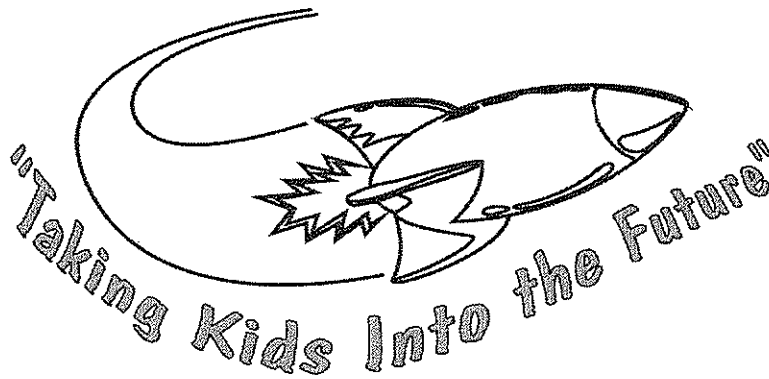


New Bedford Academy

Parent/Student Handbook



A Public School Academy

6315 Secor Road

Lambertville, MI 48144

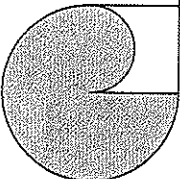
PHONE: (734)854-5437 FAX: (734)854-1573

VISIT US AT:

www.newbedfordacademy.com



NEW BEDFORD ACADEMY BELIEF STATEMENTS

- *All children are capable of learning and can be successful.*
 - *Each student receives a quality education through ability-based instruction.*
 - *Each student, his/her parents, teacher, and administrator have a shared responsibility to be active participants in the student's educational process.*
 - *Character Education strengthens our community.*
 - *Teachers must be dedicated to the success of each student.*
 - *All students deserve to learn in a safe and caring environment.*
 - *A Dress Code limits distractions and allows students to focus on academic achievement.*
- 

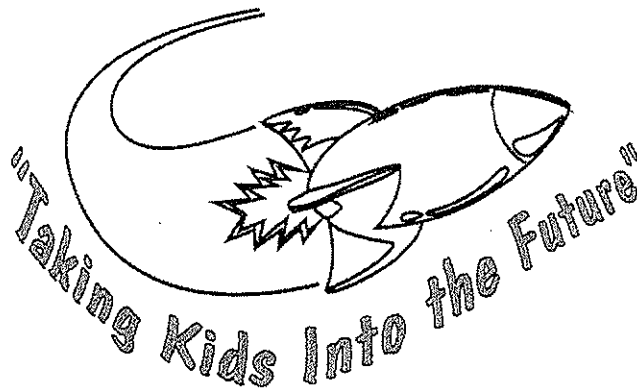
It is recommended that families volunteer 10 hours a year at New Bedford Academy. This can be done in a variety of ways: Volunteering at a function or event, getting library books for teachers, making phone call, etc. Volunteer hours are counted as anything that you do for the school whether in the building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

NBA Pledge

I am an NBA Rocket; being a rocket means:

Respect for others
h **O**nor
My **C**haracter Counts
I am **K**ind to others
Excellence in all I do
I am **T**ruthful and Trustworthy

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



New Bedford Academy

A Michigan Public School Academy

Ferris State University Charter



Mission Statement:

New Bedford Academy is a fully accredited public school providing quality education through ability-based instruction in a safe and caring environment.

Vision:

To be the most prestigious K-12 school in Monroe and Lenawee Counties.

Multi-Age:

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

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

Every Friday is a ½ day for the students. This is utilized as collaborative planning time for our staff. This will maintain a climate of continued professional growth and team teaching. After-school clubs are formed so children are able to experience real life activities like team sports and science.

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





NEW BEDFORD ACADEMY
2017-2018

SUPPLY LIST



All students, K-8 **MUST** have a book bag. Book bags must be soft, collapsible, with a soft strap or handles. Nylon backpacks are acceptable. Students may **NOT** have white out, rubber cement, or permanent markers. Please **do not** put names on supplies. They will be put together in community bins. All folders must be plain (no designs, cartoons, characters, etc.).

K- Learning Family (Lake Ontario)

✓	Qty.	Item
	\$5.00	for Organizational binder
	12	Glue sticks
	5	70 sheet spiral notebook
	6	#2 pencils (Papermate, Dixon, Ticonderoga sharpen best)

✓	Qty.	Item
	4	Boxes of 24 crayons
	3	2 pocket folders
	1 pack	thick washable markers
	3	Boxes of tissues
	1	Zippered, flat cloth pencil pouch made to fit on rings of binder

IMPORTANT: Please include a complete change of clothes in a large Ziploc bag, labeled with your child's name. This package should include a shirt, pants, underwear, and socks, and will be kept in our room.

K- grade students according to last names:

A to N -
1 box quart Ziploc bags
1 pack of thick Expo Dry Erase markers

O to Z -
1box gallon Ziploc bags
1 pack of thin Expo Dry Erase markers

1-2 Learning Family (Lake Superior)

✓	Qty.	Item
	12	Glue sticks
	1each	8-Pkg. Thick washable markers
		8Pkg. Thin washable markers
	2each	4-pkg. Thick Expo dry erase markers
		4-pkg.Thin Expo dry erase markers
	2	Composition book
	1	Box quart Ziploc bags
	1	Zippered, flat cloth pencil pouch

✓	Qty.	Item
	4	Boxes of 24 crayons
	2	2 plastic pocket folders with brads to hold paper
	12	#2 pencils (Dixon, Papermate, Ticonderoga sharpen best)
	3	Large boxes of tissues
	6	70 Sheet spiral notebook
	\$3.00	Parent Communicator folder

1-2 grade students according to last names:

A to N -
1- 150 count wide-ruled, loose-leaf notebook paper

O to Z -
1 Roll of paper towels

Supplies are kept in community bins. For this reason supplies will not be returned for a student who leaves during the school year.

3-4 Learning Family (Lake Michigan)

✓	Qty.	Item
	\$3.00	For Parent Communicator folder
	2	Spiral notebooks
	2	Pkg. wide-ruled filler paper
	3	Small pkg. pencil cap erasers
	1	Pack of thin or wide Expo Dry Erase markers
	48	#2 pencils, (Papermate, Dixon, or Ticonderoga sharpen best)
	1	8-pack washable markers
	2	2 pocket, 3 hole punched folders

✓	Qty.	Item
	1	Box of colored pencils
	4	Glue sticks or more
	1	8 oz., or more, of hand sanitizer
	3	Boxes of Tissue
	1	Plastic or cloth pencil pouch, labeled with name
	1	small personal handheld pencil sharpener (metal, labeled w/ name)
	1	Pkg. ruled 3x5 index cards
	1	Eraser
	1	24-box Crayons

Be sure to bring quality supplies as they will be used all year. Items are used in a variety of ways. Students will put all of their writing & drawing utensils in their pencil pouch.

Supplies must stay at school to ensure that our students are prepared for their daily work.

5-6 Learning Family (Lake Huron)

✓	Qty.	Item
	\$5.00	for assignment book
	1	Calculator (see below)
	4	Pkgs. of #2 pencils
	4	70 ct. college ruled notebooks
	3	Box tissue
	1	box small Ziploc bags
	1	Package of highlighters
	2	Small scissors
	1	Pkg. blue or blk pens

✓	Qty.	Item
	1	Pkg. Expo Dry Erase markers
	1	8-Pkg. Crayola markers
	3	Glue sticks
	200	3x5 index cards
	3	150 ct college ruled paper
	1	Lg or sm sticky notes
	1	Small pkg. of eraser caps
	1	Pkg. colored pencils
	4	2 pocket folders
	1	hand sanitizer

Please bring all supplies the first day, or on "Meet the Teacher Night", for classroom storage.

It is recommended that you purchase a TI-30xa calculator for your child's use at school, and permanently mark it with your child's name.

7-8 Learning Family (Lake Erie)

✓	Qty.	Item
	\$5.00	for assignment book, S
	8	2 pocket folders with brads for papers, S
	1	12" ruler with cent. markings S
	1	Large pair of scissors(metal) S
	1	Scientific calculator S
	6	1subject spiral note books S

Please bring all supplies the first day or to "Meet the Teacher" Night. Label all supplies that your child will keep (noted with an "S" above). All "B" items will be kept in community bins.

✓	Qty.	Item
	2	glue sticks B
	1	glue bottle B
	2	Pkgs.refillable mechanical pencils B
	4	Pkgs. of 0.7mm lead B
	3	Pkgs. of pens black or blue B
	2	150 count college ruled notebook paper B
	1 each	8-Pkg. of thin markers B 8-Pkg. of thick markers B
	3	boxes of tissues B
	2	cap erasers B

Note: 7-8 grade students

Do not purchase a Trapper Keeper. Students will have their own "Cubbie" and have no need for one.

According to first letter of last name, please bring: **A to H, 1 bottle of hand sanitizer**

I to P, 2 boxes, Sandwich size Ziploc bags

Q to Z, 2 boxes Gallon size Ziploc bags

ADMINISTRATIVE INFORMATION

OFFICE HOURS

Monday through Thursday, 7:30 a.m. to 3:30 p.m.
Friday, 7:30 a.m. to 12:30 p.m.

SCHOOL HOURS

School begins at 7:45 sharp (7:30 drop-off)
Dismissal at 3:10 (Noon on Fridays)

STUDENT RECORDS

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

PESTICIDE APPLICATION

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

PHOTO POLICY

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

NAME, ADDRESS, PHONE CHANGES

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

THE "ROCKETEER"

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

CHILD CARE

After school child care is available for children ages 5 to 12, who attend our school. More information about the program, and registration forms, are available in the school office.

LOST AND FOUND

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

PARTIES AND INVITATIONS

Students may bring in treats on their birthday or half-birthday during the school year for the entire class. Treats should be simple enough to be distributed by the student. These treats will be distributed at a time designated by the teacher. Party invitations may **not** be given out at school unless there are invitations for the entire class. Any activity that might be considered a 'party' must be cleared first through the teacher and the administrator.

TELEPHONES

Teachers cannot always be called to the phone when they are in class. It disrupts the classroom process and distracts the students. If you need to speak with a teacher, please call the school office and you will be forwarded to the teacher's voicemail box.

Students are allowed to use the telephone only for urgent matters. In most cases, forgotten items are not real emergencies. Please establish a "DO NOT LEAVE HOME WITHOUT IT" spot where these things can be gathered the night before. Permission from a staff member is required for students to use school telephones.

DISMISSAL

Students are expected to remain in their classrooms until 3:10 p.m., Monday – Thursday and 12:00 noon on Fridays. This is when school ends. When a student leaves before the final school bell, he/she must be signed out in the office and will be considered an early release. Excessive early releases will result in the Administrator taking further appropriate action. See early release infractions at the end of this policy.

All early dismissals have a negative impact on the student and classroom. The building security and student safety is affected. The student misses the last valuable minutes of the school day. It disrupts or stops instruction. The teacher may miss signing your child's assignment book or agreement when he/she leaves early.

If a student is leaving early, a note or phone call from their parent/ guardian should be sent in the morning with the reason why.

Early dismissal from school should be for legitimate reasons such as illness, funerals, legal business, religious obligations, and/or medical, dental, or orthodontic appointments. Getting out of work early, not wanting to get into the dismissal (vehicle) line, or just going home is considered unexcused.

Any student with five (5) or more early dismissals will not receive a perfect attendance certificate.

Parents are to remain in the lobby. Students will be called to the office through the P.A. system. Parents and students are responsible to check for any daily memos and homework assignments.

Early Release Infractions (per semester)

After 2 unexcused releases (or 4 excused)	Parents are notified by letter, handed to guardian at dismissal the following day. Students who ride the bus, car pool, or are picked up by a guardian will be handed their own envelope to deliver to the parent.
4th unexcused release (or 8 th excused)	Thirty minute after school detention. Notification by phone or in person.
6 th unexcused release (or 12 th excused)	Thirty minute after school detention. Notification by phone or in person.
7 th unexcused release (or 14 th excused)	Prosecuting Attorney's Office notification may be sent. Meeting is scheduled to solve early dismissals.
10 th unexcused release (or 20 th excused)	Student may be referred to Monroe County Attendance office (Prosecuting Attorney).

Students are expected to be picked up between 3:10 p.m. and 3:25 p.m. Please be considerate. Any students that are not picked up by 3:25 p.m. must go to Child Care and will be charged accordingly.

ACADEMIC INFORMATION

LEARNING FAMILY PROCEDURES

Grades K – 4

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

Grades 5 – 8

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

HOMEWORK

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

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

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

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

Kindergarten – 1 st grade:	10 minutes	5 th grade:	50 minutes
2 nd grade:	20 minutes	6 th grade:	60 minutes
3 rd grade:	30 minutes	7 th grade:	70 minutes
4 th grade:	40 minutes	8 th grade:	80 minutes

PROGRESS REPORTS & REPORT CARDS

The K-4 continuum serves as an assessment reporting system for our K-4 students, while 5th-8th grades receive a graded card. Complete checklists (K-4), narrative reports and student-led conferences are used to provide a comprehensive picture of individual learning and development. Teachers observe and record behaviors and gather examples of student work throughout the year. Report cards will be given four times a year with conferences being held in the spring and fall. Progress reports are given three times a year at mid-quarter.

CONFERENCES

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

GRADING SYSTEM FOR GRADES 5-8

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

FIELD TRIPS

New Bedford Academy students have the opportunity to go on numerous field trips throughout the school year. These extended learning opportunities are educational and fun. Parents/Guardians will receive notice of a field trip in advance of the time for the trip. A permission slip, included in the notice, must be returned with the money needed for the trip in order for a student to participate. If a field trip extends through the lunch periods students must pack a lunch. While on the field trip, students are required to dress according to the school code. Students on a field trip are under the direct responsibility and supervision of the teacher.

STANDARDIZED TESTING

Each spring students in grades 3-8 are required to take the State's standardized test. Parents will receive copies of results as soon as they become available. Students in grades K-8 will also take the electronic on-line test (NWEA) in the fall, winter, and again in the spring.

EMERGENCY PROCEDURES

EMERGENCY CLOSINGS

Since transportation is the parents'/guardians' responsibility, New Bedford Academy's own name will appear on the crawl across the bottom of the TV screen to announce any closings or bus delays. It is important that you listen to the following radio or watch the following TV stations for announcements about NBA cancellations and/or emergency closings.

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

Parents can also sign up for remind 101 which is a text message or email system. Instructions are located in the office.

Parents should have an emergency plan ready that is understood by their child in case of an emergency closing of the school.

TORNADO WATCH – TORNADO WARNING

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

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

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

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

FIRE DRILLS

By law, each school is required to provide fire drills during the school year. Every attempt will be made to hold drills during appropriate weather.

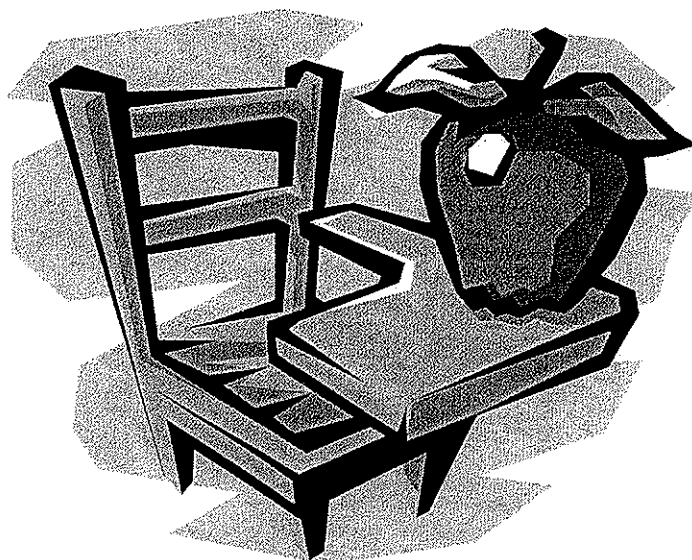
LIGHTNING

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

EVACUATION

Should there be a need to evacuate the building for any reason, all staff and students will go to the parking lot of Faith Baptist Church located behind the school on Whiteford Center Road.

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



GENERAL SCHOOL POLICIES

ADMINISTERING MEDICATION TO STUDENTS AT SCHOOL

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

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

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

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

VISITORS

For the safety of all students and staff at New Bedford Academy, all visitors including family members must report to the office. If they have legitimate business in the classrooms, they must sign in, state their reason for being in the building, and obtain and wear a visitor pass or parent/guardian badge. At the conclusion of their visit, we ask that all visitors return to the office and sign out.

The reason for these precautions is two-fold:

1. to protect the students
2. to keep track of all persons in the building in case of emergency

New Bedford Academy welcomes visitors and encourages parents/guardians to visit the classroom. However, students may not invite friends to visit the classrooms. All visits must be scheduled through the office.

We ask that visitors check in at the office even after dismissal. Again, this lets us know who is in the building and gives us a chance to let the teachers and/or Child Care know that someone is on the way to their room. This is a courtesy and safety issue and your cooperation is appreciated.

STUDENT SUBSCRIPTIONS

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

POLICY REGARDING HAVING EXPENSIVE ITEMS AT SCHOOL

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

GRIEVANCE PROCEDURE

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

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

CORPORAL PUNISHMENT

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

CHILD ABUSE

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

NON-DISCRIMINATION

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

EQUAL EDUCATION OPPORTUNITY

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

TRANSPORTATION

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

SCHOOL BUS RULES AND CONSEQUENCES

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

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

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

Consequences for Misconduct on the School Bus

1st Offence

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

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

2nd Offence

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

3rd Offence

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

STUDENT ATTENDANCE POLICY

Good attendance is essential to academic success and New Bedford Academy has the obligation to set minimum standards. Students are expected to be in school every day. Parents are responsible to see that their son/daughter is in school and that the requirements of the attendance policy and procedures are met. **Parents are required to call New Bedford Academy when their son/daughter will be absent from school. Any absence not called in is considered unexcused.**

ABSENCES

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

Five (5) Days: A **NOTIFICATION OF EXCESSIVE ABSENCE** form is sent to the parents.

Ten (10) Days: A **NOTIFICATION OF EXCESSIVE ABSENCE** Prosecuting Attorney's notification is sent. A conference with the principal is scheduled to solve absenteeism and a doctor's excuse will be required for each future absence.

Twelve (12) Days: A **NOTIFICATION OF EXCESSIVE ABSENCE** may be sent to the Monroe County Attendance Officer (Prosecuting Attorney).

6. Students who skip school will be assigned one hour of detention for each hour truant.
7. Absences due to out of school suspensions are unexcused. The student is required to complete a packet of work given to him/her by the teacher. Teachers are *not required* to give out make-up work for unexcused absences, and grades will be adversely affected.
8. School activities, such as field trips, student council meetings, etc. are not considered as absences.
9. Students who are absent on the day of a planned extracurricular activity, such as a dance or sporting event, will not be allowed to participate in or attend that activity without prior permission from the administrator.

TARDINESS

1. Students are expected to be settled in their classrooms at 7:45 a.m., when school begins. A student is tardy if he or she is not in the classroom when the final bell rings at 7:45 a.m. Excessive tardiness will result in the Administrator taking further appropriate action. See tardy infractions at the end of this policy.
2. Students reporting to school late must report to the office to be signed in. Any student coming late to school or returning to school from an appointment **must first report to the office**. Any student leaving early must have the parent come to the office and sign the student out before the student is allowed to depart.
3. Any student with five (5) or more tardies in one academic year will not receive a perfect attendance certificate.
4. Oversleeping, siblings not cooperating in the morning, heavy traffic, and repeated car issues (over three), are considered **unexcused** tardies. Being caught by a train, being held up because of an accident on the road, or car issues (flat tire, dead battery, etc., three or less), weather / road conditions (fog, ice, snow), dental / doctor appointments (with slip from Dr.), are examples of **excused** tardies.
5. Excused tardies also have negative impacts on the student and on the classroom. The student misses time in class and the class, as a whole, is disrupted when the student arrives late. Therefore, consequences for **excessive excused** tardies are also listed below (with every two excused tardies counted the same as an unexcused tardy).

If the habit of being on time is formed early, the pattern will be carried throughout the years to come.

Tardy Infractions (per semester)

After 2 unexcused tardies (or 4 excused)	Parents are notified by letter, handed to guardian at dismissal. Students who ride the bus, car pool, or are picked up by a guardian will be handed their own envelope to deliver to the parent.
4 th unexcused tardy (or 8 th excused)	Thirty minute after school detention. Notification by phone or in person.
6 th unexcused tardy (or 12 th excused)	Thirty minute after school detention. Notification by phone or in person.
7 th unexcused tardy (or 14 th excused)	Prosecuting Attorney's Office is notified. Meeting is scheduled to solve tardiness.
10 th unexcused tardy (or 20 th excused)	Student may be referred to Monroe County Attendance office (Prosecuting Attorney).

CLASSROOM MANAGEMENT

TASK CARDS

Classroom management is school wide at New Bedford Academy. The Task Card system is used at all levels of learning and whenever a student is in the care of any staff or faculty.

Task cards consist of colored cards. Students begin each day with five colored cards. Classroom/School rules are discussed with each student. When a student chooses to ignore a rule, the teacher will request that the student pull a card. Age appropriate consequences are given. Each classroom has a reward system built into their program and it may differ from room to room.

When staff/faculty feels the behavior is greater than the task card system covers, the student is taken to the office. The administrator, teacher, and student then sit down and discuss the concern. At that time all listen and give sample solutions in case the problem arises again. After the discussion takes place, the student and administrator decide on a fair consequence.

A suspension could be issued if the administrator and teacher feel it is warranted. The parent/guardian is notified of the problem and the decision to suspend; the student is to go home at that time. A suspension packet or other work is given for the number of days the student is suspended. The student is not to return to school until the work/packet is completed and the number of suspended days is served. Upon returning to school, the student, along with the parent/guardian, will meet with the administrator as a follow-up activity.

The following list describes Task Card consequences as observed in each classroom.

Lake Ontario (K-1)

1. Warning
2. 5 min. Time out
3. 10 min. Time out
4. Phone call to parent/guardian and 15 minutes from Choice Time activity
5. Conference with parents

Lake Superior (1-2)

1. Warning
2. 5 min. Time out
3. 15 minutes of Silent Choice Time
4. 30 minutes of Silent Choice Time and the student must phone parent/guardian
5. 30 minute detention after school

Lake Michigan (3-4)

1. Warning
2. 15 minutes from Recess
3. 15 minutes from Recess / Call Home
4. 30 minute detention after school and call home to inform parents
5. 45 minute detention after school and call home to inform parents

Lake Huron (5-6)

1. Warning
2. 15 minute Detention after school and call home
3. 30 minute Detention and phone call to parent/guardian
4. 45 minute Detention after school
5. Suspension

Lake Erie (7-8)

1. Warning
2. 15 minute Detention / Call home
3. 30 minute Detention / Call home
4. 45 minute Detention / Call home
5. Suspension

MISSING ASSIGNMENTS

Lake Ontario (K-1)

Parent/Guardian will be notified by phone when a student has an excessive (5 per quarter) number of missing assignments. This includes a missing signature on the student agreement from the parent/guardian. Students will complete missing assignment during morning work time.

Lake Superior (1-2)

Student will stay in at recess time to complete missing assignment. Missing assignments will be recorded for 2nd graders starting the second semester.

Parent/Guardian will be notified by phone when a student has his/her 10th (per quarter) missing assignment to schedule a conference. This includes a missing parent/guardian signature on the student daily agreement.

Lake Michigan (3-4)

Parent/Guardian will be notified in written form or by phone. Missing assignments will be issued when work checked in is incomplete or missing. This includes a missing parent/guardian signature on their daily agreement.

The following steps will be taken for incomplete and/or missing work.

1. Written notification/student stays in at Recess Time to complete missing assignment.
2. Written notification/student stays in at Recess Time to complete missing assignment.
3. Written notification/student stays in at Recess Time to complete missing assignment/Conference with parent/guardian in person or by phone.
4. Written notification/student stays in at Recess Time to complete missing work.
5. Written notification/ Phone call home/30 min. detention.

Missing Assignment Policy will be applied on a quarterly basis.

Lake Huron (5-6) / Lake Erie (7-8)

Parent/Guardian will be notified in written form or by phone. Missing assignments will be issued when work checked in is incomplete or missing. This may include a parent/guardian signature on their daily agreement when needed for students.

The following steps will be taken for incomplete and/or missing work.

1. Written notification.
2. Written notification.
3. Written notification / phone call home.
4. Written notification.
5. Written notification / phone call home / 30 mins. Detention after school. Parent, teacher, and student conference will be held to discuss missing assignments.

Missing Assignment Policy will be applied on a quarterly basis.

HOT LUNCH AND MILK PROGRAM

New Bedford Academy does not have a cafeteria. However, we will use our gymnasium as a lunchroom and a hot lunch line service area. Parents may purchase 4- or 8-day lunch tickets (as many as desired) by placing cash or check in an envelope (clearly labeled "LUNCH" with the child(ren)'s name, date, and the number of lunches requested). Envelopes may be delivered to a teacher or directly to the office. Tickets will be punched as used and held until empty. Any unpunched lunch cards will be tallied and the money refunded at year's end. The price for lunch will be set at the beginning of each year and will include a half-pint of milk. No single (one day) tickets will be issued, however, **lunch may be purchased with cash given to the teacher**. No receipts are written for daily cash purchases. Students who forget their lunches may charge a meal and a bill will be sent home that day. Charging lunches should occur rarely and only in the event of an emergency. Only one (1) lunch may be charged within a single week. Payment for a charged meal is expected the following school day (**no further charges may be made until account is current**). Students without a lunch who have an unpaid balance may call home for a lunch or lunch money to be brought to school.

Milk tickets may be ordered separately from lunch if desired. Parents may purchase 10 or 20-day milk tickets by placing their cash or check in an envelope which is clearly labeled, "Milk", with their child's name and the number (10, 20, or multiples thereof) ordered. **Milk may be purchased with cash in the cafeteria (\$0.50)**. No receipts will be rendered for single purchases. Students will not be allowed to charge milk. Milk will not be available on Fridays.

Each month we send home a menu describing the lunches and the days that a particular lunch will be served. We ask that you choose the lunches your student desires and submit your requests for tickets as described above. Keep the monthly menu posted at home as a reminder of the days your child will be eating a school lunch. Monthly menus are always available in the lobby information rack.

LUNCH PERIOD

NBA has two lunch periods. Kindergarten through fourth grade go to lunch at 11:40, while the fifth through eighth grade students go to lunch at 12:15. Students with lunch boxes should have their name and grade clearly marked on the outside. If a student forgets his/her lunch, they will be provided with a lunch from our food service line, and we will send home the bill for that meal, for which payment is expected the following day. No student is to go without lunch. Students may bring drinks for lunch. However, we ask that they do not bring drinks in glass and **NO RED** drinks are allowed because red stains do not come out of the carpet, tables, gym floor, and clothing.

RECESS

Recess is provided for students in grades K-4 each day. Students in grades 5-8 will have recess at their teachers' discretion. Students should dress appropriately for all weather conditions. Outside Recess Time will not be offered if the weather is inclement or if the wind chill index is at or below 20° F.

Supervision and facilitation of all Recess Time is the responsibility of the Paraprofessionals and classroom teachers. Paraprofessionals must have their First Aid Kits, provided in fanny packs, with them throughout Recess Time. The Para in charge using her/his First Aid Kit will attend to minor injuries. Basic First Aid should be administered promptly. More serious injuries will be dealt with accordingly. The adult in charge must document more serious injuries. Forms for this documentation are available in the office. Paras should also have a foghorn for outside Recess Time.

Recess Time discipline is the same as classroom discipline. With any inappropriate behaviors that create “physical danger” issues, we have the students sit on the wooden edges of the playground. Our playground aides do not yell at the students. If someone is hurt, one adult will help the injured child while another attends to the other children. Our students are never left unattended on the playground.

PLAYGROUND ETIQUETTE

- Do not dodge and/or run between parked cars.
- Always watch for traffic coming into or leaving the parking lot.
- No running or chasing in the equipment area.
- No rough housing in either area.
- No pushing.
- No aggressive sports play.
- Be considerate and courteous of others including the adults who are supervising.
- When the whistle blows, **EVERYONE** is to **FREEZE**.
- If a student does not follow the guidelines, they will be asked to sit for five minutes.
- Line up single file and walk into the building quietly when Choice Time is over.

