

**New School High
Handbook and Code of Conduct
2020-2021**

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 liberal arts education led by master teachers and enhanced by the resources of the community.

Student Expectations

1. Be prompt. Morning Meeting begins at 8:30 am. The bell schedule lists the times students are expected to be in their classrooms throughout the day.
2. Be prepared. Bring all needed supplies to class, including daily planner, notebook, paper and pencils.
3. Be engaged. Use class time effectively. Submit your best effort on time for all assignments. Ask questions for clarification and understanding.
4. Be respectful. Do not touch the belongings of others without their express permission. Do not impose on the life spaces of others.
5. Work hard. Be kind.

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.

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.

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.

Attendance-

Attendance is critical to academic success. Parents are required to notify the office by email or phone call before 9:00 am when a student is 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.

Every effort should be made to schedule routine appointments after school hours and family vacations should be planned to align with the school calendar. Parents/guardians should discuss the importance of good attendance with their student(s) and not support unwarranted student absences.

The State of Michigan views a student with 18 absences as chronically absent.

- After 4 days absent for reasons other than those listed above, the school will contact the guardian by phone reminding the parent of the need to improve the student's attendance and compulsory attendance law.
- After 8 days, the school will send a letter to notify the guardian that the student is approaching chronic absenteeism and arrange for a meeting to discuss school expectations.
- After 15 days, the school may file a truancy petition for court action.

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.

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 with the permission of the School Leader and written notification from the student's parent/guardian.

Bullying

Bullying includes, but not limited to, any written, verbal or physical act or any electronic communication that unreasonably interferes in another's participation in or enjoyment of school or school sponsored activities. It includes attempting to intimidate others by any method. Cyber bullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, photos, graphics or postings. 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.

Care of School Property

Students are responsible for taking good care of their school. Those who intentionally or carelessly deface or destroy school property or the property of others will be required to pay for the damage or replace the item and will be subject to restorative practices and appropriate discipline.

Civil 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.

Controlled Substances

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. The school reserves the right to refer any substance to police agencies for testing.

Concerns

For academic concerns, parents are advised to allow their student to speak to the teacher about any problems before the parents become involved. If more help is needed, parents should call or email the teacher directly to arrange to meet together with the teacher and the student, and possibly the school leader. For personal concerns, students are encouraged to speak to our school guidance counselor, dean, or school leader. All conversations are confidential unless they include information that involves the health or safety of a minor.

Conferences

Parent-Student-Teacher conferences are held in the fall and spring of each school year. At New School High, conferences are approached differently. First, the students are present for the discussion. Our students are young adults whose developmental task in high school is to achieve a substantial degree of independence. As such, the expectation is that they take ownership of their choices and their education. Second, conferences are an opportunity for parents and students to speak with a small team of teachers who each work with the student. In this way, there can be consensus in feedback. Finally, the purpose of the conference is to discuss the student's personal rather than academic progress. We know that while there are various ways that parents and students keep up with grades and coursework, a holistic view of the student's capacity to achieve success is more elusive. Parent-student-teacher conferences give everyone the opportunity to celebrate the student's strengths and chart a course for continuous growth.

Criminal Sexual Conduct

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).

Disruptive Behavior in the Classroom

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.

Drawstring Bags/ Cinch Sacks

Students may bring approved drawstring bags into classrooms, with the exception of the gym. Large backpacks are discouraged and must be stowed in the school office.

Dress Code/Uniform Code

A standardized dress code of New School High has been adopted 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 he/she thinks. We want to prepare students for the world outside of high school, and we believe a neat and professional 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. Female students may wear sleeveless garments which adequately cover undergarments and adhere to the aforementioned guidelines.
2. No obscene language and/or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
3. Students should not wear sunglasses in the learning environment, unless a doctor's note is provided to the office staff.
4. Skirts, dresses, and shorts must be fingertip length or longer. Garments worn over leggings must follow the fingertip rule.
5. 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.
6. Students are required to wear appropriate shoes at all times. Students need to wear closed toe shoes at all times.
7. Students should not wear excessively tight or revealing clothing, such as fishnet or see through garments, may be worn.
8. 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.

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.

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 his/her 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.

Doors

For the security of our students and staff, doors to the outside are locked from 8:30 am until 3:30 pm. During school hours, only an adult staff member may open an outside door.

Electronic Devices

*This policy does not apply to school-issued PC/ laptop computers.

There is no reason that a student should need to use a cell phone during the regular school day. Any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

Students may possess or use personal electronic devices on school property or at school-sponsored events according to the following guidelines:

- Before school until the beginning of Morning Meeting (8:30a)
- After classes are dismissed (3:30p) by NSH staff

Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Livestreaming or social media posting during the school day is not allowed and automatically violates the electronic device policy. Personal electronic devices may not be used for any activity prohibited by the NSH Code of Conduct, to circumvent New School High network security or for any unauthorized access to or inappropriate use of the NSH computer network. NSH will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto NSH property. However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

If a student is found to be in violation of the Electronic Device Policy the personal electronic device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option.

1st violation- returned to the parent at the end of the day

2nd violation- returned to parent at the end of the day; restorative practice with staff

3rd violation- student is unable to bring their cell phone to school for the remainder of the semester

Emergency Forms

A current Emergency Form is required for each student. The form will include contact information for adults designated by the legal guardian to pick the child up in the event of illness, injury, or behavior issues.

Emergency Lockdowns

A lockdown may be instituted by any staff member in the event an intruder or danger within the building is determined. Every staff member will be equipped with the Voxer application which they will use to alert students and staff of emergency lockdown situations. After the notification has been made via Voxer, all occupants of the building will leave the building via the nearest door immediately. After exiting, staff and students will meet behind police car (swat team) lines beyond the sidewalk on McClumpha Road, where attendance will be taken by staff. The start and ending of shelter in place exercises will be indicated by the principal or her designee verbally to each classroom.

Field Trips

Field trips are an integral part of the academic program. When field trips take place within school hours, participation is not optional unless there are extenuating circumstances that are known and approved by the school leader. No student will be excluded from participation for financial reasons. All school rules apply to conduct on school field trips.

Guests

Students may bring a guest to school who is currently in grades 8-12 with prior approval of the administration. An emergency form completed by the guest's guardian is required before a guest may stay at school without the guardian's supervision.

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 oven 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.

Mandatory Reporting of Student Health and Safety

The health and safety of all students at New School High is our first concern. For this reason and in accordance with the law, staff members are required to report any information that suggests a student may harm herself/himself or others or that the student may be a victim of abuse or neglect. If a student discloses such information to a staff member either directly or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities and/or agencies. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students. Please be advised that school districts are required to report certain acts of student misconduct to police or other state and/or federal agencies.

Medication

Students who need to take medication during the school day must have a signed form on file in the office. All medication must be dispensed by the designated office staff. Students may not possess any medication, including over-the-counter medications.

Nicotine

Products containing nicotine 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.

Pandemic (COVID-19):

In the event that a state of emergency, global pandemic and/or other similar event occurs, New School High will comply with local, federal and state regulations and guidelines to ensure the safety of all students and staff. This includes, but is not limited to, attendance policies and procedures, sanitization and cleaning of facilities, technology usage and connectivity, and all academic instruction. Should an event occur requiring that New School High staff and students regularly scheduled learning is interrupted, then New School High will create and adhere to state and/or federal expectations and plans as pursuant to such documents issued by a local or federal governing body. (ie. state executive order). Further information pertaining to these individual cases will be shared with stakeholders as needed and available.

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 his/her negative actions and implementing a plan to repair the damage he/she has caused to others as well as himself/herself. 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.

Snacks

Healthy snacks may be eaten in class with teacher permission, except for Science and Physical Education classrooms. As long as they do not disrupt learning, students may eat if they pick up after themselves. Drink containers must have lids that fully close.

Student Drivers

Students possessing a valid driver's license may drive to and from school if they have a current Permission to Drive to School form on record. Permission to drive will be revoked immediately if any State and or school driving regulation is disregarded. Students who wish to leave school during the day must have parental permission.

Tardiness

Parents are required to notify the school by email or phone call if their child will be more than 30 minutes late to school. Throughout the school day, students must bring a pass signed by a teacher to excuse tardiness.

Technology Use

Students will abide by the Acceptable Use Policy. Infractions may result in the student being restricted in his/her technology use. Chromebooks may be signed out overnight if the family has paid for chromebook insurance and must be signed in the next school day in the school office.

Students must have written permission from a staff member to use cell phones for filming school projects. Written permission must be submitted to the school office at each usage, even if permission has been given before.

Students who wish to use the school's film equipment must abide by the following:

1. Only students who have received sufficient training are permitted to use the equipment.
2. The equipment may only be used for NSH classwork, including Independent Study.
3. An adult must be present at all filming.
4. Students may not use any equipment or editing software, or be in the Tech room without the written permission from a staff member, submitted to the school office at each usage, even if permission has been given before.
5. Students must have permission to go outside for filming. Students may not enter the church side of the building. During most school days, quieter spaces may be found in the Science Room, the Quiet Room, and in the small storage space at the northeast corner of the gym.

6. All students who meet the above criteria must fully complete the NSH Tech Equipment Loan form, found in the Tech Room.

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. Students who issue written or verbal threats may be subject to suspension or expulsion.

Truancy

Truancy is defined as any unauthorized absence from school for any period of time. Chronic tardiness can also be considered truancy. NSH cooperates fully with local ordinances, the Wayne County Prosecutor's Office and the 35th District Court to address and eliminate student truancy.

Visitors

All

visitors must enter the school only by the main doors that face McClumpha Road. Upon arrival, they are asked to ring for admittance and proceed directly to the office to sign in. Visitors must sign out when leaving.