducted outside school hours
- Funerals
- Extended illness (3+ days)
- Grave family emergencies
- Recognized religious holidays (additional exemption paperwork may need to be completed if they are not holidays already recognized by the NSH calendar.)
- Absences due to extenuating circumstances (must have written documentation and school leader approval)

Advanced Excused Absences:

Parents/guardians requesting the student be excused from school for a period of time must make the request in writing at least two days in advance. All requests will be handled on an individual basis. The following reasons may cause the request to be denied by the school leader:

- Length of the absence will seriously impact/jeopardize the students grades
- Poor attendance of the student

If the student makes a decision to leave after the request has been denied, all classes missed will be considered unexcused and the unexcused absence policy will be enforced.

Unexcused Absences (per class)

An unexcused absence is defined as one for any other reasons other than those listed excused. They include but are not limited to:

- Skipping school (truancy)
- Leaving school without permission (a student may not leave school without parent/guardian written permission)

If the absence is unexcused, the student may not be allowed to make up the classwork or assessments done in the class that day. This is the discretion of the classroom teacher and/or the school leader.

Suspension from School:

A suspension from school does not count as an excused absence. Suspended students are expected to be responsible for making up school work missed due to suspension. Recommendation of the school leader is that students complete missing assignments during the suspension period and turn them in to the teacher(s) upon their return. Assignments should be obtained through Google Classroom, communication with the teacher, and/or in the office. Make up of missing assessments may be scheduled when the student returns to school. The student will be given credit for properly completed assignments/assessments. The student should not plan to come in during school hours (8:30a-3:30p) to complete missing work or meet with teachers. Additional time before or after school needs to be scheduled for this.

Board of Education Policies:

- Dual Enrollment Policy
 - Bullying Policy
 - Sexual Harrassment and Intimidation Policy
 - Mandatory Expulsion for Certain Acts of Midconduct: Weapons, Arson, and Criminal Sexual Conduct
 - Discipline of Students with Disabilities
 - Federal Educational Rights and Privacy Act (FERPA)
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Dual Enrollment Policy

New School High students may be allowed to take classes at Schoolcraft Community College, Eastern Michigan University, Oakland Community College, or any other public/private university or college with the class tuition paid by the district under state fee guidelines under the following conditions:

- The student qualifies for dual enrollment status according to the state guidelines
- The student completes the necessary paperwork at NSH, including parent/guardian signature
- The college will accept the student into their program
- The student provides their own transportation to and from the college
- The student provides the district with a copy of the college fee/statement
- If a student withdraws from their college course they are responsible for all costs associated with the dual enrollment
- If a student fails to successfully complete an eligible course, the student and their parent/guardian are responsible for reimbursing the school for such charges incurred by the school for the enrollment.
 - In the event that reimbursement is not made in a reasonable time period, the school leader is authorized to file a claim against the student and/or their parent/guardian in small claims court for collection.

If charges for the course(s) exceed the state allowance for dual enrollment, then the student and their parents are responsible for the remaining charges.

In no case, shall the combination of regular high school classes, paid for by the district, exceed five (5) in number.

Bullying Policy

It is the policy of the board of directors and school leader to maintain an educational environment that is safe. The commitment to student safety applies to all school operations, programs, and activities. All students, personnel, and people on NSH school grounds share responsibility for avoiding, discouraging, and reporting any forms of bullying to the NSH school leader.

Bullying rises to the level of unlawful harassment when one or more persons systemically and chronically inflicts physical hurt or psychological distress on one or more students and employees and that bullying is based upon one or more protected classes. It is defined as any unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gestures, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interferes with the individuals school or work performance or participation and may involve, but not limited to:

- Teasing
- Threats
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harrassment
- Public humiliation
- Destruction of property

Cyberbullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, photos, graphics or postings via the internet. Sending threatening messages through electronic means may be criminal in nature. Schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of disruption at school.

Students are asked to immediately report instances of bullying to a teacher or administration. All complaints will be promptly investigated. Students or parents may also use the State of Michigan's anonymous tip line OK2SAY to report bullying.

Sexual Harrassment and Intimidation Policy

For purposes of this policy and consistent with Title VII of the Civils Rights Act of 1964 "sexual harrassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, when:

- Such conduct has the purpose or effect of interfering with the students educational performance; creating an intimidating or hostile learning environment; or interfering with one's ability to participate in or benefit from class/educational programming.

Sexual harrassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harrassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harrassment, include, but are not limited to:

- Unwelcome sexual propositions, invitations, soliciations, and flirtations
- Unwanted physical and/or sexual contact
- Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexual degrading language, profanity, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles, obscene emails, telephone calls, social media posts, etc.
- Sexually suggestive objects, pictures, graffitti, videos, posters, audio recordings, or literature placed in the educational environment that may reasonably offend or embarrass individuals
- Unwelcome and inappropriate touching, patting or pinching
- Obscene gestures
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Speculations about a persons sexual activities or sexual history, or remarks about ones own sexual activities/sexual history

- Leering or staring at someone in a sexual way, such as staring at a person buttocks, breasts, or groin
- Pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort/humiliation
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature

Mandatory Expulsion for Certain Acts of Midconduct: Weapons, Arson, and Criminal Sexual Conduct- 5610

New School High will, as provided by Michigan law, take action to permanently expel a student who poses a dangerous weapon, commits arson or criminal sexual act on school property or at a school sponsored events or physically assaults a school employee or volunteer. The parent, legal guardian and/or student shall be notified in writing. It is the intent and responsibility of the school to be in full compliance of the law. Each student subject to expulsion shall be informed of their due process rights by the school leader. An expulsion based on a finding that the student engaged in one or more of such criminal acts bars the student from enrolling in any other public school in this state unless they are reinstated after serving the mandatory period of expulsion.

Criminal Sexual Conduct means any violation of the Michigan Penal Code (MCL 750.520b to MCL 750.520g). If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, or school related activity, the student risks suspension or expulsion permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). MCL 380.1311(2).

The school leader will notify the board of directors in writing and follow the expulsion process outlined in the board policy document. Any expelled student(s) will be referred to the appropriate social service agency by the school leader. The school leader will handle the reporting of the information to the local law enforcement and Department of Education as required by law.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A) and the American with Disabilities Act (A.D.A) or Section 504 of the Rehabilitation Act of 1973.

Federal Educational Rights and Privacy Act (FERPA)

New School High respects the privacy and rights of parents/guardians and their students. Thus, parents of students (under 18) and eligible students (over 18) are notified in accordance with the requirements of FERPA that they have the right to:

1. Inspect and review their (or their students) educational records
2. Seek amendment of those education records which are believed to be inaccurate
3. Consent to the disclosure of certain personally identifiable information such as (“directory information”) contained in a student's educational record, unless the school district, under FERPA is authorized to disclose the information without obtaining consent first.

Requests for inspection and review of a student's record, and requests for amendment of educational records must be made in writing:

- To the school leader for any student who is enrolled in the school
- To the school leader for those students no longer enrolled in the school

The school district may disclose directory information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The directory information may be provided in yearbooks, or other periodic publications that the school as well as school safety reporting requirements that the school is required to periodically provide to local law enforcement agencies.

Directory information may be included in the school's publications and reported to the extent necessary to local law enforcement or the armed forces. For more information regarding the directory information form/opt out please contact the school leader in the office.

Student Expectations

1. Be kind. Students are expected to treat all people– including staff members, guest teachers, visitors, and each other– with respect and courtesy.
2. Be prepared. Bring all needed supplies to class, including daily planner, notebook, paper and pencils. Bringing appropriate materials to class minimizes disturbance of classes during the school day.
3. Be respectful. Do not touch the belongings of others without their express permission. Do not impose on the life spaces of others. Do not engage in horseplay such as running, shouting, pushing, shoving, roughhousing, obscene/profane language in the school setting.
4. Be prompt. School begins at 8:30 am. The bell schedule lists the times students are expected to be in their classrooms throughout the day. Students are expected to use passing time to travel to the next assigned area and use the restroom. Students in the hallway during class time are expected to have a hall pass **from their assigned teacher.**

Classroom Expectations

1. Students are expected to participate in class daily.
2. Students are expected to complete all assignments by the given due date.
3. Students will not be permitted to interfere with the learning environment or disrupt the classroom setting
4. Students are expected to remain in their assigned class, at the assigned time and minimize trips to the restroom in order to maximize learning

Dress Code/Uniform Code

New School High has adopted a standardized dress code to assure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority.

The way a person dresses reflects the way they think. We want to prepare students for the world outside of high school, and we believe a neat and hygienic appearance is a good habit to develop as a young adult.

Below are guidelines to abide by at New School High:

1. All students must wear tops with a non-revealing neckline. Low cut, open back, bare midriff, off the shoulders, spaghetti straps, bare sides, see through, etc will not be permissible. Students may wear sleeveless garments (3 finger rule) which adequately cover undergarments and adhere to the aforementioned guidelines.
2. No see-through type clothing is to be worn as a single piece of clothing or over another piece of clothing that is in violation of the dress code.
3. No obscene language and/or illegal substance advertisements (including but not limited to, alcoholic and tobacco advertisements) may be worn on clothing or accessories.
4. Students should not wear sunglasses in the learning environment, unless a doctor's note is provided to the office staff.
5. Low riding pants of any kind are not acceptable.
6. No unusual display and/or use of accessories allowed
7. Undershirts, boxer shorts, and inappropriate sleepwear/pajamas are not allowed as outer garments.
8. Skirts, dresses, and shorts must be fingertip length or longer. Garments worn over leggings must follow the fingertip rule.
9. Nighttime attire is not acceptable in the school setting. This may include, but is not limited to, blankets, robes, slippers, and house shoes, unless a school spirit event is scheduled.
10. Students are required to wear appropriate shoes at all times. Students need to wear closed toe shoes at all times. No slippers, house shoes, or shoes with wheels.
11. Students should not wear excessively tight or revealing clothing. Items such as fishnet or see through garments may not be worn.

12. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, or unauthorized club or organizational activity.
13. Tattoos that display drugs, sex, profanity, inappropriate slogans, alcohol, and tobacco products must not be seen at any time and may be considered a flagrant violation of dress code
14. The school leader has the authority to make the final interpretation of the dress code guidelines.

In addition to the aforementioned expectations, students will exercise sound hygienic practices– clean body, hair and clothing. If a student requires support with this the school office should be notified for support.

Any violation of the Student Dress Code is subject to administrative intervention. Students in violation will be asked to meet the dress code standards and will be given the opportunity to change and/or be sent home.

Repeated offenses: Students will be required to correct the violation and will be referred for insubordination.

Flagrant Violation of Dress Code: Use of clothing or items that depict sex, drugs, alcohol, obscene statements, or other distastefully portrayed references will result in immediate parent notification and suspension of up to 5 days.

Backpacks/Cinchsacks

Students are allowed to carry their backpacks into the classrooms. However, due to lack of space and to minimize distraction we ask that students limit the size of their backpacks to the size of what is generally considered “normal.” If necessary, the leader can make a determination as to whether a backpack does or does not in fact cause a disruption because it is too large. In cases such as this, the student will not be allowed to take a backpack. In addition, all backpacks, string bags, purses, etc. are subject to search by the school leader if there is a reasonable suspicion that they contain contraband.

Electronic Devices

Cell phones and personal devices should be left at home or in the students backpack. The classroom teacher will create their own classroom policy regarding cell phones which may include, but is not limited to: turning in the cellphone in a designated bin at the beginning of each class, keeping the phone in a pocket/backpack, etc. The teacher's classroom policy will be communicated in writing and verbally to students at the beginning of the school year, as well as being clearly stated in their course syllabus. Students needing to contact home during the school day must use the school phone in the office during passing time or lunch.

Students should not:

- Make phone calls or be on Facetime/video calls during school hours
- Text message or use social media during class time
- Engage in behavior with a device that causes a disruption to their own or other students learning
- Use a handheld gaming system or other video game system during school hours, unless written or verbal permission is given from the school leader

Should a student misuse their electronic device consistently during class time and/or inappropriate times during the school day the teachers, staff and school leader have the authority to remove the device from the students possession. If the student chronically misuses the device, then the school leader has the authority to refuse the student's privilege to bring their device to school.

Food and Beverage/ Lunch

New School High does not provide food service. It is recommended that students bring their own healthy snacks, drinks, and lunches in bags marked with their names. A microwave is available before and after school and during lunch time only to heat food. **Students are not allowed in the kitchen;** if a lunch needs refrigeration, a **staff member** will take the lunch into the kitchen.

With the exception of bottled beverages, food and open containers may not be consumed outside of the designated eating areas.

Students should **NOT**, unless with written or verbal permission by the school leader, order DoorDash, Uber Eats, or any other food delivery service to New School High or its school related events. Food will be confiscated and parents will receive notification from the school. Should the behavior become consistent then the student will be written up for insubordination.

A student's family members and/or designee may bring them food to the door as long as it is conveyed to the school office with expected delivery time and who is delivering the food.

Before and After School

Students should not be in the building more than 1 hour before school begins and 30 minutes after school ends, unless they are under the direct supervision of a staff member (ie. in a club) and/or arrangements have been made by the school leader and parent/guardian.

- Any student who does not have a valid reason to be in the building outside of the times mentioned above is loitering and subject to discipline.
- It is our expectation that a student involved in an afterschool program will be in the building no later than 10 minutes after the activity has ended. Students should coordinate their rides accordingly.
- Students should remain in the Big Room before or after school if waiting for a ride. No students should be in the restrooms, Quiet Room, classrooms, etc. unless under the direct supervision of a staff member.

Parking Lot

- Students are expected to park in the parking lot appropriately and per state traffic laws.
- All students driving to school will be required to complete a vehicle registration form which can be found in the school office.
- Students are responsible for exercising safe driving practices when leaving and entering the school parking lot. Incidents of reckless driving will be reported to the police. Incidents which result in the creating disturbance or unsafe condition (ie screeching of tires, speeding, or excessive noise) will result in loss of driving privileges.
- Students and visitors will not be allowed to congregate in cars in the parking lot. For safety and security purposes cars must be locked when parked in the school

lot. The school does not assume responsibility for theft or damage to personal property.

- The parking lot is off limits to students except when a student has a pass or during authorized arrival/departure times.
- Motorized vehicles brought onto school property by students are subject to search and seizure by the school leader or designated representative for any reason, at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general.
- Students are expected to use the parking area for normal traffic only
- The privilege of driving a car to school should in no way interfere with a student's attendance.
- The school does not assume responsibility for passengers of cars. The driver of the automobile accepts the responsibility for their passengers.

Bicycles

Students who choose to ride their bikes to school are advised to wear a helmet and supply their own lock. Students who park their bikes outside the building do so at their own risk. Unsafe actions on a bike may result in the student not permitted to have a bike at school. Skateboards and scooters must be stowed in the school office if brought to school. Bicycles, skateboards, and scooters may be used during school hours (before school, lunch, or after school) with the permission of the School Leader and written notification from the student's parent/guardian.

Dances

Dances and school-sponsored social events will be planned by students, parents, and staff and open to all students. No student will be excluded from participation for financial reasons. All school rules apply to conduct at social events. Students from other schools are welcome to participate in NSH dances; however, each student needs to complete a permission slip that is completed by their home school and parent/guardian. Those students will be expected to adhere to the NSH code of conduct during their time at the NSH dance.

New School High Discipline

Guiding Principles:

- New School High is responsible for striking a balance between the needs of individual students with the overall population of students.
- The NSH staff's primary objective is to always keep students in their learning environment whenever possible, while maintaining a safe, positive, and productive learning environment for all students.
- Removal from the learning environment – whether that be from the classroom or from the school premises– is a last resort and will only be done when absolutely necessary for preserving the safety and integrity of the learning environment.
- It is important that school staff use preventative and restorative practices/measures that encourage positive behavior including:
 - providing a positive and caring environment that values all students contributions
 - Construction of meaningful lessons that provide for engagement of all students
 - Communication of clear expectations often to students, preferably in their best method of instruction
 - Include students in the process of setting classroom and school wide expectations
 - Model appropriate behavior
 - Address inappropriate behavior in a timely manner
- NSH staff should judge the student's behaviors, not the student
- All student discipline will aim to equip students with the tools to make better decisions in the future
- Discipline of a student is a teachable moment, and it is important to give the student the opportunity to improve inappropriate behavior, whenever possible
- Consequences alone will not help all students change behaviors and need to be accompanied by appropriate levels of support such as: communicating with parents/guardians, counseling, mentoring, etc.

Potential Consequences

The below potential consequences depend greatly on the act committed, consistency of the behavior incidents, etc. Below is a list of possible consequences that a student may experience if a behavior warrants a consequence.

Verbal Reprimand	Corrective/restorative action	Verbal/written apology
Hallway/passing time restriction	Community service	Confiscation of contraband
Phone call to parent/guardian by school staff	Detention with teacher or school leader (before, after or at lunch)	Exclusion from participation in and/or attending extra curricular activities
Conference with student/parent/teacher and/or school leader	Short-term suspension (10 days or less)	Long term suspension (as determined by board of directors)
In school suspension	Notification to law enforcement	Expulsion (as determined by the board of directors)

Restorative Practice

The State of Michigan has condemned overly punitive traditional discipline that results in excessive suspensions and adopted Restorative Practices. Restorative Practices focus on the student taking ownership of their negative actions and implementing a plan to repair the damage they have caused to others as well as themselves. Students involved in an incident that disrupts learning will meet with one or more members of the school staff to correct the behavior. If negative behaviors are repeated, a Behavior Contract will be developed and signed by the student, parent, and school leader. Violation of the Behavior Contract will result in suspension.

Detentions:

Before-school, after-school or lunch detentions may be assigned to students for various infractions of school policy. Students will be given 48 hour notice through a written or verbal referral. After school transportation will be the responsibility of the student/parent. Failure to serve a detention will result in additional disciplinary actions

Suspensions and Expulsions

The school leader may suspend for a short-term (10 days or less), and the school board may suspend for long term or expel a student. The school leader may make a recommendation to the board regarding long term suspension or expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the board;
- Willful misconduct which substantially disrupts, interferes with, or impedes with the operation of the school;
- Willful misconduct which substantially impinges upon or invades the rights of others;
- Disobedience of an order of a teacher, or other school authority , when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial material impingement upon or invasion of rights of others.

Suspension Procedure:

The school board authorizes the school leader to suspend a student for a short term, not to exceed 10 days without board action or approval. A longer suspension shall not be imposed upon a student until an opportunity for a formal hearing on the suspension has been afforded to the student by the board of directors.

Should a suspension be imposed for a number of days exceeding the remaining days in a term (school year), the days remaining on the suspension will commence with the beginning of the next term (year) unless otherwise determined by the Board of Directors.

The following procedures, relating to suspension, are governed by Board Policy.

Whenever a suspension is considered as a consequence of the Student Code of Conduct, the school leader will afford the student a “hearing” at the school level. This “hearing” will include the following procedural due process requirements:

1. Right to be present
2. Right to a hearing (can be with the school leader) with the student present
3. Right to be informed of the basis of the accusation

4. Right of the student to give a statement in their own defense on the accusations.

Parents/guardians will be notified as soon as possible of the reason for the suspension and what is required prior to the student's return to school.

Students who are placed on an out-of-school suspension are not allowed on school grounds or in the school building at any time while out on suspension. Students who are suspended out-of-school are not allowed to participate in any school related activities.

In School Suspension

Students who are assigned an in school suspension (ISS) will be expected to complete all given work by classroom teachers, school leaders, etc. Assignments will be provided to the student based on their course schedule. Failure to follow the ISS rules and/or directions of the facilitator will lead to an out of school suspension.

Discipline Infractions

Academic Honesty

All students at New School High are expected to maintain high standards of academic integrity and honesty. Unless specifically directed by the teacher, all work is to be done by the individual student. Students may not take credit for the work of others without appropriate authorization and citation. Academic dishonesty includes plagiarism, which is copying the work of another person, or using the ideas from another source and submitting it as one's own work. Students who share their work with others may also be in jeopardy of academic dishonesty.

Possible Consequences:

1. First Offense – Individual classroom teachers will address the infraction and hold a conference with the student. The student may receive a zero (0) or grade reduction on the assignment or assessment. Student's ability to make the assignment/assessment will be at the discretion of the teacher. The teacher will notify parent/ guardian upon each occurrence and document in Infinite Campus.
2. Second Offense – Parent contacted by teacher (and referral to administrator) for additional discipline) up to and including suspension/expulsion from school.

Arson

Students may not use matches, lighters or attempt to light or burn any substance on the school grounds without the permission of a teacher and under their supervision. Setting fires or the use of open flames is prohibited and may be reported to law enforcement, suspension, and possible expulsion.

Possible Consequences: The penalty for any unauthorized burning may include penalties up to a recommendation for expulsion. It may also include referrals to police and/or other appropriate agencies. Arson is a felony offense punishable by mandatory expulsion under State Law.

Assault

The Michigan Revised School Code, MCL 380.1310, defines assault as intentionally causing or attempting to cause physical harm to another through force or violence. Any student who commits a physical assault against another student at school, at a school activity or in a school related vehicle may be subject to suspension or possible expulsion. Pursuant to the Michigan Revised School Code, MCL 380.1310, any student who commits a physical assault at school, at a school activity or in a school related vehicle against a person employed by or engaged as a volunteer or contractor may be suspended or expelled permanently from school.

Care of School Property/Vandalism

Students are responsible for taking good care of their school. This includes, but is not limited to, defacing or destroying school property or the property of others, misuse of school materials or school owned equipment, destruction of private or public property. This will not be tolerated at any time during the school year. The act of vandalism include, but is not limited to, toilet papering, egging, shaving creaming, and/or covering the school property in other materials.

Any student who disfigures property, breaks windows or does other damage to school property or equipment are subject to the following:

- Reimbursement for damage and/or replace the item
- Suspension
- Exclusion from extracurricular activities including dances, field trips, etc.

- Any other consequences deemed appropriate by the school leader, including referral to law enforcement.

Cell Phones, Headphones, and Other Nuisance Items:

Learning and maintaining a positive academic environment is our primary goal. That being said, any item or device which distracts from the learning environment should be put away and/or out of sight. Ideally, students will refrain from bringing devices that will deter them from learning at home.

Cell Phones and Earbuds: Students may be in possession of a cell phone or earbuds/headphones subject to the terms of the school policy and the administrative rules. Use of the cellular device/earbuds/headphones shall be limited to:

- a. Before school
- b. During the students lunch period
- c. After the last hour of the day
- d. After receiving permission from a staff member to use a device.

Please note that students should not wear both headphones/earbuds during passing to ensure they are aware of their surroundings. In addition, when/if listening to music the volume shall be kept at a level that keeps others from hearing it. Finally, the school is not responsible for lost/damaged/stolen cell phones/headphones/earbuds.

NOTE: STUDENTS SHOULD NOT HAVE THEIR CELL PHONE OUT DURING CLASS TO THE EXTENT THAT IT ACTS AS A DISTRACTION TO THEIR OWN OR OTHER'S LEARNING. THE TEACHER HAS FULL DISCRETION AND AUTHORITY TO DETERMINE IF THE DEVICE(S) IS/ARE A DISTRACTION AND CAN REMOVE THE DEVICE/HEADPHONES/EARBUDS FROM THE STUDENT AND GIVE IT TO THE SCHOOL LEADER. IF THE BEHAVIOR IS CHRONIC STUDENTS WILL BE PROHIBITED FROM BRINGING DEVICES TO SCHOOL, DEVICES ON AN INDIVIDUAL OR SCHOOL WIDE BASIS.

Students Personal Computers

To ensure the digital safety of all students, students may **not** bring personal computers to school to do their school work. Students may **ONLY** utilize the school supplied Chromebooks or MacBook Air devices (with permission). Students' personal computers will be stored in the office if they are being used during the school day. Students can pick up their devices at the end of the day. The school is not responsible for

lost/damaged/stolen computers that are owned by the students or their families. Use of one's personal computer during the school day will result in confiscation of the device. If multiple infractions occur then the school leader will issue appropriate consequences.

Handheld Gaming Devices/Video Games:

Students may not use handheld gaming devices, video games, or other distractible devices which display or play games, videos, etc. during the school day, including lunch time, unless written or verbal permission by the school leader. Handheld devices may be used before or after school while waiting for school to begin or for a ride to pick them up. The school is not responsible for lost/damaged/stolen devices or video games. Use of handheld games and other prohibited devices during the school day will result in confiscation of the device. If multiple infractions occur then the school leader will issue appropriate consequences.

**** WARNING ****

The taking, disseminating, transferring, or sharing of obscene pornographic, lewd or otherwise illegal images or photographs, wehtehr by electronic data transfer or otherwise (commonly known as sexting, emailing, texting, etc) may constitute a crime under state and/or federal law. ANy person taking, diseminating, transferring, or sharing obscene pornographic, lewd or otherwise illegal images or photographs will be reported to law enformcenet and/or other approrpaite state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inlcusion on the sexual offender registrties as well as the full weight of the school discipline unders the student code of conduct.

Controlled Substances (Use, Sale or Distribution of Alcohol, Drugs, Look-alike, Drug/Alcohol Paraphernalia, or Other Controlled Substances):

New School High is a “drug free zone” that extends 1000 feet beyond school boundaries, as well as to any school activity. This means that the following are strictly prohibited on school property or at any school-sponsored event: Handling, possessing, using, soliciting, or being under any degree of influence (legal intoxication not required) of any drug, alcohol, cannabinoid narcotic, marijuana, hallucinogen or synthetic hallucinogen, stimulant, depressant or other controlled substance or counterfeit substances or controlled substance analogue whether or not intended for human consumption (not

medically prescribed for the individual and administered according to the school's medication policy). This includes non-prescription, over-the-counter medication, performance enhancing substances, synthetic cannabinoids and synthetic hallucinogens regardless of the form of said substances, regardless of whether such substances have been declared illegal under State or Federal statute. This also includes: fake drugs or look alike drugs and materials that are used for the purpose of ingesting alcohol or drugs. The school reserves the right to refer any substance to police agencies for testing.

Possible Consequences: Any student, who possesses/uses/sells/intends to sell or participates in an action intending to possess or use, acquire or distribute any substance as defined above, will be subject to progressive discipline up to and including suspension, expulsion from school and/or police referral. If a student is suspended for drugs/alcohol abuse, they may be required to provide the school leader proof of completion and/or attendance in a substance abuse counseling program before returning to NSH.

Disruptive Behavior in the Classroom

Disruptive behavior is detrimental to the academic success of all students. This can include an individual or group of students that disrupt the orderly conduct of the school activities. Students who disrupt learning after being redirected will be dismissed to the office or to the classroom of a teacher with a prep period, where the student may be asked to participate in Restorative Practice to initiate a behavior intervention.

Dangerous Behavior to Self and/or Others:

Maintaining a safe environment is NSH staff's responsibility and priority. If students engage in horseplay that has the potential to inadvertently injure participants and/or bystanders it is crucial the behavior is stopped. This type of behavior includes but is not limited to spitting, pushing, tripping, kicking, throwing objects, unnecessary physical conduct or running. Possible consequences include, but are not limited to, written warnings, written apology, parent communication, detention, or other consequences that the school leader believes is beneficial to improving the students behavior.

Gambling:

Engaging in games or activities of chance which traditionally result in the exchange of money either online (on one's personal device or school computer) or in person is

strictly prohibited. Possible consequences include: parent communication, detention, in-school suspension, or referral to gambling resource center with proof of completion of a course before returning to NSH.

Gross Insubordination and Persistent Disobedience

Insubordination is failure to obey or respond to any reasonable request made by an authorized staff member.

Gross insubordination is defined as blatant, deliberate and repeated refusal to follow reasonable directions. Consequences for gross insubordination include mentorship with a staff member, detention, in school suspension, community service, and other consequences that the school leader deems appropriate.

Persistent disobedience is defined as repeatedly and deliberately violating any combination of school rules. Students found to be in violation of persistent disobedience will be put on a behavior contract, and consequences for violating the contract will include recommendation to the board of directors for long term suspension and/or expulsion.

Physical Altercations/Assault:

- Fighting- a physical altercation, involving mutual combatants regardless of who initiates the altercation.
 - Possible consequences include: short-term suspension, long term suspension, expulsion, and/or referral to anger management, or other suggested therapeutic agencies with proof of attendance/completion.
- Physical Assault/ Assault and Battery:
 - Assault- a one-sided physical altercation, an attack of one individual by another
 - Possible consequences include: long term suspension or expulsion as decided by the board of directors
- Encouraging/Inciting Violence- encouraging or inciting one person or group of people to inflict violence upon another group of people or person. This includes but is not limited to recording a conflict and/or posting a conflict on the internet.

New School High has a zero tolerance policy as it pertains to physical violence. Using physical violence to “solve” a problem is never a response that we condone and will take very seriously.

Threats

A verbal assault is defined as any oral or written threat of an immediate harmful or offensive injury, coupled with an apparent immediate ability to commit same, which puts a person in a reasonable apprehension of such an injury; or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence; or, an oral or written bomb threat (or similar threat) directed at a school building, other school property, or a school related event. This includes any verbal assault whether transmitted orally, electronically or by written word.

Depending on the circumstances and severity of the threat, consequences for the perpetrating student(s) who issue written or verbal threats could include suspension and/or referral for a mental health evaluation/support.

Public Display of Affection:

This can be defined as overt displays of affection with the propensity to make others uncomfortable. Students are expected to keep displays of affection consistent with what is expected in a place of business or learning institution.

Possible consequences include: communication with parents, referral to counseling, no contact contract during school hours.

Bomb Threat:

Whether written or verbal, explicit or implicit, any student making a bomb threat will be suspended from school, pending the results of a threat assessment. The results of the threat assessment will determine further discipline such as long-term suspension, expulsion, and/or referring a student to the proper authorities.

Extortion:

This is defined as attempting to either obtain money, property, or services from another through bullying, intimidation or threatening another with physical or emotional harm unless they are paid money or property.

Possible consequences include: suspension, expulsion (depending on severity), and/or referring a student to the proper authorities

False Fire Alarms:

This can be defined as the unauthorized causing of a fire alarm to sound for any reason other than to indicate the presence of a fire. This is a violation of law with a fine, suspension of up to 10 days and referral to the authorities.

Nicotine / Tobacco/ Smoking Paraphernalia (including vaping)

Products containing nicotine/tobacco or any controlled substance, and devices used in conjunction with such products are prohibited on school grounds. These include cigarettes, cigars, chewing tobacco, e cigarettes, vapes, juuls, and pods.

Possible Consequences: Any student, who possesses/uses/sells/intends to sell or participates in an action intending to possess or use, acquire or distribute any tobacco, nicotine, or smoking paraphernalia as defined above, will be subject to progressive discipline up to and including suspension. If a student is suspended for nicotine/smoking/tobacco they may be required to abstain from bringing a backpack, lose driving privileges, attend a tobacco/nicotine course while providing proof of completion/attendance before returning to NSH campus.

Obscene/ Profane Language

A calm and respectful atmosphere is conducive to learning, therefore profane and offensive speech is not condoned and will not be tolerated on school grounds. Language commonly deemed inappropriate or offensive and which may debase or demean others, including verbal and visual forms of language are prohibited.

Possible consequences include: verbal warnings, parent communication, detention, suspension depending on severity and/or prevalence of the behavior.

Use of Matches, Lighters, or any Other Accelerants on School Property:

The use of matches, lighters, or other accelerants on school grounds, in the building, during school activities, etc. is strictly prohibited. Reference “Arson” for possible consequences.

If a student is found to be in the possession of a lighter, matches or other accelerant but is not presently using it, then the school leader will confiscate the item and notify the parent. Multiple violations of this will result in more severe consequences.

Theft/Stolen Property:

The wrongful taking of another person’s property or property belonging to the school is strictly prohibited. Depending on the circumstances, possible consequences could include: returning of the item with an apology, reimbursement of the item cost, recommendation for therapy, or suspension. The school leader reserves the right to review the situational information and administer consequences as they see appropriate.