



NEXTECH
HIGH SCHOOL

Student Handbook

2018/2019

801 Broadway Ave NW, Suite 225
Grand Rapids, MI 49504
616-458-4992
www.nextechhigh.org

Mission Statement

The mission of NexTech High School is to provide a personalized and transformational high school experience that prepares each student academically and emotionally for success in college, work and life.

Dear Families,

Welcome to the 2018-2019 school year!

It is our hope that you find this handbook helpful to you. We encourage you to print it and place it in a convenient location at home where it can be easily referenced.

Please understand that the ultimate goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, and physical growth. We are all partners in this effort – everyone shares the responsibility of making our school community a positive, supportive place that promotes the development of each child.

Should there be any updates to the handbook during the school year, we will be sure to let you know by email and we'll also update the Parent & Student Handbook posted on our school website. We thank you for your continued support of NexTech High School and all those who make up our school community.

Dan McMinn
School Leader

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of June, 2018. If any referenced policies, procedures or administrative guidelines are revised after June, 2018, the language in the most current policy, procedure or administrative guideline prevails.

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School Leadership



School Calendar

Aug 22- First day of school

Aug 25- No School

Sept 1-4 - No School

Nov 13 - Parent Conferences

Nov 20/21- Student Work-At-Home Days (Staff PD)

Nov 22-24 - No School

Dec 25-Jan 5, 2018 Winter Break (No School)

Jan 16- Semester 1 ends

Jan 17- Semester 2 starts

Feb 19- No School

Mar 26- Parent Conferences

Mar 30-Apr 6- Spring Break (No School)

Apr 9-13- State testing week (Student WAH when not testing)

May 23 - Class of 2018 graduation ceremony

May 28- No School

June 1- Last day of school

*This calendar is projected and dates may change at the discretion of the school

2017-2018 Board Meeting Calendar

NexTech High School Board of Directors Meetings

Address

Phone:

Date	Time	Board Meeting & Organizational Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting
Date	Time	Board Meeting & Budget Hearing

The official minutes are on file and available for inspection at _____. Telephone No. _____.

_____ Academy will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon reasonable prior notice to the Academy's School Leader.

SECTION I: General Information

Enrolling in NexTech High School

NexTech High School has a designated time period for open enrollment. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll than there are available seats.

Prior to the open enrollment period each year, all current students must re-enroll to attend NexTech High School the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures, please contact an administrative assistant in the school office.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to participate in a guided tour of the school to obtain detailed information and ask questions. Upon enrollment, parents/guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a current Health Appraisal form
- D. a copy of the driver's license of the person enrolling the student(s)

Final enrollment at NexTech High School is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the federal definition of homeless may automatically enroll in NexTech High School. Such students will be under the direction of the school's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Liaison is the school counselor.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Prior to denying admission, the School Leader or designee will facilitate a thorough review, including an opportunity for a discussion between the parents and the School Leader or designee regarding the circumstances of the suspension or expulsion and any other factors the School Leader or designee determines to be relevant.

Classroom Assignment

The school counselor will assign each student to the appropriate classroom. Any questions or concerns

about the assignment should be discussed with the school counselor.

School Hours

With the state recognizing Nextech High School as a virtual school students can set up a virtual learning plan that is best for them. Staff mentors are assigned to facilitate this planning process and provide students with the schedule they need to be successful. Nextech High School offers a (4) hour morning session and a (4) hour afternoon session for students to attend classes. Unless otherwise discussed with a mentor each student is required to attend school for (4) sessions a week according to their individual schedule.

Regardless of individual plans, under Michigan law, NexTech High School students are required to complete a minimum 30.5 hours of instruction per week. Traditionally NexTech High School schedules students to receive 16 hours of instruction on site and expects students to complete 15 hours of coursework from home, but adjustments can be made based on student scheduling needs and coursework requirements as long as students are meeting the minimum 30.5 hours of coursework. Please note, these are **minimum** hours required and coursework may require additional time. Additional scheduled onsite time depending on student need is at the discretion of the school and is a requirement of enrollment as well. Students may be required by school leadership to attend the school site up to 30.5 hours a week based on their assigned schedule and academic needs.

Attendance

It is very important that students arrive on time as well as attend school as expected on a daily basis in order to fully maximize their learning and mastery of the core curriculum. School attendance is critical to successful school performance. Developing habits of on-time, consistent attendance at school and work are important life lessons for our students.

1. Parents/guardians must call the attendance phone line at (616) 458-4992, within 24 hours, if their student will be absent from school on their scheduled day. Parent should state the student's full name, reason for absence, and phone number where parent/Guardian can be reached.
 2. Students may be excused from school by a parent/guardian up to five equivalent school days per trimester. In addition to the types of excused absences outlined in the School Handbook, the school accepts the following reasons:
 - a. School-sponsored events.
 - b. Student illness/Medical appointments. As ordered by a licensed professional health care practitioner. This also includes significant life trauma, as confirmed and approved by appropriate school staff. Blanket or "under the care of" excuses are not accepted absent a 504 plan or approval or appropriate school staff.
 - c. Suspensions or expulsions.
 3. Absences counted for attendance intervention:
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- a. Unexcused absences. Absences that occur because of childcare, work or other family issues are typically not excused. Extended family trips during the school year are typically not excused. Families should plan their vacations for times when school is not in session.
 - b. Proportional lost learning time absences. For example, a half day absence equals a half day of lost learning time.
 4. Students are expected to attend all onsite and virtual classes according to their schedule or keep up with all of their coursework throughout the school year. Failure to attend class or complete coursework at a satisfactory level can result in a disciplinary issue as follows:
 - a. After 3 consecutive unexcused onsite absences the school can reserve the right to lock the account of any student with multiple failing grades who does not check in with their mentor teacher during said absence. Accounts will be unlocked after the student returns to school and a Caretaker meeting is conducted.
 - b. Five (5) unexcused days within a trimester and multiple failing grades - NexTech High School Leader, or their designee, will send a letter home and attempt to contact the Caretaker.
 - c. Seven (7) unexcused days within a trimester and multiple failing grades - NexTech High School Leader, or their designee, will send a letter home and attempt to contact the Caretaker.
 - d. Ten (10) unexcused days within a trimester and multiple failing grades - NexTech High School Leader may initiate the withdrawal process as well as a grievance hearing.
 5. If a student is absent a total of **ten (10)** days in a term, then the School Leader will inform the parent that the student is being **dropped from the NexTech High School due to lack of attendance**. A written notice to that effect will be sent to parents immediately. Any appeal must go through the process described below.
 6. NexTech High School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.
 7. A “continuing truant” is one who has 10 unexcused absences within a single school year. Continuing truants may be withdrawn from the school.
 8. Students who are habitually tardy to a session may be assigned to the opposing session at the discretion of the School Leader.
 9. Habitual unexcused tardiness may be a suspendable offense. Students are expected to arrive on time to all onsite and virtual classes according to their schedule. Failure to attend class can affect their participation grade in the class as well as result in a disciplinary issue.
 10. Students will be held **accountable for all work missed** during any absence. Excessive absences will prevent students from receiving credit in their classes for that term.
 11. **Appeal Process:** If the student/ parent wish to appeal this decision based on extenuating circumstances, that appeal must be submitted in writing to the School Leader within two (2) days. Once received, the School Leader will arrange a meeting to discuss the attendance issue. The administration reserves the right to use discretion regarding this attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.
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Early Dismissal

Important appointments or family emergencies sometimes occur during the school day. Due to these situations, parents/guardians may need to pick up their student from school prior to the end of the school day. To protect the safety of the students, NexTech High School requires that a parent, guardian, or designated adult listed on the student's Emergency card come to the office and sign the student out. If the adult picking up the student is not a parent or guardian, the main office staff will request a form of photo identification (ideally a valid driver's license). The main office staff will check student's emergency card to verify that the adult has been listed by the parent/guardian as an adult permitted to pick up the student.

Closed Campus

The safety and security of students and staff is a primary concern. To assist in providing such conditions, NexTech High School will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day. A student who leaves the school grounds without authorized permission shall be considered truant.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement) and this request has been approved by the Principal;
- A student is signed out by their parent or guardian;
- A student has a school-approved work release privilege; or
- A student is participating in an authorized dual enrollment program

Transfer out of NexTech High School

Parents must notify the School Leader in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from enrollment and their child's seat is no longer reserved from that point forward.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary immunizations or waiver, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the school. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

Student Well Being and Emergency Information

Student safety is a responsibility of the staff. All staff members working at NexTech High School are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responder.

Injury and Illness

All injuries must be reported to a teacher or the school office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the school office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the school office. The student's family will be contacted and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

If your child is going to be absent from school, please call the attendance line at (616) 458-4992. The school office will call parents in the case of an unreported absence, so please let us know when your child will be absent.

When to keep your child home: We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes

have been addressed by the family's physician.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

Medication and/or Treatment Policy

The following definition of "medication" is adopted for use at the school: medication includes prescription, non-prescription and herbal medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the skin. This policy also applies to any medically-prescribed treatments. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

The student's parent/guardian will give the school written permission and request to administer medication(s) and/or treatment to their student.

Written instructions from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at the school.

Parental or guardian request/permission and a physician's instructions for administration and/or treatment must be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible for informing the school in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The school, parents/guardians and the student's physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is

recommended that an extra inhaler be kept in the school office.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Epinephrine Auto-Injectors

Michigan Law allows NexTech High School to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. School staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

Control of Casual Contact Communicable Diseases and Pests

Because the school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Parents/guardians are asked to notify the school office if their child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Safety Drills

NexTech High School complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Updates and information will only be available on our website and on the

school voicemail. Situations may include external concerns such as hazardous material spills, police situations, etc.

If a school-wide evacuation becomes necessary, the school will send notice through phone and email. Please refrain from calling the school as it may tie up phone lines during an emergency.

Communication: School and Home

NexTech High School Newsletter: Newsletters will be sent bi-monthly through email

NexTech website is: www.nextechhigh.org

NexTech High School believes that a strong partnership between home and school is critical to the optimized education of all students. School staff welcomes the opportunity to conference with parents as the need may arise. Parents are encouraged to access this open and proactive line of communication.

School Closing

NexTech High School is its own district. In the event of inclement weather or other unforeseeable circumstances that may result in a school closure, please look for our name on local television stations, or when listening to the radio.

The decision to close school will be made by as soon as possible and will be posted on the school website, along with a text message or phone call to families in our phone system. School closure information will be broadcasted on the following radio and television stations when a school closure is made:

Wood TV Channels WWMT 3 and Fox 17
104.5 WSNX, Star 105.7, 98.7 WFGR radio stations

The main voice mail greeting at the school and the website will also be updated to indicate that school is closed.

Fines, Fees, & Other Charges

The school will assess a fine when school equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the school, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of official transcripts, grades, diplomas, caps and gowns, dance tickets, parking passes or other privileges, up to and including, participating in commencement ceremonies. Unresolved obligations can be appealed to the School Leader or designee.

Homework

Purpose of Homework

At NexTech High School, the partnership between school and home is particularly important. We appreciate that parents are their child's first teachers and we want to extend this relationship of mutual support through both the classroom and home. We see homework activities as a way to enhance children's basic skills at levels specific to their individual needs. One of the main purposes of homework is to extend learning started in school. Working together, home and school can guide students as they develop their learning capacities by creating experiences which foster learning. By completing the work at home, students are reinforcing their understanding of the classroom work and building their self-esteem through various topics of interest.

Homework Practices

It is important to keep in mind that this time needs to be positive and productive. If at any time your child is overwhelmed, not in the right frame of mind, or the work is not being understood, please stop for the night and contact your child's teacher the next day. It is also important to contact your child's teacher if the amount of time he/she is spending per day exceeds the recommended amount of time. Communication will help parents and teachers figure out why that might be and make adjustments as necessary. Teachers will recommend activities that are appropriate to instruction based on individual student needs.

As we work to build the home/school relationship, the value and meaning that homework will bring to the child's academic career will become evident. It is our expectation that families will implement these practices into their daily routines. As always, if there is a time when something is unclear, please contact your child's teacher, as they are here to assist you.

Photograph and Publicity Release Form

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, and digital images.

Publications

An individual or organization wishing to submit information for publication in the school newsletter must submit the information to the School Leader for review at least one week prior to publication due date. The school reserves the right to review and determine content over school sponsored publications. NexTech High School does not solicit business for non-school related functions and/or organizations.

National Honor Society

NexTech High School's National Honor Society (NHS) was established in 2012. NHS is one of the oldest and largest recognition programs for high school students in grades 10-12 in the United States. NHS honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Honor Society was founded in 1921 by the National Association of Secondary School Principals.

SECTION II: Student Code of Conduct

NexTech High School is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school property, in a school vehicle, and during any other school-sponsored activity or event, whether or not it is held on school premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the school to address concern.
7. Know and comply with school policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the school community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
 2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
 3. Cooperate and schedule conferences with students, parents and other school staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the school limits their ability to meet.
 4. Keep parent informed of their students' challenges, effort and success.
 5. Encourage students to participate in classroom, extracurricular, and other school related activities.
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6. Know and enforce school policies, procedures, rules, including Student Code of Conduct.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at the school endeavor to ensure that NexTech High School is a safe place for teaching, learning and working.

The school will take swift and appropriate disciplinary action for violation of any infractions listed in the Family Handbook or inappropriate behavior where notice has been given. All school rules will be enforced while on school property, in a school vehicle, and during any other school-sponsored activity or event, whether or not it is held on school premises. This includes when a student is using school communication networks, accounts or other school services.

Additionally, the school reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school.

Violations, including violations of the electronics and wireless communications devices and network and internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining student with disabilities.

There are three levels of disciplinary measures utilized by the school: Warning, Suspension, and Expulsion. Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

Due Process Rights

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

Offenses

Gross Misdemeanors or Persistent Disobedience

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended by the authorized school leader or expelled by the Board. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with school staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

Weapons, Arson or Criminal Sexual Conduct

Any student in possession of a firearm on school property, in a school vehicle or at a school sponsored event shall be permanently expelled from NexTech High School, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on school property, in a school vehicle or at a school sponsored event may be permanently expelled from NexTech High School, subject to reinstatement under the law.

Dangerous weapons are defined as firearms*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of *“firearm”* is *any weapon(including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.*

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended by the authorized school district administrator or expelled by the Board.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or **toy weapons**).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

Physical Assaults against School Personnel

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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property, on a school vehicle, or at an school-sponsored activity or event shall be expelled permanently, subject to reinstatement after 180 days.

Physical Assaults against Students

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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on school property, on a school vehicle, or at a school-sponsored activity or event shall be suspended or expelled for up to 180 days.

Verbal Assaults

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on school property, on a school vehicle, or at a school-sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor for the school, or another student shall be suspended or expelled by the Board or designee for a period of time determined in the discretion of the Board or designee.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

Anti - Bullying Prohibition

It is the policy of NexTech High School to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on school property, in a school vehicle, at any school-sponsored event, or while using a school-owned and/or operated telecommunications service provider or school-owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The School Leader is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the School Leader in a prompt, thorough and impartial manner. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
 - How often the conduct occurred
 - Any past incidents or continuing pattern of behavior
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- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- The bullying definition

The School Leader will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The school prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying,

Harassment

NexTech High School prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the school.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and transgender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the school.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the school prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

No staff member or student in the school shall be subjected to any form of harassment, including sexual harassment, on school premises, on a school bus or vehicle or at any school-sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
 - degree of harm
 - surrounding circumstances
 - nature and severity of the behavior(s)
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- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

Hazing

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on school property, in a school bus or vehicle, or at a school-sponsored event will be subject to disciplinary action.

Prohibition of Smoking

NexTech High School prohibits the possession and/or use of any tobacco product on school property, in a school bus or vehicle or at any school-sponsored event. In addition, any tobacco advertising or promotion is strictly prohibited.

This prohibition includes the smoking of electronic, “vapor”, or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Prohibition against Alcohol and Drugs

In line with the Safe and Drug Free School Policy, it is the belief of the school administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

NexTech High School prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs, and/or any mind altering substances and/or related paraphernalia on school property, in any school bus or vehicle or at any school-sponsored event. Students under the influence of such

substances on school property, in any school bus or vehicle or at any school-sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below, including but not limited to, bath salts, K-2, etc. and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation.
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by state and federal law

Medical Marijuana & Prescription Drug Policy

NexTech High School prohibits the abuse, possession, sale, or distribution of prescription drugs. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with board policies and school disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

Reasonable Suspicion Drug Testing

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used an illegal drug, alcohol or any other mind altering substance (whether illegal or not);
 2. The student's possession of drugs, alcohol or any other mind altering substance (whether illegal or not) or related paraphernalia; or
 3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of drugs, alcohol or any other mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical
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appearance, if deemed necessary.

The School Leader will look at the totality of the circumstances when determining “reasonable suspicion”.

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by a school staff member. The student is suspended pending the drug test results. The School Leader will contact the student’s parents/guardians as soon as practicable. The cost of the test will be paid by the school and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the drug test, disciplinary action will be taken.

If the results of the drug test are positive, the student is suspended until the end of the semester and may only gain re-entry to the school with proof through drug tests at the student’s expense that they have remained drug free for 60 days.

If a student gains re-entry after being suspended on the zero tolerance drug policy and violates the drug policy a second time, the student will be permanently expelled from the school.

Drug test results are considered confidential, but may be discussed with the student’s school counselor and any other school staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

Gang Activity

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate school policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on school premises, on a school bus or vehicle or any school-sponsored events.

“Gang” means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

Gambling

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the school administration as official school functions.

Damage of Property

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or

tables, damaging school equipment and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution.

Profanity and/or Obscenity

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the school, volunteers and visitors.

Academic Dishonesty

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

Public Displays of Affection

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.

Leaving the School without Permission

Students shall remain on school grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave school premises without permission from authorized school staff.

Appropriate Dress Code

A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

Contraband

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs), lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the administration pursuant to this policy will be returned to the parent/guardian.

Insubordination

A student will not willfully ignore or refuse to comply with directions or instructions given by school staff.

Disorderly Conduct

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. . No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function.
- The student has inflicted serious bodily injury upon another person while at school or at a school function

Exclusion during Suspension/Expulsion

During a suspension or expulsion, a student is not allowed on school property, in a school vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

Progressive Discipline

NexTech High School uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident including, but not limited to: the nature, severity and frequency of the misconduct; the age, development and maturity of the students involved; and the context in which the alleged incident(s) occurred.

Implementation

The School Leader or designee shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Executive Director and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines.

Annual Review

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).

Academic Integrity

In order to foster a healthy and appropriate atmosphere for learning, NexTech High School strives for its students to maintain certain standards of academic integrity. At NexTech, we strive for students to understand that they are in control of their own actions and behavior. In order to be effective students and life-long learners, it is imperative to hold high standards for success and academic honesty. Students should use their own abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a student. Steps toward this type of activity will result in academic consequences.

Smart Character Choices

Respect

Acting in a way that shows I am valuable, you are valuable, and we as a group are valuable.

Kindness

Thinking and acting in ways that show you care.

Responsibility

Choosing to act in a way that takes care of oneself and contributes to the common good.

Getting Along

Contributing to and gaining from positive relationships.

Work Ethic

Working hard and sustaining effort leading to feeling good about a job well done.

Optimism

Expecting good things today and in the future.

Working on Relationships

The Seven Habits that Build Relationships	The Seven Habits that Hurt Relationships
Negotiating Differences	Criticizing
Listening	Blaming
Accepting	Punishing
Respecting	Complaining
Supporting	Rewarding to Control
Trusting	Threatening
Encouraging	Nagging

* Visit the Smart Character Choices web site: www.smartcharacterchoices.com *

Specific Dress Code/Uniform Policy

Clothing and Accessories

While the school climate at NexTech encourages individual creativity and student empowerment, the school also recognizes a need to guide students toward appropriate attire for different settings, e.g. school, work, etc. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. All students will be covered from shoulders to mid-thigh.

- Pants/shorts will be worn at the waist or just below
 - Skirts/shorts bottom hem will reach mid-thigh
 - Shirts/tops will cover chest, shoulders, stomach, and back
 - Undergarments will remain covered
 - Sunglasses are not to be worn in the building
 - Head coverings must be approved by administration
 - In accordance with Board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process.
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Student Valuables

Students should not bring items of value to school. The school cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but is not limited to, cash, wireless communication devices (MP3 players, iPods, handheld games, etc.), trading cards, jewelry, expensive clothing, etc.

Electronics and Wireless Communication Devices (Cell Phones)

Cell phones and other personal technology items (iPads, etc.) are permitted at NexTech High School when used for educational and other appropriate purposes as determined by the teacher and/or school leadership. However, teachers and school leadership reserve the right to monitor and control use of such devices, and to require students to turn off and put away any such devices if the student's use of the device(s) is disruptive or detrimental to learning. The determination of what is disruptive is a school decision and that decision is final.

Failure to immediately comply creates even more disruption and will result in serious disciplinary action, which may include but is not limited to temporary confiscation of the student's personal technology item(s). Repeated offenses will be considered violations of Consideration for Others and Safe and Orderly Environment policies, and will incur more serious consequences consistent with the School's Discipline and Due Process Policy.

Network and Internet Acceptable Use

NexTech High School is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of school operations. It also recognizes that safeguards have to be established to ensure that the school's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
 - revealing one's (or other's) personal address, phone number or credit card information;
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- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Facebook, Twitter, MySpace, YouTube, Google+, Instagram, SnapChat, Tumblr, Pinterest, Vine, Yik Yak, VK, LinkedIn and Flickr etc. without specific permission from the Administration.

NexTech students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The school reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The school reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the school must also be free of any inappropriate content.

The school monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the school's property and shall only be used for educational and business purposes. The computer

hardware (monitors, terminals, keyboards, mice, etc.) are school property and any mistreatment or damage will be considered destruction of property or vandalism.

NexTech High School makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The school and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The school strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the school system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, NexTech High School, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the school and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if school technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The school administration reserves the right to change these rules at any time.

SECTION III: Academics

High School Graduation Requirements

Department	Credits	Clarification
English	4.0	Students take four courses of English, even if the student is advanced.
Mathematics	4.0	Students must take four courses of math, Algebra I, Geometry, Algebra II and one other math course. One of those must be taken senior year, even if the student is advanced. Career Technical Education (CTE) programs which incorporate Algebra II benchmarks may fulfill Algebra II requirement.
Science	3.0	Biology and either Physics, Chemistry or Agricultural Science for second Science credit, and a third science credit which may be fulfilled with Computer Science or Career Technical Education (CTE)
Social Studies	3.0	Students must take Civics, Economics, World History and Geography, and U.S. History and Geography. The .5 credit requirement for Economics can be satisfied with a .5 credit in personal economics with a financial literacy component.
Spanish/Foreign Language	2.0	Two years of the same foreign language are required for the class of 2013 and beyond. Colleges recommend at least two years. Courses taken during K-12 fulfill this requirement. Students graduating in 2018, 2019, 2020 or 2021 may fulfill one credit of foreign language by completing a CTE or performing or visual arts course.
Visual/Performing Arts	1.0	A least one year of visual arts, choir, or band.
Physical Education/Health	1.0	0.5 credit for each is required; Extracurricular activities in organized athletics or training may be used to fulfill the 0.5 for Physical Education credit

NexTech’s graduation requirements have been designed with the school’s mission of college preparation as a guide. Successful completion of these graduation requirements is necessary to earn a diploma from the school. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (“IEP”).

Students who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum.

Along with the MMC stated above, students need to complete two credits of additional electives for completion of a degree.

Personal Curriculum

The personal curriculum option, as defined by state law, provides a process to modify some of the specific requirements of the Michigan Merit Curriculum based on the individual needs of a student. If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, the school academy shall develop a personal curriculum for the pupil.

A meeting with the student, at least one parent/guardian and a teacher or advisor will take place to develop the personal curriculum. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum; shall establish measurable goals; shall provide a method to evaluate these goals; and shall be aligned with the student's educational development plan. Once the personal curriculum is agreed upon by the parent or legal guardian and the school administration, it will take effect and will be reviewed quarterly. If a student is not making adequate progress under the personal curriculum, it may be revoked and the student and parent/guardian will be advised that the student may not earn a high school diploma.

College Admission Requirements

NexTech High School recommends that applicants to competitive colleges successfully complete the following high school program, including any Advanced Placement ("AP") offerings or dual enrollment in each subject as possible:

- * 4 years of English
- * 4 years of Mathematics
- * 4 years of History
- * 4 years of Science
- * 2 years (minimum) of Foreign Language

College Readiness Exams

NexTech High School encourages juniors to take the PSAT/NMSQT in October. This is a voluntary test but it is recommended for juniors so they may become familiar with the structure of the SAT. Students take the SAT in the spring of their junior year and may opt to take the ACT at their own expense by registering online and by testing at one of several local high school test centers.

Opportunities to Earn College/University Credits while Attending High School

Advanced Placement

Courses in the Advanced Placement ("AP") Program are college-level studies. As such, the homework requirements for these courses exceed those of non-AP courses. To ensure success in college-level

studies, students may have pre-requisite course requirements before allowing enrollment in these studies. Students who register for these classes are encouraged to take the AP examination in May. The scores are used as a measurement for placement in college courses with the possibility of receiving college credit. There is an examination fee.

Dual Enrollment

Students who have met the requirements of the Michigan Merit Curriculum and the school's graduation requirements and/or who have exhausted all the academic elective options at the school may choose to dual enroll at a community college, college or university.

Students will need to meet admissions requirements established by the receiving institution and the State of Michigan, including cut scores in each area of the PLAN, ACT, SAT, PSAT or MME tests. Students are responsible for transportation and scheduling, books and fees. Students interested in dual enrollment should seek the advice of the credit granting institution as well as meet with the school counselor to discuss course options. The student is required to designate whether the course is for high school or postsecondary credit or both at the time of the enrollment and the student is required to notify the school of his/her decision. Students taking more than one postsecondary course may make different credit designations for different courses.

The school will document credit for courses under dual enrollment on the student transcript in most cases, but will not apply the grade to the student's GPA calculation. The credit will be identified as a transfer credit on the student's transcript if applicable.

If the student does not complete the eligible course or, if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course, and if the school has paid money for the course on behalf of the student, the eligible student shall repay to the school any funds that were expended by the school for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student such as those outlined in the "Fines, Fees, and Other Charges" section of this handbook.

On Line Courses

The school has the right to deny an outside online class as an option for a student for the five approved specific reasons for denial, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject; and 5) the online course is of insufficient quality or rigor. If the school denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality.

If an online class has met the approval requirements, then the costs for the online class will be paid by the school. If the cost of the classes exceeds the maximum amount the school is required to pay, the

parents /guardians shall pay the extra cost. Upon successful completion of an online class, students must provide the school with a certificate of completion stating the final overall grade as well as the name of the Michigan certified instructor. The school and parents/guardians can mutually decide whether the course will count as an actual grade and will be calculated into the overall grade point average.

Test Out

NexTech High School will grant high school credit to any student who can demonstrate mastery in the subject area content expectations or guidelines. Teachers will establish the assessment process that measures a student's understanding of the subject area content expectations for these courses. To all students who wish to test out of these courses, teachers will provide all the learning objectives for that course, a summary of the course syllabus and a sample written examination, or a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

The teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

- Achievement of attaining a grade of not less than 80% on a final exam in the course
- Exhibiting mastery through the basic assessment of that course, which may include a speech, a portfolio, performance, paper, project, or presentation
- The standards must be comparable to the standards used for the regular course

The school counselor is responsible for notifying the student and their parents/guardians of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation; fulfillment of a requirement for a subject area course; and fulfillment of a requirement as to course sequence. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area. If a student wishes to test out of a particular credit, please see the school counselor for additional information.

Grading System

Along with letter grades, NexTech High School awards points based on the grade point average (GPA) system, where the percentile earned in the class equates to GPA points. Students who complete Honors work or take an AP class earn an additional 0.5 points. If no credit is earned for a class, students have the option to replace their GPA points for that class by re-taking that class and achieving mastery of the course material.

Grade Point Average (GPA)

Each student's report card will indicate a grade point average for that term. NexTech High School uses the 4-point grading system for all purposes. *A cumulative Grade Point Average (GPA) for each student is computed only at the end of each term.* GPA is formulated by adding up the total number of points received, based on the percentage score received in the class, divided by the number of classes* taken. The following values have been assigned to each letter grade:

Letter Grade	Point	Percentage
A	4.00	93 – 100
A-	3.75	90 – 92
B+	3.25	87 – 89
B	3.00	83 – 86
B-	2.75	80 – 82
C+	2.25	77 – 79
C	2.00	73 – 76
C-	1.75	70 – 72
D+	1.25	67 – 69
D	1.00	63 – 66
D-	.75	60 – 62
F	0.00	59-0
P	---	Pass
I	---	Incomplete
W	---	Withdraw

Graduation Honors

All graduation honors will be determined after the final semester of senior year.

Transcripts

Parents and students may request a copy of their transcript by going to the school office. Transcripts are available in about 48 hours after the end of a grading period. Any questions or concerns can be directed to the school office.

Work Permits

Any student wishing to obtain the necessary paperwork to receive a work permit should go to the high school office.

Age of Majority Declaration

A person who attains the age of majority gains the legal status of an adult. All school policies and procedures apply to all students regardless of their attainment of the age of majority as recognized by state law. A student who wishes to assert these rights must notify the school office in writing by completing an Age of Majority Declaration Form.

Selective Service Registration

Male students age eighteen or older are required by law to register for the Selective Service.

SECTION VI: Required Legal Notices

Equal Education Opportunity/CIVIL RIGHTS DESIGNEE

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

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at school, or a school activity, should immediately contact the School Leader or designee below.

Complaints will be investigated in accordance with the administration's guidelines, established by the school. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The School Leader or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including non-discrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Dan McMinn/Kristin Kuczera

Title IX Coordinator: Dan McMinn, Superintendent, 616-458-4992, dmcminn@gr.nextechhigh.org

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: OCR.Cleveland@ed.gov..

Student Assessments

It is the policy of the school to monitor individual student academic growth in each subject area at least twice during the academic year using a competency-based on-line assessment. The results of the assessment shall be communicated to the students and parents/guardians.

Students are required to participate in all state testing per the state of Michigan, including the SAT, PSAT, and the MME.

More information about the administration of the tests will be posted by the School Leader once the school year is under way, including specific dates and locations. Student attendance and participation at state-mandated testing is required for continued enrollment in the school.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Parent/Family Involvement Policy

A strong partnership between school and home is critical to the individual success of each student in school. NexTech High School has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include:

- An active Parent Council that meets monthly
- Access to the district's student database so that parents can monitor attendance, demographic information and individual student progress
- Parent/teacher conferences that are available at a mutually agreed upon day and time
- Comprehensive student review meetings that are scheduled on an individual basis with each family at a mutually agreed upon day and time
- College-bound resource area available to students and parents at school
- An annual parent survey that gathers information about parent satisfaction
- The school's annual report that is available in the fall of each year
- A school improvement team that includes a parent as one of its members
- A responsive school board that includes at least one parent of an enrolled student
- Publications and presentations by the administrative leaders related to the philosophies and methods utilized at school
- Many other school events and activities that are planned each year that involve students, parents and families

NexTech High School also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

The school will ensure that all information related to school and parental activities is in a language all parents can understand.

NexTech High School believes that parent/family participation is essential to improved student achievement. To this end, the school fosters and supports active parent involvement.

Visiting NexTech High School

All visitors including volunteers, parents and other family members included must register in the school office. When visiting the school, please sign-in at the office.

Children accompanying visiting parents must be directly supervised at all times inside the school building, and in the parking lot and walkways. This applies to NexTech-enrolled children before school and after school hours and to non-NexTech-enrolled children at all times.

Visitors including parents who are registered sex offenders are required to so notify the School Leader or designee before visiting the school and to strictly comply with all applicable school safety legislation. All registered sex offenders, including parents and guardians, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the school premises. The School Leader or designee may be contacted for any questions or for further information.

The school strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school or the purpose of school activities (subject to a few exceptions below and as permitted by law). These settings include school-sponsored events (both on and off school property and traveling to and from such events), school premises (leased, owned or used by the school), school vehicles, and at any activity authorized or approved by the school. Any person who violates the policy will be referred to law enforcement.

Certain weapons may be excluded from this policy if:

- a. The weapon is under the control of law enforcement personnel
- b. The weapon is pre-approved by the School Leader to be used as part of a class or individual presentation, with adult supervision, and the weapon is used for the purpose and manner approved. (Working firearms and any ammunition will never be approved)
- c. The weapon is merely a non-dangerous theatrical prop, only used in appropriate settings
- d. The weapon is a starter pistol used in appropriate events
- e. A parent/legal guardian who is properly licensed to carry a concealed weapon may carry a concealed handgun while in a vehicle on Academy property, if he/she is dropping off/picking up the student at the Academy and appropriately secures the weapon in his/her vehicle.
- f. The weapon is under the control of a properly licensed retired police or law enforcement officer.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

Protocol for Volunteers

NexTech High School welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the

classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
 - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
 - Learn and support classroom procedures, social protocols, and routines.
 - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
 - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
 - Do not use cell phones and other electronic devices in the classroom.
 - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent by a member of the School Leader.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc...)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

Background Checks

In order to provide a safe environment for all students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to certain volunteer assignments.

Volunteers are required to submit a form and a copy of their driver's license for this purpose. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the school are final and are subject to the school's sole discretion. The School Leader may be contacted for any questions or for further information.

Search and Seizure/Locker Searches

All lockers, cubbies, and other storage places assigned to students are the property of NexTech High School. At no time does the school relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The school assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by school board policy or the School Leader or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the school building or at school property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or school rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law

enforcement officer in conducting a search. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee will be seized and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Special Education Teacher at 616-458-4992 to inquire about evaluation procedures and programs. The school counselor is the Section 504 Coordinator.

Children and Youth in Transition

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at school. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. NexTech's Homeless Liaison is the school counselor.

NexTech High School is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The school's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the school counselor at 616-458-4992.

English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the school that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the school. Parents should contact the ELL coordinator at 616-458-4992 to inquire about procedures and programs offered by the school.

Access to Student Records

NexTech High School maintains many student records including both directory information and confidential information. Educational records of students at school are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the school to comply with FERPA .

If the school receives a record request from another school, the school will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes school administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the school has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the school office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the school wishes not to amend the student record as requested, the school will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202 -5920

Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the school, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the school may disclose

appropriately designated “directory information” without written consent, unless you have submitted a signed opt-out form to the school. The primary purpose of directory information is to allow the school to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the school to disclose directory information from your child’s education records, you must submit a signed opt-out form and return it to the school. The school has designated the following information as directory information:

- student’s name
- participation in officially recognized activities and sports
- address
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- school-assigned electronic mail address
- photograph/video/DVD image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

The opt-out form will be provided to parents within the first 30 days of the school year and will also be available upon request.

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the Every Student Succeeds Act of 2015; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

Information Provided to Military

Two federal laws require that NexTech High School provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings. If you do not want the school to disclose this directory information from your child’s education records without your prior written consent, you must notify the school in writing by the end of the first week of the school year.

Teacher and Para-professional Qualifications

All of the teachers at NexTech High School are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Teachers and para-professionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the School Leader at any time.

Review of Instructional Materials and Activities

Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

Pesticide Notice

The school is required by Michigan Regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at school entrances. Additional applications may be necessary.

In addition, parents may request in writing to receive written notification at least three (3) day prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The school will provide notice of the emergency application as soon as possible.

If you have any questions or wish to request prior notification of the application, please see the School Leader.

Mandated Reporter

School administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

Acknowledgment

I have received and reviewed the 2017 - 2018 Academy parent-student handbook, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:

Parent/Guardian Signature _____

Date: _____