The New Standard technology plan

September 1, 2012–September 30, 2015

2040 W. Carpenter Road

Flint, Mi 48505

Phone: (810) 787-3330 Fax: (810) 780-4581

District code: 25912 School code: 01402

Intermediate school district: Genesee Intermediate School District

Contact Information

For information or questions regarding The New Standard Academy Technology Plan please contact one of the following people:

Calvin Sims -Principal – csims@newstandardflint.org
Stephanie Albrecht- Technology Coordinator –
salbrecht@newstandardflint.org

Technology Plan URL: http://www.newstandardflint.org/technologyplan.pdf

Table of Contents

Section 2: Introductory Material

Mission: Serving the city of Flint with a higher standard in educational excellence and community wellness.

Introduction

The New Standard Academy started in 2012 ranging from grades K-5th and is expanding by adding a grade level each year. This being the first year of operation for The New Standard, we currently occupy a building with Powers Catholic School. Powers will be vaCating their half of the building at the end of the 2012-13 school year and The New Standard will be taking over the building as the sole occupant.

The students from The New Standard Academy come from Flint and Burton, Michigan. The New Standard opened its school to 387 students in the Fall. Of those, 193 were female and 194 were male. Out of the 387 students, 368 of them were identified as African-American. The remaining 19 students were either Caucasian or Asian American.

With a highly qualified staff of approximately 40, overall, the average level of teaching experience of our staff is 1-3 years. Additionally, 54% of our teaching staff started at The New Standard as their first teaching experience where as 46% of our staff have come to The New Standard from other teaching position experiences. When considering level of education approximately 40% of our teaching staff holds Masters level degrees.

Section 3: Vision and Goals

Vision and Goals

Vision: The New Standard Academy will integrate technology across the curriculum to enhance learning and achieve the skills necessary to meet the requirements of our mission.

Goals: The following goals will guide the school to the level of student achievement that we strive for by ensuring our school community is technologically literate for global success.

1. The New Standard Academy will meet or exceed the State and National Standards and Benchmarks for student use of technology by integrating technology into both teaching and learning through classroom and media center technology to increase their student's performance and learning capacity.

2. The New Standard Academy will enhance instruction and student achievement by providing specific technology professional development to make the staff more knowledgeable in the use of technology.

3. The New Standard Academy will increase productivity, efficiency and communiCation by promoting parental and community involvement through the use of technological information systems.

4. The New Standard Academy will continue to evaluate its goals, objectives, funding and strategies in its Technology Plan and its' relationship to vision and mission of the Academy.

Link to Vision and Mission:
Technology is a necessary tool to help prepare students in becoming successful members of society. Networking is also a key in being successful in society by making connections and communicating to build strong character value. Access to the Internet permits students the ability to solve problems and having continuous learning experiences where they can take control of their own learning to become life long learners.

Clear Goals / Realistic Strategies

Goal #1

The New Standard Academy will meet or exceed the State and National Standards and Benchmarks for student use of technology by integrating technology into both teaching and learning through classroom and media center technology to increase student performance and learning capacity.

- *Objective 1*- Provide a sufficient number of up-to-date computers with internet capabilities and standard Microsoft office programs as well as learning devices and technology based instructional tools and materials.
- *Objective 2*- Provide experienced and certified teachers to assist students with computer usage for curriculum purposes at all grade levels.
- *Objective 3*- Implement the incorporation and integration of technology in all classrooms and media centers.
- *Objective 4*- Integrate the general education curriculum into the technology/computer classes.
- *Objective 5*- Integrate technology into the core curriculum.
- *Objective 6*- Provide a networked computer program that test and support the skills of students in the areas of Language Arts and Mathematics.
- *Objective 7*- Design a technology proficiency assessment project to be placed in academic portfolio by the 8th grade year.

Strategies:

1. Two full Dell computer labs with 26 computers per lab. All computers are up to date, have internet capabilities, standard Microsoft programs and are compatible with other forms of technology in the school.

2. Every general education teacher and interventionist will be supplied their very own personal computer with the same set up as our school labs.

3. In every classroom, there will be a pod set up with an N-computing system consisting of 4 computer stations for students to use.

4. One Apple Mobile Laptop Cart lab (26 total) These computers also have the same set up as our computers in the lab but also have other applications to further the use of technology such as: I-movie, Garage Band, I-photo, Photo Booth.

5. One Dell Laptop Cart lab (26 total) to be set up in the science lab for our technology teacher to use for classes and for teachers to sign out when needed.

6. As the school year continues The New Standard will fund and purchase appropriate peripheral equipment on an on-going basis to support technology integration.

7. Teachers will continue their education and training in technology to be highly qualified in that subject area.

8. School has developed a written curriculum based on the State and National Standards and Benchmarks.

9. Use technology skills to master objectives in Language Arts (writing, editing, paragraph development, spelling mastery and research of topics)

10. Use technology to enhance curriculum objectives such as researching a topic of study, creating power point presentations, creating a movie through I-movie, etc. as appropriate with classroom curricula.

11. Use Scantron Cat Assessment tests to assess students in reading, Language Arts and Mathematics and use created assessments from the results of these tests in the classroom to help student achievement.
Timeline: September 2012-September 2015

Goal#2
The New Standard Academy will enhance instruction and student achievement by providing specific technology professional development to make their staff more knowledgeable in the use of technology.

　　　Objective 1- Regularly provide opportunities for growth and development through the use of technology programs, application training and integration.

Strategies:

1. In-service time for currently available technology and all newly acquired technology detailing how to integrate into current eduCational practice.

2. Participate in Instructional Technology Training for internet applications, Microsoft applications, e-mail, Powerschool, Cat, etc.

3. In-Service with contracted technology support personnel.

Time Line: September 2012-September 2015

Goal #3
The New Standard Academy will increase productivity, efficiency and communication by promoting parental and community involvement through the use of technological information systems.

　　　Objective 1- Provide up-grades in hardware/software within the budget guidelines that address the schools specific needs for electronic communication and student information system.

- *Objective 2*- Have parents involved with their child's education through the use of electronic communication and student information system.
- *Objective 3*- Provide Group support (and individual as necessary) for parents on how to use the electronic communication and student information system.

Strategies:

1. Consult regularly with technology support personnel to plan up-grades and future purchases.

2. Train and educate staff, students and parents on our on-line grade book software so all parties can communicate and help in the growth of each individual student's education.

3. Encourage communicating with parents through the use of e-mail. Each teacher is given an e-mail address by the school that should be used for this process.

4. Encourage parents to visit the school website (www.NewStandardFlint.org) to get updates on school schedules, character developments for that current month, staff e-mail addresses, school handbooks and other forms that can be useful in the communication of parent to school.

5. Budget annually enough to insure the school's technology remains up to date and state of the art.

Timeline: September 2012-September 2015

Goal #4
The New Standard Academy will continue to evaluate its goals, objectives, funding and strategies in its Technology Plan and its' relationship to vision and mission of the Academy.

- *Objective 1*- Design assessment tools to evaluate future technology needs of the school.
- *Objective 2*- Evaluate integration of technology with respect to increasing student performance.
- *Objective 3*- Ensure technical considerations are made as a part of all future construction and expansion plans.

Strategies:

1. The Administration will put together a "technology plan team" to coordinate and monitor the needs and services provided above.
Timeline: September 2012-September 2015

Section 4: Curriculum Integration

The New Standard Academy will integrate technology into all subjects across the curriculum and will be aligned with the National Education Technology Standards. Curriculum integration goals are listed below.

Goal #1
Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. (NETS-S #1)

Goal #2
Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. (NETS-S #2)

Goal #3
Students apply digital tools to gather, evaluate, and use information (NETS-S #3). Students will do this in all subject areas across the curriculum.

Goal #4
Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. (NETS-S #4)

Goal #5
Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. (NETS-S #5)

Goal #6
Students demonstrate a sound understanding of technology concepts, systems, and operations. (NETS-S #6)

Goal #7
Increase professional development of how to integrate technology into classrooms and in different subject areas.

Goal #8
There will be continued technology integration into all subject areas along with technology classes.

Goal #9
Greater use of data and information from the Cat website will be used in the classrooms for reading, math and language arts.

Goal #10
Incorporate more software programs for RTI students and lower level students

Strategies of how technology will be used to improve the academic achievement of all students

The New Standard Academy will endorse the following strategies to improve the academic achievement in technology and across the curriculum using technology.

- Use of interactive whiteboards in all classrooms to integrate technology into the curriculum

- Increased classroom use of the media labs that are available

- Offer professional development of technologies available to staff to ensure proper and efficient use

- Use of online testing and the Cat website to develop classroom action plans with objectives that students need to focus on

- Increase technology integration into the curriculum

- Increase use of software programs with will help with lower level students and RTI program

- Continued technology classes with technology curriculum at all grade levels

- Increased computer use in the classroom by students

- Use of Data Director Data Analysis system will be used by teachers and administrators to determine areas of student achievement

Strategies of how curriculum integration will be met

The New Standard Academy will endorse the following strategies that integrate technology into the classroom and ensure technology literacy

- Lead teachers and technology team will subscribe to journals and/or electronic sources that promote technology and curriculum integration

- Continually review on-line sources and software programs with student success

- Documentation of technology integration in teacher lesson plans

- Professional development for technology integration throughout the school years

- Continually review the testing results with student success

- Adding more computers into the classrooms for student use

Section 5: Student Achievement

The NETS-S will be adopted into the school curriculum and will be introduced, reinforced and mastered by students. Along with technology standards, technology will also be used throughout the curriculum in other subject areas to enhance learning. There are various technology tools in each classroom and tools that are available to each classroom for everyday lessons and planning. Document cameras will be purchased to target different learning styles in reading and math for student success. They will be used in classrooms for overhead projectors and to connect to digital media for presentations and lessons. The New Standard Academy has increased the amount of interactive whiteboards that will be available to all classrooms. Additional software learning programs will be explored to increase student achievement.

- Document cameras will be placed in every classroom to help with the different learning styles in different subject areas. They are used with whole class lessons and also with small group lessons.
- A pod of 5 Ncomputing computers will be added to each classroom to help with student centers and small group work.
- The number of interactive whiteboards will increase and each classroom will have the availability to use them at least two times per week for different subject area integration. These will be for lessons and/or review in all grade levels
- There is also a standard interactive whiteboard in the technology lab along with computers for every student where technology classes are held at least once a week.

Lessons in technology class include the integration of subject areas into the different components of Microsoft Office.

- There will be an increased use of software learning programs in the classroom such as Ticket To Read to help student success in reading. Other software learning programs will be explored for student success in other subject areas.

- Teachers will use student data and success with the Cat testing and the software learning programs to drive instruction in their classrooms.

- Teachers will use Data Director data analysis to determine areas that are lacking in the curriculum

Timeline: September 2012-September 2015

Section 6: Technology Delivery

The delivery of the materials with technology is just as important as teaching the materials. Staff members are properly trained with the technology to ensure the most effective delivery.

- The New Standard Academy will offer technology delivery through computer software programs, performance series testing, online collaboration, distance learning and off campus courses. The online work and collaboration with students and staff include virtual field trips, interactive videos and collaboration through sites such as Wikis in many different classroom areas.

- Throughout the school, document cameras and interactive whiteboards are used to deliver curriculum in different content areas.

- For our high school students, The New Standard Academy also provides dual enrollment course work through Henry Ford Community College, which has a strong internet basis and connection.

- The New Standard Academy also utilizes Career Cruising, which is an online career guidance system that helps students plan for future careers. Students utilizing the Career Cruising gives the counselor access to the information to track and guide student achievement. Teachers can also use the Data Director Data Analysis system to determine areas of need.

Section 7: Parental Communications and Community Relations

Continuous parent involvement is important in education, and with technology as a communications tool, The New Standard Academy can actively involve parents, students and the community. Delivery of the technology plan will be emailed and will also be displayed on The New Standard Academy's webpage. The New Standard Academy encourages parents and the surrounding communities to visit the school website www.newstandardflint.org to get involved in the school events and become familiar with the school. Many resources are listed on The New Standard's website that include email contact for teachers and administration, classroom/teacher websites, resources for parents, information and resources for our Character Education program, school calendar, student handbooks and weekly information that is also sent home with students. A community and parent safety class will be held each fall by the Michigan CSI (Michigan Cyber Safety Initiative) to educate on cyber safety and help parents get involved with technology. The New Standard also held a community meeting about announcing the cyber bullying issues this year. With the use of Powerschool, our online grade book software, parents are able to log in and view grades, attendance and classes. A PEO group is also informed and involved in actively participating in opinions and viewpoints of The New Standard Academy.

Section 8 Collaboration

Collaboration with other schools, educational and community programs enhance and improve the school's entire student achievement and technology program. The New Standard Academy has collaborated with different schools and organizations to help achieve the highest standard.

- The New Standard Academy has collaborated with Hanley International Academy and their ESL program. With the Weebly page of Hanley International Academy, The New Standard Academy has access to necessary web resources needed in the ESL program at The New Standard. We are also in email communication with Hanley's ESL Coordinator for any questions and/or resources needed. At The New Standard Academy, we have participated in a trial web based ELPA testing for our ELL students and provide software programs, such as Rosetta Stone, for students who qualify for ESL help through ELPA testing.
- The New Standard Academy also reaches out with Genesee ISD for collaboration on ESL program resources and online courses/professional development and information to help increase student achievement reach the highest potential in this area.
- The New Standard Academy has also collaborated with Data Director Data Analysis to target specific groups and areas of need. Through this collaboration, communication of what is desired with the data analysis has been discussed and implemented to the system.

Section 9 Professional Development

Professional development is necessary for effectively implementing technology into the curriculum. Many teachers and staff are digital immigrants and are still learning how to implement technology into their curriculum. It is important that staff know how to implement technology into their curriculum that they are already teaching. Staff will be more likely to use the technology and be confident in using technology if they are properly trained on how to use the available technology and what the best practices are. Along with the training provided at The New Standard Academy, training about different technologies are available at conferences attended by the staff at The New Standard Academy. The New Standard Academy's management company, The Romine Group, offers a professional development every year in August that is mandatory for all of the management company's schools to attend. Technology integration and data using technology is a session offered at this professional development. MAPSA has many opportunities in their breakout sessions for technology professional development and staff are encouraged to join these sessions. In addition to whole school conferences, staff members are encouraged to attend the MACUL and BER technology conferences. Staff members are also encouraged to become a member of MACUL and/or other educational technology sources. Teachers should also be aware of the METS, NETS-S and NETS-T and how it can be implemented into the curriculum.

In addition to The New Standard Academy's overall Goal #3 listing our objectives for professional development, we will provide our projected annual technology professional development schedule.

- Powerschool Training: 150 minutes; Technology Director

- Classroom technology integration: 60 minutes; Technology Committee

- Review of the METS-S, NETS-S and NETS-T: 60 minutes; Technology Committee

- Performance Series: 60 minutes; Technology Director

- Internets use and agreements and electronic communication: 60 minutes; Principal

- Training on Data Director Data Analysis System: 60 minutes; Technology Committee

- Technology Equipment: 60 minutes; Technology Committee

- The Romine Group professional development on technology integration and data: 120 minutes; Technology Coordinator

*Additional Training throughout the school year on an as needed basis based on state and national standards addressing technology competencies for teachers, administrators, and other relevant educators.

Section 10: Supporting Resources

District Policies

District policies are available on our website www.newstandardflint.org and also available in our staff and student handbooks that are handed out at the beginning of the year to all students and staff. Staff and students turn in the signed usage policy and are to follow The New Standard Academy's technology policy.

Manuals and Printed Material

Manuals and printed material containing technology information and usage policy are handed out each year to all students and staff. Many manuals and material are offered electronically but are also available for print. There is a staff website for use containing all necessary material for human resources, policies, and resources.

Video Lending Library

Teachers are encouraged to use www.teachertube.com for educational instructional teacher videos. This provides an online community for sharing instructional videos and to get ideas for technology integration. The New Standard also uses Discovery Streaming video library, ABC News, CNN News, ERIC and Questia for video resources. Videos and information are also available at Genesee ISD and other various online resources.

Information School Web Site

The school website www.newstandardflint.org is available for use to access school information and various resources for students, teachers and the community.

Instructional /training Software

The New Standard Academy uses many software programs including Type to Learn 3, Inspiration and Kidspiration, Microsoft Office, Powerschool, Achievement Series and Career Cruising to help integration throughout the curriculum. In addition to the software programs, a range of internet sites and programs are also used to drive instruction. Our data analysis program, Data Director, helps student achievement and data to be uploaded and analyzed. Data Director can help identify learning needs and struggling areas, apply interventions, and monitor progress.

Section 11: Infrastructure, Hardware, Technical Support, and Software

1. E very staff member and administrator will have a computer with internet access. All classrooms will have at least 4 student computers with internet access. There are 2 computer labs with 30 computers available to teachers and classes and a mobile laptop lab with 26 computers as well. All labs are online with internet connections. The following gives a general break down of the hardware, software and infrastructures for these computers. Technical support is offered by Charter Technologies Company.

   A. Staff/ Administrator computers- Dell OptiPlex GX620, 2.2 GHz hard drive Desktop. 1 Gig memory, 17" flat panel monitor and Windows XP operating system.
   B. Student computers- Same specifications accept students have 15" flat panel monitor.
   C. Student mobile lab- Dell laptops
   D. Staff, Administrator and Student software- Office XP Pro Enterprise, Microsoft Office Suite, Data Director Data Analysis system, performance series testing site.
   E. Network- All of the school computers are networked on three servers. (Domain Controller- Dell PowerEdge 850, Exchange Server (email)- Dell PowerEdge 1850 and File Server- Dell PowerEdge 2850) All computers at the school are connected via a 10/100/1000mbs wired local area connection. Google Apps is used for email communication between staff members.
   F. Internet- All staff and student computers have access to the internet through two cable modems provided by Comcast. A SonicWall firewall has been installed to ensure only proper internet sites may be accessed. Three wireless access points have been added throughout the building.
   G. Website- Developed and maintained by the Romine Group and updated by the school.

2. The following is a description of purchases that will be made for the 2012-2014 school year:

   A. Student computers- The school will purchase Dell computers to add at least 4 student computers to each classroom.
   B. Student Software- Reading and Math software learning program to enhance student learning.
   C. Administrator/ Staff software- The school will continue with their software license with Powerschool, Data Director, and Cat/Achievement Series.
   D. Three additional mobile interactive whiteboards have been purchased for classroom usage

Future Plans- The school will look at the following items as additional purchases that will improve the current technology package:

A. Student computers- Additional computers will be purchased so the school can have additional mobile labs that can be used in individual classrooms. These new computers will insure that each student will have as much accessibility to educational programs as needed.
B. Student software- Student software is the software that will next be added. The software provides both core and supplementary curriculum in math, science, language arts and social studies for the staff and students alike.
C. Staff support materials- Additional copy machines will be purchased/ leased so they are more accessible to staff members.
D. Theatre equipment- As our Fine Arts department grows, expanding and updating to our theatre will be done as needed and budgeted for.

3. Basic strategies for ensuring interoperability include the following:

A. Software- The school technology support team will scrutinize all hardware and software prior to installation to ensure that they are compatible with all current software and hardware will not be compromised.
B. Controls are in place which will prevent the loading of any software to an individual computer without the password consent of the technology support team.
C. Peripheral hardware may also not be added to any computer without the password consent of the technology support team.
D. To the extent possible, makes and models of new hardware will be identical. This will ensure compatibility with all of the schools existing software.
E. The school technology support team will be the only individuals that are allowed to access the server or computers for the purpose of doing repairs.

In addition to the purchasing of hardware and software, the school purchased an extended warranty on all Dell products. When hardware and software issues arise the school technology support team has the ability to troubleshoot them and if larger problems/issues arise they are fully equipped to repair the technological equipment.

Section 12: Increase Access

Students and staff have useful access to technology, computers and the internet within the building. Student and staff email have also been upgraded to Gmail so that it is accessible outside of the building as well as accessible teacher and school websites, handbooks and resources. The New Standard would like to expand the laptop access to students and staff and expand the wireless access points throughout the building. The New Standard would like for students and staff to be able to run laptop and internet access throughout the day to allow a vigorous allowance of technology in the classroom. As available, additional student computers will be added to the classrooms to increase student access. An increase in assisted technology will also be sought out.

Many different measures will be developed to ensure all students and teachers will have increased access to technology including but not limited to:

- One-on-one and group support available for teachers on
  school provided computer software and technology.
- After school technology clubs (Rhino Club, Year Book, Etc.)
- Group support (and individual as necessary) for parents on how
  to use the electronic student information system.
- Technology class available for ALL students.
- Purchases of more computers and informational technology in the school.

Section 13: Budget and Timetable

Funding and budget as spelled out on the following chart covers the acquisition, implementation, interoperability provisions, maintenance, and professional development related to the use of technology to improve student academic achievement. Grants will be earnestly sought for the school by our management company to further enhance and supplement the current budget projections.

2012/2013	School General	Local	State	Federal
Computers and Instructional	18875			112,501
Instructional Software	1500			
Staff Development	500			
Website Maintenance	1500			
Network Infrastructure				17136
Online Courses	0			
Maintenance and Tech Support	10100			
Telecommunications	8000			11000
Technical Staff Training	250			
Student Information Services	4500			
Theater/Fine Arts	0			

2013/2014				
Computers and Instructional				10000
Instructional Software				1500
Staff Development				1000
Website Maintenance	1500			
Network Infrastructure	0			
Online Courses	0			
Maintenance and Tech Support	8800			
Telecommunications	7500			
Technical Staff Training	500			
Student Information Services	4500			
Theater/Fine Arts	0			

2014/2015				
Computers and Instructional				10000
Instructional Software				1500
Staff Development				1000
Website Maintenance	1500			
Network Infrastructure	0			
Online Courses	0			
Maintenance and Tech Support	8800			
Telecommunications	7500			
Technical Staff Training	500			
Student Information Services	4500			
Theater/Fine Arts	0			

Section 14: Coordination of Resources

The New Standard Academy will continually look to utilize funding through grants and the MEGS website. We will also utilize Erate to assist with our infrastructure. Federal, state, local, and private sources and grants will also be used whenever possible. The New Standard will maximize these opportunities by adding monies to grants to create a larger impact. Professional development funding will also be utilized through grants including MACUL. Additionally, Title 1 funding has been utilized to provide technology opportunities to enhance learning for Title 1 students.

Section 15: Evaluation

On-going and periodic measurements will be part of the evaluation process by administration and the technology committee. If goals are unmet, the administration and technology committee will meet to determine the best practice of meeting these goals including but not limited to surveys, extended professional development, extra curricular technology courses, and competency tests.

Goal #1

    a. Curriculum will be evaluated during the curriculum and review process by the school's principal or designee.

    b. Administration will monitor the integration process of technology in the general classroom in addition to the integration of technology by the technology teacher.

    c. Increased student achievement will be monitored and measured by the principal and adjustments made as necessary deemed by Performance Series assessments given three times per school year.

    d. Technology proficiency at the 8th grade level will be evaluated by the 8th grade homeroom teacher as provided for individual student portfolios.

Goal #2

    a. Annually and as needed throughout the school year the Principal will provide professional development on integrated technology use in classrooms.

    b. Annually and as needed throughout the school year Administration will designate appropriate staff to provide professional development on school technology software, programs, and equipment.

Goal #3

    a. Annually Administration will continue to seek and provide efficient electronic information systems including but not limited to Powerschool, a school website, and email.

    b. Annually Administration will request adherence to a parent/student technology user agreement and survey parent use of school electronic information services annually.

    c. Annually Administration will designate a parent contact for support and provide assistance with school electronic information services.

Goal #4:

    a. Annually Administration will collect all necessary goals and measures and reassess the needs of the school and program in accordance with the schools mission and school improvement plans.

Section 16: Acceptable Use Policy

Student and parent user agreement forms are signed by both student and a parent/guardian at the start of every school year. During orientation, staff members are provided with verbal and written electronic communication and user guidelines. Staff members sign a Google Worksheet document that agrees with the Staff Technology Policy before school begins each year. This policy was created by The National Charter School Institute.

Appendix A represents the parent/student awareness user agreement about policies and procedures. The portion pertaining to the user agreement is highlighted below. Appendix B represents the Student Network and Internet Acceptable Use and Safety policy. Appendix C represents the Staff Network and Internet Acceptable Use and Safety policy. Both Student and Staff Network and Internet Acceptable Use and Safety policies were created by The National Charter Institute and adopted by The New Standard Academy Board of Education.

Appendix A

The New Standard Student/Parent Procedure Awareness Statement

My signature below indicates that I have received and read The New Standard Student/Parent Handbook. I have also read The New Standard School Rules and Code of Conduct, the schools AM and PM Safety Procedures, the No Rescue Policy, the School Telephone Policy, the Prohibited Electronic Devices, the Schools Dress Code, the Attendance Policies, the Schools Right to Search Policies, the Student Driver Regulations, the Report Card Procedures and the Internet Usage Policy.

My signature also indicates that my student and I have read, understand, and agree to the Parent Involvement and Commitment Statement below and the Student Expectations on the reverse side:

Parent Involvement and Commitment Statement

By enrolling your child at The New Standard Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child.

We ask that you demonstrate your commitment to The New Standard Academy by…

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- Provide your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- See that your child is dressed properly in adherence to the dress code policy.
- Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within The New Standard community and at the school.
- Complaint Procedure: If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher→ Vice Principal→ Principal→ Superintendent→ Board of Director's). It is the goal of The New Standard Academy to respond to complaints and problems as soon as possible.

Please check yes of no for the following questions.

My student has permission to walk off of school grounds if they do not have a ride on a regular school day, 12:00 on a half day, and following any after school event (For High School Students Only). Yes_____ No ____.
My student has permission to take their younger sibling with them when they leave school grounds under the previous guidelines. Yes _____No____. The New Standard Academy will not be held responsible for their supervision once they leave school grounds under these circumstances.

My child is allowed to have their picture taken by school employees or designees during the school day or during any after school The New Standard event and used for school purposes of media, marketing, publicity, or recognition.
Yes _____ No _____

Student: I understand and will abide by the User Agreement and rules for internet use stated in the handbook. I understand that any violation of the regulations above is unethical. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.
Yes   No

As the parent or guardian of this student, I have read the User Agreement and the rules of computer use at The Academy. I understand that access is designed for educational purposes. I recognize it is impossible for The Academy to restrict access to all controversial materials, and I will not hold the school (or any of its personnel) responsible for materials acquired on the network. I hereby give my permission to allow Internet access for my child. Yes _____ No _____

My signature indicates that I have read, understand, and agree to the items listed in this document and that the student may be dismissed from the Academy if not adhered to.

Student Name (print) _____ _____
Student Signature _____
Parent Name (print) _____
Parent Signature _____

*** Your child will not be able to return to class if this form is not submitted by September 14, 2012

Appendix B

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Reference: P.L. 106-554, Children's Internet Protection Act of 2000
                    P.L. 110-385, Title II, Protecting Children in the 21st Century Act
                    18 U.S.C. 1460
                    18 U.S.C. 2246
                    18 U.S.C. 2256
                    20 U.S.C. 6777, 9134 (2003)
                    20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
                    47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

        A.   Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the School.

        B.   Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.

C.   Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.   Students may not intentionally disable any security features of the Network.

D.   Students may not use the Internet to engage in "hacking" or other unlawful activities.

    1.   Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

    2.   Use of the Network to engage in cyber-bullying is prohibited.   "Cyber-bullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (http//www.cyberbullying.ca)]

Cyber-bullying includes, but is not limited to the following:

        a.   posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

        b.   sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

c.   using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;

d.   posting misleading or fake photographs of students on websites.

E.   Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F.   Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

G.   Students are expected to abide by the following generally-accepted rules of network etiquette:

1.   Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

2.   Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.

3.   Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

4.   Never agree to get together with someone you "meet" on-line without prior parent approval.

5.   Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.

6.   Students should promptly disclose to their teacher or other school employee any message they receive that is

inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin

board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L.   Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M.   Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Principal. All such authorized communications must comply with these guidelines.

N.   Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Network. The School reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local,

State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

Q. Proprietary rights in the design of Web sites hosted on the Board's servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyber-bullying, should bring it to the attention of the school principal or Superintendent immediately.

Appendix C

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Reference: P.L. 106-554, Children's Internet Protection Act of 2000
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

A.   Staff members are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the School.

B.   Staff members may only access the Internet by using their assigned Internet/E-mail account.   Use   of   another   person's account/address/password is prohibited. Staff members may not allow other users to utilize their passwords. Staff members are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.

C.   Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Staff members may not intentionally disable any security features of the Network.

D.   Staff members may not use the Internet to engage in "hacking" or other unlawful activities.

       Staff members shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.

E.   Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F.   Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

G.   Staff members are expected to abide by the following generally accepted rules of network etiquette:

       1.   Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network.

Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

2. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet.

3. Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space. Nothing herein alters the staff member's responsibility to preserve e-mail and other electronically stored information that constitutes a public record, student education record, and/or a record subject to a Litigation Hold.

H. Use of the Internet to access, process, distribute, display or print child pornography and other material is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that depicts, describes or represents in a patently offensive way with respect or what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Staff members also must avoid intentionally wasting limited resources. Staff members must immediately notify the building principal if they identify a possible security problem. Staff members should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e, copyrighted and/or trademarked).

All copyright issues regarding software, information, and attributions of authorship must be respected.

K.   Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use.   Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the Network with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Network once again fully operational.

L.   Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Staff members have no right or expectation to privacy when using the Network. The School reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A staff member's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a staff member has violated Board policy and/or the law.

An individual search will be conducted if there is reasonable suspicion

that a staff member has violated Board policy and/or law, or if requested by local, state or Federal law enforcement officials.

Staff is reminded that their communications are subject to Michigan's public records laws and FERPA.

M.   Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.

N.   Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

O.   Proprietary rights in the design of Web sites hosted on the Board's servers remains at all times with the Board without prior written authorization.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content or conduct, such as sexting, harassment or cyber-bullying, should bring it to the attention of the School Administrator immediately.

Revised Fall 2012