

**NEW BEGINNINGS
HIGH SCHOOL
2017-2018**



**NEW BEGINNINGS HIGH SCHOOL
204 E. MUSKEGON STREET
CEDAR SPRINGS, MI 49319
(616) 696-1203 MAIN OFFICE**

**HIGH SCHOOL ADMINISTRATION
Stacey Jennette, Principal ext. 1801
Jolie Malon, Secretary ext. 1805
FAX (616) 696-0296**



Dear Students:

Welcome to the 2017-2018 school year at New Beginnings Alternative High School. New Beginnings has a tradition of differentiating the way instruction is delivered to all learners, and there will be many opportunities for you to contribute to the culture of the building. Our hope is to assist you in setting realistic goals, encourage you to have high expectations, to do your very best, and prepare for life after high school.

This handbook outlines not only the expectations for behavior but also information that can help you make good choices this year. Please see the New Beginnings secretary or principal if you have any questions which are not addressed in the handbook.

I look forward to learning and growing with you.

Sincerely,

**Stacey Jennette
Principal**

Notice

The Cedar Springs Public Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its programs or activities.

The following person has been designated to handle inquiries regarding the non-discrimination process: Ms. Carrie Duddles, Human Resource Department, 204 E Muskegon St, Cedar Springs, MI 49319, (616) 696-1204.

CEDAR SPRINGS PUBLIC SCHOOLS MISSION STATEMENT

Cedar Springs Public Schools is a welcoming, inclusive educational environment where students are challenged to reach their potential, and are prepared for life beyond school.

NEW BEGINNINGS HIGH SCHOOL VISION STATEMENT

New Beginnings Alternative High School is committed to providing an opportunity for students to earn credit toward graduation in a small environment, with increased support, using differentiated teaching strategies and materials. In addition, the school serves as an alternative means by which to earn a diploma after being expelled from the traditional high school. To this end, the staff is committed to providing a safe and stimulating environment in which students may grow academically and develop social skills to prepare them for life after high school.

NEW BEGINNINGS HIGH SCHOOL BELIEFS

- All students are unique individuals with diverse cultures and experiences
- Every student can learn, and this does not stop because we leave HS.
- An education includes the mastery of academic skills, development of life skills, and an appreciation of the Arts
- Student achievement relies on the commitment of: students, parents, faculty, and community
- Thinking strategies and the *Habits of Mind* are key components to success in life
- Exemplary professional practices make a difference in teaching, learning, and student achievement
- Frequent monitoring of student progress contributes to student success
- Rigor, relevance, relationships, and reflection are our academic foundation
- An orderly, respectful, and expectation based environment is required in developing the whole student
- Collaboration from all stakeholders is critical to achieving our mission and vision
- Research and data guide our decision making

RESIDENCY

Students attending New Beginnings High School must meet certain residency requirements (See CSPS Board Policy 5111):

- Student must reside within the Cedar Springs school district
- Students under 18 years of age must be living with their parent(s) or legal guardian.
- Non-resident students wishing to attend New Beginnings High School must obtain permission from the Cedar Springs Superintendent.

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I. ADMINISTRATIVE POLICIES & PROCEDURES

A. ACCIDENTS

For your own safety, any accidents or serious illnesses which occur in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report should be completed for all occurrences.

B. EMERGENCY PROCEDURES

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures. These instructions are posted in each classroom.

1. FIRE

- The alarm will sound.
- All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
- Students are not to go to their lockers or to the restroom.
- While outside, students must stay at least 200 feet from the building.
- Students are to remain outside until the "all clear" is announced.
- If a fire drill occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

2. SEVERE WEATHER

A tornado watch means that conditions are favorable for the development or occurrence of severe thunderstorms and possibly tornadoes. A tornado warning means a funnel cloud or tornado has been visually sighted or indicated on radar. Students and staff need to proceed with appropriate protective measures in either event. Students will not be dismissed in a tornado warning. The school keeps contact with the local authorities in case of a tornado warning.

3. SNOW DAYS

In case of excessive snow or other severe weather, which may lead to school being closed or delayed, students and parents are asked to listen to one of the local radio stations, watch one of the local television channels or look for information online at www.csredhawks.org. You may also contact the school at 696-1204.

4. CRITICAL INCIDENTS RESPONSE PROCEDURE

Cedar Springs High School is working hard to foster a safe environment for your child by working on preparation and prevention. We believe that safe schools do not happen automatically. Safe schools require collaboration and support from students, parents, faculty and community.

Cedar Springs High School has developed a response plan that outlines the responsibilities of all school employees during a crisis situation at Cedar Springs High School. The goal of this response plan is to protect students and staff from serious injury.

If a parent or student observes any person in or on school grounds who does not belong, they need to contact the office immediately. When Students hear the words **"CODE RED"** they need to promptly and calmly go to the nearest classroom and seek instruction from the teacher. When in the room, find the least observable wall and seek cover. At no time should a student attempt to confront or apprehend a suspect. When the school is in a lock down mode, students are not to leave the room until directed.

5. LOCK DOWNS: RESPONSIBILITIES OF STUDENTS

- a. Promptly and calmly go to nearest attended room or assigned classroom; do not loiter, look for friends, go to the restroom or engage in any other activity.
- b. Obey the teacher or school employee in the room at all times.
- c. Place desks, tables, chairs, etc. against the least observable wall in a secured, attended room and lay in the space between the furniture and the wall; stay concealed at all times.
- d. Do not attempt to talk to or apprehend suspect at any time.
- e. If you are unavoidably confronted by a suspect, do not display disagreement, anger, hostility or any behavior that may cause a violent response; act compliant
- f. Do not leave the room for any reason until you are directed.

II. ATTENDANCE

A. STATEMENT OF PHILOSOPHY

At New Beginnings High School we believe that regular and punctual class attendance by students will result in:

1. High achievement
2. Safe and secure and orderly school environment
3. High morale
4. Better preparation for after high school

Students are expected to attend all classes regularly and to be on time in order to receive maximum benefit from the instructional program, to assist in keeping disruption of the educational environment to a minimum and to develop habits of punctuality, self-discipline and responsibility. While it is possible for an absent student to make up some missed schoolwork, it is impossible to completely compensate for an absence from class.

B. ATTENDANCE: STUDENT/PARENT RESPONSIBILITIES

1. Students are expected to arrive on time and attend all assigned classes. *In order to excuse an absence, parents must call the New Beginnings High School office at 696-1203 within 24 hours of the absence. A telephone answering service is in operation to take calls 24 hours a day.*
2. New Beginnings High School is an open campus for juniors and seniors. This means that freshman and sophomore students are not permitted to leave the campus during the school day without prior parental permission. If a student must leave campus during the school day, the parent/guardian must contact the office in advance, stating the hours of absence, giving permission to issue a pass to the student. Students leaving campus (with parental permission) must sign out at the office and sign in upon return.
3. The day a student returns from an absence she/he must contact each teacher to arrange make-up work. All students are expected to make up work for all absences.
4. We urge parents to consider school hours and the school calendar when planning vacations, medical and dental appointments, college visits or other pre-planned activities.

C. APPROVED EXTENDED/PRE-PLANNED EDUCATIONAL ACTIVITY ABSENCE

A Planned Absence Form must be completed by the parent/guardian if the student plans to be absent three or more consecutive days during the regular school session or if she/he plans on being absent. This form is then submitted for approval to the Administration five or more days prior to the first day of the extended absence.

D. EXCUSED ABSENCES

New Beginnings High School encourages regular attendance on the part of all students. Students who are absent from school risk academic failure and loss of credit.

E. CLASS CREDIT and ATTENDANCE

1. Each student is allowed 6 absences (excused or unexcused) per quarter/nine weeks. School initiated absences, such as out of school suspensions and field trips, are the only absences that will not be included in the six absences.)
 2. Flexibility must exist within our attendance policy. Therefore, the **6 days** are intended to be used when necessary by students for absences such as:
 1. **Illness**
 2. **Personal business** – church related activities, college visitation, family emergencies, family vacation, private vacation, and private transportation problems.
 3. **Death in family**
 4. **Professional appointments** – which cannot be made after school. (dentist/doctor, court appearance)
 5. **Approved planned absences**
- The school reserves the right to accept or deny the reason for absence.
 - Students who are reported absent by their parent/guardian for one or more of the above reasons **within 24 hours** shall have the absence recorded as an EXCUSED absence.
 - Those students who must leave after the start of class on official school business will not be recorded as absent.
 - All other absences shall be recorded as UNEXCUSED including absences not reported in 24 hours. Disciplinary action or reduction of grades could occur.

F. TARDIES

Tardiness is defined as “Failure to be in the assigned classroom when the tardy bell rings.” It is generally acknowledged that prompt arrival to all classes is a reasonable expectation and, therefore, a responsibility of all students.

1. Passing time between classes will be 3 minutes.
2. Per teacher syllabus, a student will be tardy if he/she is not in his/her assigned classroom when the bell rings, or assigned seat.
3. Tardies will be unexcused except for pre-arranged dental and medical appointments, a verifiable emergency as determined by the administration, or tardiness excused in writing by a staff member. Phone call from guardian to excuse the tardy, must be received before student’s arrival at school.
4. If a student is tardy more than 10 minutes, he/she will be marked absent for the entire hour unless he/she receives an excused admit slip from the office.
5. The accumulation of 3 tardies in any class period will be equal to 1 absence in that class.

G. MAKE-UP WORK

It is the student's responsibility to make up any required work the student may have missed during their excused absence from a regularly scheduled class. Teachers should be asked for make-up work the day the student returns to school. Class work is to be made up at a time mutually convenient to the student and teacher involved with one(1) school day of make-up time allowed for each day of an excused absence (or as stipulated by an I.E.P.)

In cases of absence due to truancy, the teacher has no other responsibility than to see that the student has the opportunity to cover the subject matter missed. Students may make up work for a day of disciplinary suspension. A student who has been expelled by the Board of Education has no opportunity to do make-up work, receive credit or participate in any school functions except for a student under age 16 (or by I.E.P.) who will be given an alternate means of making up the work, but will not receive credit or participate in any school functions.

During the student's absence due to a pre-arranged trip, there are likely to be tests. The teachers have the choice of : (1) requiring the student, within a reasonable length of time, to take a make-up test during the scheduled make-up period and count the mark when establishing averages; or (2) ignoring the test completely, not penalizing the student, with the student's average being based on what the student has otherwise done. It is recognized that emergency situations will exist. Under circumstances, arrangements shall be made at the earliest possible date.

III. ACADEMIC POLICIES

A. APEX Online Learning System

APEX provides core and elective instruction in a virtual school setting for credit recovery for students behind in credits. The courseware is aligned to state and national standards and helps students recover and accrue credits for graduation. This program is free of charge to NBHS students. Any student interested in or in need of credit recovery should meet with the building secretary. Students will use school technology and work on courses at school as a part of the school day.

B. TESTING OUT

Apex offers Prescriptive courses that allow a student to “test out” or remove those units for which proficiency is reached.

C. NEW BEGINNINGS CREDIT REQUIREMENTS



Starting with 2016 & After

ENGLISH	4 Credits
SOCIAL SCIENCES	3 Credits 1- World History 0.5- Econ 0.5- Gov 1- US History
MATHEMATICS	4 Credits Algebra I, Geometry, Algebra II & Math related course Senior year
SCIENCE	3 Credits Must include Biology, Chemistry/ Physics and Science Elective
PHYSICAL EDUCATION	0.5 Credits Physical Education
WORLD LANGUAGE/ VISUAL AND PERFORMING ARTS	2 Credits 2- World Language & 1 VPA Or 1- World Language & 2- VPA
HEALTH	0.5 Credits Health
TOTAL REQUIRED	18

D. Early Graduation

Students who have met all graduation requirements before the end of their senior year, must submit, in writing, a letter to the principal requesting early graduation, nine weeks prior to intended graduation date.

IV. DISCIPLINE POLICIES

CONDUCT

At New Beginnings High School, we strongly believe that in order to have a quality learning environment, all students must choose responsible behaviors. We understand that students sometimes choose behaviors based on a need for belonging, power, freedom or even fun. This is okay as long as it does not violate the needs and/or rights of other students and staff. With freedom comes responsibility, and students who disrupt the learning of other students or disrespect others, will be held accountable for those choices. Restorative Justice practices will always be the default when addressing student conduct. In some cases, discipline may also be necessary.

Discipline Code of Conduct:

One of the major purposes of a student code of conduct is to assist the student in the development of the qualities of responsibility and respect for the rights of others. It is hoped that students will view the regulations as a necessary and desirable means by which the school provides each student with the most favorable atmosphere for learning. New Beginnings High School is committed to having a Multi-tiered system of supports for students. This is done through Positive Behavioral Interventions and Supports (PBIS). PBIS is an evidence-based framework for assisting school personnel in adopting and organizing behavioral interventions into a continuum of support for students. At times, some behaviors may result in disciplinary action. The list below is an example of unacceptable behaviors, but it is not intended to be all-inclusive. These policies apply to all school-related activities while students are on and off school property, before or after school, and when en-route to and from school or school activities on district provided transportation.

SECLUSION & RESTRAINT

Students will only be secluded or restrained in an emergency situation where the student is a danger to himself/herself or others. (Board Policy 5630.01, MCL 380.1307)

A. DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- **Students Subject To Short-Term Suspensions:** Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for

making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

- **Students Subject To Long-Term Suspensions or Expulsion:** A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01)

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

B. STUDENTS RIGHTS AND RESPONSIBILITIES

1. SEARCH AND SEIZURE (See Board Policy 5771)

Cedar Springs Public Schools reserve the right to call in law enforcement officials and canine teams at any time during the school year in order to perform searches on school property. The canine unit will be allowed access to all school property including the parking lots. The school administration retains the right to search areas assigned to students (such as lockers, desks, etc.) as well as vehicles on school property. Refusal to search vehicle will result in three day out of school suspension and revoking of vehicle permit. Student personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. School authorities may search a student's person, if such authorities have a reasonable suspicion that illegal or stolen items are likely to be found on the student's person. Such searches will be done only by members of the same sex and will be done in a manner that respects the dignity of the student.

2. AGE OF MAJORITY

The State of Michigan Age of Majority legislation states that students who are 18 years old have rights and privileges of adulthood. In accordance with this law, we are required to accept this request and now have in our records a statement signed by the son/daughter indicating sole responsibility for all things pertaining to the student's educational record at Cedar Springs High School. While the school has no choice but to follow the legislative mandate of our

State, the parent certainly can deny the signing of this request if his/her child is still living in his/her home.

3. IDENTIFICATION

All persons, upon request, must identify themselves to proper school authorities when in the school building, on school grounds, or at school-sponsored events. Students must have IDs with them.

4. STUDENT CONDUCT

Students are responsible for being obedient and maintaining self-control and courtesy when talking with school personnel.

5. STUDENT RECORDS

Students have the right to examine their own disciplinary files and transcripts under proper school supervision. A student must make an appointment with the proper school official in order to examine disciplinary files and/or transcripts.

C. DETENTION PROCEDURES

If a student is assigned a detention, he/she will receive a detention notice via email which will state the nature of the offense and the number of detentions assigned. A copy of this notice will be sent to the student's parents as well. If there is a need for additional detentions in the same class, the teacher will assign additional detentions. If the detention has not been served within the days allotted, suspension may result.

D. SUSPENSION

The principal or designee may deny a student the right to attend school or to take part in any school function for a period not to exceed ten (10) days for infraction of school rules.

Suspensions for code of conduct violations that are not of mandated length will be progressive per similar occurrence:

1st occurrence: 1-3 days

2nd occurrence: up to 5 days

3rd occurrence: up to 7 days

4th occurrence: up to 10 days and possible recommendation for expulsion

If a student is to be suspended, a notice is written by an administrator, a copy is given to the student and a copy is sent home. Contact is made with the parent by telephone, if possible, indicating the reason for suspension, length of suspension, and notification of parental rights to review the suspension. Parents also have the right to ask for an appeal of the suspension if the handbook procedures and disciplinary consequences were not followed (see due process).

Students on suspension are not allowed on campus during regular school hours or to attend any extra-curricular activities. Students on suspension are not eligible to participate in any extra-curricular activities during the period of suspension. Students suspended may not attend the next major dance of the school year (i.e. Homecoming, Swirl, Prom).

Note: School cancellation due to inclement weather, holiday breaks, scheduled in-service days, etc. do not count as days of suspension.

E. EXPULSION

Student exclusion may be by expulsion or by temporary suspension. Expulsion is solely within the province of the Board of Education and is its direct responsibility.

The authority to temporarily suspend is delegated to the building administration. The criminal or offensive nature of any student's actions or behavior and effect of such actions or behavior on the orderly progress of a class or school program, or to the safety, health, physical condition and general welfare of other school students and of school employees shall be among the factors considered in the expulsion of that student from school.

Suspension or expulsion of any student may be authorized or ordered for causes other than for deviations from good behavior. Students having bodily or health conditions or habits detrimental to the school may be excluded whenever, in the judgment of the superintendent (staff, as deemed appropriate) and the Board of Education, the interests of the school demands it.

Police officials must have permission of the administration to interview a student during school hours. A student may be interviewed during school hours by a police official only when an administrator (building representative) is present. No child shall be removed from school for the purpose of an interview by the police except by lawful exercise of police authority. In addition, the school district feels it best that parents be notified, if possible, when students are to be interviewed by police officials. Campus Security may interview students for school-related incidents.

V. DISCIPLINE CODE

A. BULLYING

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow administration to determine the appropriate course of action.

1. **“Aggressive Behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

2. **“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

3. **“Bullying”** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- Adversely affecting the ability of a student to participate in or benefit from the school district’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; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.

- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti

4. **“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

5. **“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

6. Procedure to follow:

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal or other administrator as designated shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

7. Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

B. CYBER BULLYING

Cyber bullying is when one or more people use technology to intentionally harm, harass, intimidate, or reject another student or staff member.

- Sending mean or threatening messages to a classmate or staff via email, IM (instant messaging), or text messages.
- Spreading rumors about classmates or staff through email, IM, or text messages.

- Using a Web site or “Facebook” (or other social-networking) account that targets another student or staff member.
- Sharing fake or embarrassing photos or videos of classmates or staff with others via a cell phone or the Web.
- Stealing a classmate's or a staff member's login and password to send mean or embarrassing messages from his or her account.

C. ELECTRONIC COMMUNICATION DEVICES

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the district. Use of the device shall be limited to the period before classes begin in the morning and after the last class in the afternoon. The device may also be used between classes and during lunch period. **Such devices shall not be used during instructional time.** All devices shall remain out of view during class time.

The Board recognizes that it is a crime in Michigan to use any electronic device to take photographs of or otherwise record individuals without the consent of the person entitled to privacy. Therefore any personal communication device that provides a wireless, unfiltered connection to the Internet or has the capability to take photographs of any kind is prohibited to be carried during school hours. They are also prohibited from school restrooms and locker rooms at all times.

Students violating this policy shall be subject to disciplinary action:

First offense: Confiscation of device until the end of the day.

Second offense: Confiscation of device until the end of the day and parent must pick up by 3:30 that day.

Third offense: Student will be on a 5-day Device Ban. The student must check phone in at the office each morning and will retrieve it at the end of the day.

Fourth offense: Confiscation of device, parent may pick up by 3:30, 3 days OSS.

Fifth and Subsequence violations: Student placed on progressive discipline plan beginning with a 5 day out of school suspension.

D. HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any other District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation in any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates
-

E. ONLINE POLICY

The use of electronic resources is supported provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken. Please be aware that the use of websites that allow users to bypass the security and content filters in place of our network are considered an inappropriate use of the computer system. Any computer user visiting such sites will have their Internet privileges terminated. The security measures in place are designed to protect the safety of our students and the systems essential to our daily operations. Anonymous Proxy sites along with any other form of security bypass are not allowed. If any such use is found, the user's account will first be disabled and then their name will be submitted to the school principal.

F. SEXTING

Sexting is defined as taking nude, obscene or pornographic photos and sending them by electronic means. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal pictures or photographs will be punished under the Student Code of Conduct and will be reported to the appropriate law enforcement agency. Board of Education Policies 8260.

VI. BEHAVIORAL CONSEQUENCES FOR DISOBEYING CODE OF CONDUCT

The Discipline Code of Conduct and rules apply en route to and from school, during school, at all school related functions, and while on school property.

A. ACADEMIC DISHONESTY:

CONSEQUENCE:

1. Loss of credit for work done dishonestly, parent contact
2. Loss of credit in the class, parent contact

Cheating/plagiarism in the learning environment means taking or helping someone to take unearned credit for school work. Examples of cheating/plagiarism include but not limited to:

- Copying another student's answers or work.
- Using unauthorized notes on tests and/or quizzes
- Submitting work done by another as your own
- Doing assignments for someone else
- Giving answers to someone else
- Changing answers after test and/or quiz review
- Gaining unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz.

B. AGGRESSIVE/DANGEROUS BEHAVIOR

CONSEQUENCE:

1. 1-3 detentions
2. 3-5 detentions
3. 1-3 days suspension

C. ARSON

CONSEQUENCE:

1. Police contact, parent notification, indefinite suspension & possible recommendation to the Board of Education for expulsion pursuant to PA 328 of 1994; MCL 380.1311

D. ASSAULT-VERBAL OR WRITTEN

USE OF INTIMIDATION, COERCION OR HARASSMENT

CONSEQUENCE:

1. 1-5 days O.S.S., contact parent, possible police referral
2. 5-10 days O.S.S. parent conference, possible police referral, Board of Education hearing possible recommendation for expulsion

Sexual harassment, or harassment or bullying in any form will not be tolerated. Harassment may take different forms. Behaviors that are unacceptable include verbal comments which are degrading, slanderous, or threatening, as well as written notes/ emails, aggressive body

movements, and obscene or threatening gestures. Unwanted physical contact including pushing, shoving, and/or assault are unacceptable. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age, or handicap will not be tolerated.

E. ASSAULT-PHYSICAL/BATTERY OR THREAT ON STAFF MEMBER

CONSEQUENCE:

1. Indefinite suspension, recommendation for expulsion. Board of Education hearing. Possible police referral. Parent/student conference

F. DISRUPTIVE CONDUCT

CONSEQUENCE:

1. 1-3 detentions
2. 3-5 detentions
3. 1-3 days suspension

G. DISTRIBUTING, SELLING OR INTENT TO SELL A CONTROLLED SUBSTANCE OR LOOK ALIKE

CONSEQUENCE:

1. Notify parents, police referral, and indefinite suspension
2. Recommendation expulsion, Board of Education hearing

H. DRESS CODE VIOLATION

CONSEQUENCE:

1. Change Clothes, Written warning
2. Change Clothes and 1-3 detentions
3. Change Clothes and 1 day suspension

Most young adults accept responsibility for their dress and grooming habits. It is hoped that all members of the New Beginnings High School student body will accept personal responsibility for maintaining our school's agreed upon standard of dress and grooming. The students will be the final test for the success and continued use of this code in the future.

The following guidelines shall prohibit student dress, insignia, headwear or grooming practices which:

1. Present a hazard to the health or safety of the student him/herself or to others in school.
2. Interfere with schoolwork, create disorder, or disrupt the educational environment.
3. Create, promote, or contain vulgar, lewd or obscene language, gang affiliation (including bandanas), or illegal activity.
4. Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability.
5. Portray death or destruction.

6. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
7. Are too revealing: Sagging, short skirts/shorts, and tops that do not cover mid-drift and bust area or do not have straps at least 1 inch wide.
8. Hats may be worn during the school day unless wearing the hat or the hat causes a distraction in the learning environment.

I. DRUGS: POSSESSION, USE, OR UNDER INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, LOOK ALIKE DRUGS, OR DRUG PARAPHENALIA WHILE IN SCHOOL OR AT A SCHOOL SPONSORED FUNCTION

CONSEQUENCE:

1. 5-10 Days O.S.S. Police referral, notify parents, and possible Board of Education hearing,
2. Recommended expulsion and completion of an administration approved substance abuse program. Reinstatement at discretion of administration.

J. EXTORTION – BLACKMAIL or COERCION

Obtaining money or property by violence or force, threat of violence or force

CONSEQUENCE:

1. 5-10 days O.S.S. and referral to police.
2. Indefinite suspension, possible expulsion, possible Board of Education hearing.

K. FALSE BOMB/ALARMS THREAT

CONSEQUENCE:

1. Indefinite suspension and possible expulsion, Board of Education hearing, police referral, payment for charges incurred by district

L. FIGHTING

CONSEQUENCE:

1. 3-5 days O.S.S., parent contact, possible recommendation for expulsion Board of Education hearing, possible police referral.
2. 5-10 days O.S.S possible BOE hearing

M. FORGERY

CONSEQUENCE:

1. Notify parents
2. 3-5 detentions
3. Progressive Discipline, Possible referral to police

N. INSUBORDINATION

CONSEQUENCE:

1. Administrative Conference, multiple detentions or possible 1-3 day suspension
2. 3-5 days suspension

O. LARCENY (THEFT) – POSSESSION OF STOLEN PROPERTY

CONSEQUENCE:

1. Minimum 1-10 days suspension, possible referral to police, return or repayment of stolen item(s).
2. 5-10 days suspension, possible recommendation for expulsion.

P. PDA-EXCESSIVE DISPLAY OF AFFECTION

CONSEQUENCE: (hand holding is allowed)

1. Written Warning
2. 1-3 Detentions
3. 3-5 Detentions and Parent Contact

Q. PROHIBITED ITEMS- POSSESSION

See prohibited items list below

CONSEQUENCE:

1. Confiscation for one day and 1-3 detentions
2. Confiscation for one week and 3-5 detentions
3. 1-3 days O.S.S. and item will only be returned to parent/guardian

● **Prohibited Items**

Students may not use the following items at school, or at school events without the explicit permission of an administrator.

A school employee has the right to confiscate such items at the time of the offense.

1. Cameras, laser pointer or any other electronic items of distraction.
2. Lighters, matches
3. Gang paraphernalia, such as rags/bandannas, etc.
4. Knives (blade under 3 inches – over 3 inches in considered a dangerous weapon), screwdrivers and/or other items designed or easily used to cause physical harm.
5. Animals, pets, etc.
6. Backpacks/purses (larger than 4" x 8") during the school day
7. Prank items
8. Chains
9. Gambling items
10. Skateboards/rollerblades
11. Latex balloons

R. PROFANITY

CONSEQUENCE:

1. Written Warning
2. 1-3 Detentions
3. 3-5 Detentions

S. PROFANITY DIRECTED AT A STAFF MEMBER OR STUDENT

CONSEQUENCE:

1. Administrative Conference, 1-3 days suspension
2. 3-5 days suspension

T. SKATEBOARDING/ROLLERBLADING ON SCHOOL GROUNDS:

CONSEQUENCE:

1. Confiscation of skateboard, rollerblades, "razor" or "Heelys" only to be returned to a parent/ guardians
2. Possible police referral per board policy
3. Progressive Disciplinary Action, if necessitated or required

Skateboarding, roller skating, roller blading and similar activities are prohibited on all Cedar Springs Public Schools property. It shall be unlawful and considered trespassing and the breaking of school rules, for any person utilizing or riding upon any skateboard, roller skates, roller blades or similar device to ride or move about upon school property.

U. SKIPPING/LEAVING SCHOOL BUILDING WITHOUT PERMISSION

(Must have parent permission to leave and confirmation from office staff)

CONSEQUENCE:

1. One detention for every hour missed.

● **SKIPPING/LEAVING SCHOOL BUILDING WITHOUT PERMISSION (DURING LUNCH)**

CONSEQUENCE:

1. 1-3 lunch detentions
2. 3-5 lunch detentions
3. Loss of open campus for one calendar year (365 days)

V. TARDIES (UNEXCUSED): (phone call from guardian must be received before student's arrival at school)

CONSEQUENCE:

1. Warning
2. One (1) detention for each additional tardy
3. Tardy Support Plan at 4 tardies (closed campus for 1 week, then for quarter)

W. TECHNOLOGY: INAPPROPRIATE USE OF SCHOOL TECHNOLOGY

CONSEQUENCE:

1. Loss of computer privileges for 10 school days
2. Indefinite loss of internet privileges only to be reinstated with administrator approval.

X. TOBACCO OR E-CIGARETTE DEVICE (any form)-POSSESSION

CONSEQUENCE:

1. 1-3 detentions, parent contact

2. 1-3 days O.S.S.
3. 5 days O.S.S.

- **TOBACCO OR E-CIGARETTE DEVICE IN SCHOOL-USE**

The smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

CONSEQUENCE:

1. 1 day OSS
2. 3 days OSS, parent contact
3. 5 days OSS, possible police referral, parent conference. Possible Board of Education hearing.

Y. WEAPONS: MACE, PEPPER SPRAY, EXPLOSIVE DEVICES, FIREWORKS, DANGEROUS OBJECTS, FIREARMS OR FACSIMILES

CONSEQUENCE:

1. O.S.S., notify parents, contact police, possible recommendation for expulsion Board of Education hearing. Michigan School Code Policy MCL 380.1311

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school sponsored event, including athletic events, or in a District vehicle. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air, and gas powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives of any other weapon described in 18 U.S.C. 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the students, parents, or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

1. Weapons under the control of law enforcement personnel
2. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (working firearms and any ammunition will never be approved as part of the presentation)
3. Theatrical props that do not meet the definition of “weapons” above used in appropriate settings

This policy will be published annually in all district student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Z. VANDALISM

CONSEQUENCE:

1. Detention or suspension based on administrator discretion and restitution for damaged property
2. Indefinite suspension, recommend expulsion and restitution for damaged property

VII. GENERAL POLICIES

DRUG FREE CAMPUS/ SCHOOL ZONE

The Cedar Springs School District is a smoke free and drug free campus. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Our school district clearly prohibits, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities. The Drug-free school zone extends 1,000 feet from campus per the Safe and Drug-free Schools and Communities Act.

SELF-MEDICATION POLICY

Students who are using prescription medication must have a statement from their doctor on file in the office. Only medication in its original container labeled with the date, students name, and exact dosage will be administered. Students authorized in writing by their physician and parents, and parents themselves, may administer medication or treatment. All prescription medication must be kept in the office and will be dispensed according to the doctor's instructions. Failure to comply with this policy may result in a violation of the code of conduct.—See Board Policy 5330.

DANCES/ SCHOOL SPIRIT ASSEMBLIES

Any student having been suspended from school, having excessive tardies, excessive absences, or unserved detentions will not be allowed to attend the next major dance of the school year (Homecoming, Swirl or Prom). A guest list sign up sheet needs to be in the office for at least two days prior to the dance. Middle school students are not to attend high school dances. Students are limited to one guest and must register them before the dance. Guests must follow all school rules.

- Dances are for 9-12th grades for Cedar Springs students, unless specially approved.
- Parent chaperones have authority to enforce school rules.
- Students may not re-enter after having left the dance.
- All school rules apply to dances.

DANCE RULES:

- No grinding or overtly sexual actions will be permitted.
- Dancers will remain face to face – No front to back dancing.
- As a group, dancers will maintain sufficient space between each other to allow chaperones to circulate.

CONSEQUENCES:

- **First Offense:** Dancers will be warned.
- **Second Offense:** Dancers will be required to leave the dance. Parents will be contacted to transport the student home (if needed).

OPEN/CLOSED CAMPUS

New Beginnings High School has a closed campus policy for students in 9th and 10th grade. Students in 11th and 12th grade are eligible for open campus privileges. Closed campus students are not allowed to leave the school building at any time during the school day without written permission from their parents and approval of the administration. Students may be released only to persons authorized by parent/guardian on emergency data card. Students are permitted to leave during lunch hour.

TELEPHONE USE

Only emergency phone calls to parents will be allowed from the office. Cell phones may be used with permission from office staff or administration in the designated area by the main office during the school day to contact parent/guardian (Door #8).

VISITORS

Parents are welcome to visit any time (except during periods of student assessment). Please stop in the office for a Visitor's Pass. Guest speakers and sales representatives are to report to the office. All persons not officially enrolled in the high school must have a visitor's pass from the office to be on school property during the school day. Violators are subject to the trespass law.

STUDENT PARKING GUIDELINES

1. Vehicle Registration is required at New Beginnings High School.
2. If you are driving a vehicle other than your currently registered vehicle, you must inform the New Beginnings Secretary upon arriving to school.
3. Students parking in handicapped space/area will be referred to the police.
4. Reckless driving will result in suspension of driving privileges for an amount of time to be determined by an administrator and possible police referral. This means not being allowed to drive on the entire campus.
5. Students are required to park in the designated student parking area. Parking in other locations may result in a parking violation and/or towing of the vehicle.
6. The posted speed limit on campus is 15 mph., and 5mph while in the parking lot

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

FERPA NOTIFICATION is to be provided to students, parents/guardians **annually**:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.*

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:*

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.] 31

DIRECTORY INFORMATION NOTICE shall be provided **annually** to students and their parents:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cedar Springs Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cedar Springs Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cedar Springs Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;*
- The annual yearbook;*

*Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.*

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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

*If you do not want Cedar Springs Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **9/30/2015**. Cedar Springs Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]*

Student's name

Participation in officially recognized activities and sports

Address

Telephone listing

Weight and height of members of athletic teams

Electronic mail address

Photograph

Degrees, honors, and awards received

Date and place of birth

Major field of study

Dates of attendance

Grade level

The most recent educational agency or institution attended



Student/Parent Handbook Signature Form

Please read the information included in the New Beginnings Student Handbook. Return this page to the New Beginnings Office after you and your student (If student is under the age of 18) have signed it.

As the parent or guardian of a New Beginnings High School student, I have a read, understand and shared the information with my student.

Parent/Guardian Signature (Required unless student is over the age of 18)

As a student of New Beginnings High School, I have read, understand and will commit to following the guidelines set forth in the Student Handbook.

Student Signature

Print Student Name

Date: _____