ACADEMY

A tuition- Free Local Public Charter School
Student/Parent Handbook

2026-2027

North Central Academy
5055 Corey Road
Mancelona, MI 49659

(231)-584-2080

www.northcentralacademy.net

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Welcome to North Central Academy

Our Mission and Vision
"Action Over Words, Service Over Self"

We believe:

- Students deserve to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education is modeled and assessed.
- Highly trained, motivated teachers are essential.
- Parental involvement and support is a necessary element of a quality educational experience.

Our district's inquiry-based curriculum will help students become self-motivated and competent lifelong learners who are critical thinkers, demonstrating confidence and creativity. We believe that all students can achieve high standards even though they may enter our school with different strengths, abilities and life experiences.

North Central Academy Staff—Parents/Guardians—Students

Communication Agreement

What we expect from students:

- Ask right away when you have questions or don't understand something.
- Check PowerSchool at least two times per week for grades 6-12.
- Build strong character by addressing concerns with staff members or school leaders directly.
- Communicate problems or concerns with staff members.

What to expect from us:

- A partnership in the education of your student.
- Response to your call or email within 24 hours.
- Solution options for any problem or concern that arises.
- Careful creation of policies and rules with consistent follow-through. We follow the old adage, "Say what you mean and mean what you say".

What we expect from our parents:

- A partnership in the education of your child.
- If you have questions about the reasons behind any policy or rule, ask us.
- Classroom concerns should be discussed with your child's teacher first.
- Check your child's PowerSchool and academic progress at least twice a month.
- Communicate with the office if your child will be absent or late.

NCA teachers and leaders realize the importance of communicating directly with you regarding your child's progress and of answering any questions you may have. Email is the preference of the majority of teachers because it allows teachers to focus on classroom instruction and respond in a more timely manner. Email addresses are the teacher's last name, first initial @northcentralacademy.net. For example, Mr. Chris Atteberry's email address is atteberryc@northcentralacademy.net.
If you would like to schedule a meeting or a phone call with our team please contact the NCA front office to set up an appointment.

Parent Teacher Organization (PTO)
NCA parents are invited to join our Parent Teacher Organization. The purpose of this group is to empower you as parent volunteers to share your time and talents to help our school to grow bigger and better. Meetings are held throughout the school year. Please email pto@northcentralacademy.net or call the office for more information.

K-12 Schedule
Monday through Friday
7:40 am Building Opens for breakfast
8:00 am School begins. Students to be in classroom - Attendance taken
3:15 pm Full Day Dismissal *(Half Day Dismissal 12:15 pm)*

6th-12th Grade Daily Schedule

1st hour	8:00 am - 8:55 am
2nd hour	9:00 am - 9:55 am
3rd hour	10:00 am - 10:55 am
4th hour	11:00 am - 12:00 pm
Lunch	12:00 pm - 12:25 pm
5th hour	12:30 pm - 1:22 pm
6th hour	1:27 pm - 2:19 pm
7th hour	2:24 pm - 3:15 pm

Students may arrive at school beginning at 7:40 am. Students can choose to receive breakfast or quietly socialize. Students must stay in the designated area until the start of school at 8:00 am.

It is important for students to arrive on time every day. Students who arrive after 8:05 am must report to the main office for a late pass. Please see the discipline policy for excessive tardies.

Locker Assignments

Each student will be assigned his or her own locker. Students are not allowed to share lockers. Students may put key or combination locks on lockers only if a spare key or combination is given to office staff. Lockers are deemed the property of NCA and not the student and are subject to random searches if deemed necessary by school personnel. Students must keep coats, book bags, and other personal items in his or her locker. Students with cell phones, iPods, or other electronics are encouraged to leave them at home or in their locker. Electronics will be collected when students enter the classroom. NCA is not responsible for any lost or stolen items brought to school by students.

School Delays and Closings

When it is necessary to close or delay school for the safety of staff and students, announcements will air on local television, radio stations, School Messenger, and Facebook.

Curriculum and Assessment

Curriculum

North Central Academy follows the Common Core State Standards (www.corestandards.org) adopted by the Department of Education for Math and English Language Arts. The following are resources that teachers use to achieve these standards.

Math:

- Everyday Math 4
- Delta Math RTI
- Envision

English Language Arts:

- Bookworms Reading and Writing
- Readworks.org
- Words Their Way
- UFLI

North Central Academy follows the newly state adopted expectations from Next Generation Science (http://nextgenscience.org/michigan). The following are resources to support these expectations.

- Writing across Common Core State Standards
- Mystery Science
- Field Trips
- Classroom Experiments and age appropriate websites

For Social Studies NCA follows Michigan Grade Level Content Area Expectations: (http://michigan.gov/documents/mde/SSGLCE_218368_7.pdf) The following are resources to support the expectations:

- Writing across Common Core State Standards
- Studies Weekly
- Oakland Atlas
- Field Trips
- Age appropriate websites
- Readworks.org

Assessment

It is important that all schools regularly measure students' progress in learning. Assessments are one of the many important aspects of ensuring high student achievement. Here are the ways that we measure student learning at North Central Academy:

1. **Teacher created or textbook chapter and unit tests:** All teachers routinely give assessments to their students on various lessons and units that they are teaching.
2. **Language Arts Assessment:** All students in grades K-2 are assessed on the following skills throughout the year: letters and sounds identification, segmentation and blending, high frequency words, concepts of print. All students in grades 3-6 are assessed on the following skills throughout the year: high frequency words, fluency and comprehension.
3. **Northwest Evaluation Association (NWEA):** Students in grades K-12 take the computerized MAP test three times a year and the results are used to measure academic growth in reading and math. We are also able to show progress schoolwide using this assessment. NWEA is an effective tool for schools to use not only because of the national standards, but because the results are available right away.
4. **M-STEP:** This is the state mandated test for students in grades 3-8, 11 in various subject areas. M-STEP is taken in the spring.
5. **Cooperative and Individual Projects:** Projects are created and assessed by teachers. These are designed for students to demonstrate learning within our curriculum.
6. **PSAT and SAT:** Students in grades 8-11 will take state-mandated tests based on Math and Language Arts. Scores are used to determine aptitude for college-level academics.

Our parents appreciate that we do not spend all year preparing for or pressuring students to perform satisfactorily on only one test. NCA teachers consider the reading and math growth shown on the NWEA to be the most important measures of achievement.

K-5 Grading and Report Cards

North Central Academy uses standards based report cards. Students are graded using the following system:

4 – student's work exceeds grade level mastery

3 – student's work demonstrates grade level mastery.

2 – student's work is approaching grade level mastery.

1 – student's work is an area of concern.

* - Has not yet been taught

6-12 Grading and Grading Scale

Percentage	Letter Grade	GPA Assignment (9-12)
93-100	A	4.0
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.0
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.0
70-72	C-	1.667
67-69	D+	1.33
63-66	D	1.0
60-62	D-	.66
0-59	F	0

Semester Grades:

Quarter Grade = 50%

Quarter Grade = 50%

PowerSchool

6th-12th grade student grades and assignments will be uploaded onto PowerSchool every week by Monday morning. It is the responsibility of the student to check their grades twice a week. Parents will also have access to their child's PowerSchool. If you have questions about PowerSchool or need help logging in, please contact atteberryc@northcentralacademy.net.

Graduation Requirements

North Central Academy high school students will graduate with the prerequisite academic skills and career orientation for college, technical training, military and/or quality employment. To this end, our graduation requirements are:

Successful completion of a minimum of 21 academic credits.

North Central Academy recommends that students complete 21 credits to be fully prepared for postsecondary opportunities; however, only 18 credits are required for graduation.

Language Arts	4 credits
Mathematics	4 credits
Social Studies	3 credits
Science	3 credits
Foreign Language	2 credits or alternative state approved credits
Physical Education/Health	1 credit
Fine Arts	1 credit
Electives	3 credits
Career Tech	

All eligible students in 11th and 12th grade are required to attend the NorthEd Career Center

All students will be enrolled in seven academic classes per semester resulting in a full-time enrollment status.

Career Tech Center

Students in grades 11 and 12 who are in good academic standing with a GPA of 2.0 or better, will attend the Northwest Education Services Career Tech Center where academic credits are earned along with skilled trades. Guidelines and information about this program are available in the office.

MHSAA Sports

NCA participates in MHSAA sports including, but not limited to, Basketball, Cross Country, Wrestling and Track and Field, additionally Middle school and High school Football through a co-op with Bellaire Public Schools. These sports are open to middle and high school students with a 2.0 or above GPA. Please see the NCA Athletics Handbook for the requirements to be eligible to play Middle School and High School sports.

Special Education

Special Education services are available at NCA. Services are provided by NorthEd in coordination with our special education teacher and director. If you feel your child may

be eligible for Special Education services, please contact the office for more information.

Secondary Late Assignment Policy

Students are expected to turn in all homework assignments on or before the set due date. Students who cannot meet the required due date are encouraged to speak to their teacher before the due date passes. Students who turn in assignments late will receive point reductions up to one week past the set due date. Assignments turned in more than one week late will not receive credit for the assignment other than math which will be accepted through the end of the current unit.

Academic Honesty

We value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment.

Academic Dishonesty includes, but is not limited to:

- Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device.
- Having or using a communication device such as a cell phone, Smart Watch or electronic translator to send or receive unauthorized information.
- Having or using a cheat sheet.
- Altering a graded exam and resubmitting it for a high grade.
- Gaining or providing unauthorized access to the examination materials.
- Plagiarism by copying part or all of another person's work and submitting it as your own.
- Plagiarism by using internet resources as your own, including but not limited to Wikipedia, websites, and ChatGPT (or other AI sites).
- Acting as a provider of a paper or papers for others.
- Submitting substantial portions of the same work in more than one class without consulting with the teachers.
- Failing to use quotation marks where appropriate.
- Failing to properly cite paraphrased materials with footnotes or a bibliography.
- Making up data for an experiment.
- Citing non-existent sources.
- Giving or getting improper assistance on an assignment meant to be individual work.
- Using the services of a commercial term paper company.
- Using the services of another student.

Consequences for Academic Dishonesty:

- **First offense**: The student will receive a zero on the assignment or test. The teacher and leader decide whether the student would be able to do an alternate assignment for partial credit. There will be communication with the student, parents, and leader.

- **Second offense:** The student will receive a zero on the assignment or test with no option for partial credit. There will be a meeting with the student, parents, teacher, and a leader. The student may be suspended.
- **Subsequent offenses:** The student will receive a zero on that assignment or test. The student may lose credit for the class if cheating has occurred in the same class before this instance. The student may be suspended from school for 3 days.

Computer Use Policy

North Central Academy provides computers and a variety of software for student use. Each student assumes the responsibility to avoid actions that may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete his/her own data on his/her own designated drive. All other use is prohibited. A student will be held responsible for acts (financially and within the discipline system) that access, modify, damage or delete hardware, software and other data and programs other than their own. Students are held accountable for information they access on the Internet. This information must be appropriate for school and free from pornography, profanity or any other offensive material. Parent/guardian and student must sign a computer and Internet usage form each school year.

Class Schedule Change Request and Drop Procedures

At North Central Academy, every effort is made to determine the most appropriate courses for students, with their needs, interests and capabilities in mind. Therefore, any request for a schedule change will be considered only for the most compelling reasons.

During the year, schedule changes are rare, but may be justifiable under certain circumstances determined by the principal. Any decision regarding schedule changes must involve the student, his or her parents, and the principal. The intent of this policy is to reach decisions in the best interest of the student based upon the involvement of both the student and the parents/guardian and the judgment of the professional staff. No changes will be allowed after the first 2 weeks of the new semester.

Safety in the Schools

At North Central Academy, we work diligently to keep our students safe. Doors are monitored and checked throughout the day. Parents/guardians must check in with the front office staff upon entering the building and show ID. The front doors are the only doors used for entering and exiting the building.

Severe Weather

If students are in school when a tornado watch or thunderstorm warning is issued, we will keep them in school until regular dismissal time. If a tornado warning is issued, students and staff will take shelter in designated areas and remain in school until an all clear is given. Please do not call the school during severe weather except in case of an emergency. School phone lines must remain open to receive incoming messages.

Mandatory Drills

We are required by state and federal law to perform several fire, lockdown, tornado, and bus evacuation drills each year. Teachers work with their students to teach and practice these procedures. Parents will be notified of any event that is not considered a “drill”.

Parent and School Relationship

Parents are encouraged to visit NCA and their child’s classroom at any time. **If a parent or family member wishes to stay more than a few minutes we ask that the teacher be notified at least two days prior to the visit.** We ask that you check in at the front office prior to going to your child's classroom to fill out a background check and receive a visitor's badge.

Volunteers

Research has shown that parent involvement is crucial to a child’s success in school. We welcome, encourage, and appreciate the time and support parents give to the school. All volunteers working in our school, including parents, are asked to fill out a free background check form called Central Registry Clearance Request. Volunteer opportunities at NCA include, but are not limited to:

- Classrooms: This includes listening to students read, helping students with projects, or helping teachers prepare for projects.
- Office Work: Parents can help the office by making copies and doing other paperwork.
- Home Work: Parents who want to volunteer but do not have the time during the school day may take items home to help prep for teachers (cutting, organizing, etc.) and send it back to school with their student.

Please contact your child’s teacher for additional volunteering opportunities and to schedule a time for your visit.

School-to-Home Folders

K-5th grade students carry a School-to-Home folder that will have weekly assignments, homework, notes and other communication in it. This folder is an excellent way for the school and home to communicate informally. Folders will be sent home on the same day every week and should be returned to the teacher on the designated day.

Teacher Communication

Teachers are available before and after school for phone or personal conversations regarding your student. Please allow 24 hours to set up the appointment. Please do not call during the school day to speak with your child’s teacher while they are instructing students. Email is also available. Teachers will return your call or email within 24 hours.

Newsletter

North Central Academy publishes a newsletter each week and sends it out every Monday during the school year. This letter contains information regarding curriculum, classroom events, volunteer opportunities and important dates. Additionally, elementary classroom teachers will keep you informed and updated weekly with a Classroom Newsletter. We send these letters electronically. If you prefer to have the newsletter sent to you in paper form, please inform your child’s teacher and the office.

Conferences
Conferences are held twice a year, in the fall and spring.

Student Records
Parents or legal guardians have the right to review records maintained by North Central Academy for their children. Please call the office for an appointment with the building leader. Student record information will not be released except:

1. By written consent of the parent or guardian.
2. When information is used, with parent consent, in the school directory.
3. Under circumstances as permitted by the Family Educational Rights and Privacy Act of 1974.

Suggestions
We view parents and students as partners in education. NCA staff are open to ideas that will help us improve our school. All suggestions and concerns should be of a constructive nature in line with the Action Over Words, Service Over Self mission of the school. Working with your student's classroom teacher before approaching the principal is encouraged. If you feel as if your need was not met, contact the principal.

School Uniform Guidelines

Students at North Central Academy wear uniforms daily. We have chosen uniforms because they:

- Allow students and adults to focus on learning.
- Sets clear expectations between parents and children concerning school attire.
- Help eliminate student or staff perceptions about clothing as it relates to status.
- Improve the safety and security of the school.
- Improve behavior and discipline in the school.
- Help develop a sense of unity.
- Ensure that inappropriate clothing will not be worn to school.

Extra-Curricular Functions
It is expected that students at school after hours, or at school activities or events, will be dressed appropriately for the occasion.

Students should not bare their midriff. Writing/slogans/symbols on clothing must be appropriate for a school setting.

The school reserves the right to make changes to the dress code when it is determined to be necessary. Should changes occur, they will be clearly communicated to parents and students.

Required Uniform

Bottoms:
K-5th Grade: Khaki or black dress pants, skirts or shorts. No jeans or athletic pants are allowed. Leggings will be permitted only if they are worn under a skirt.

6th-12th Grade: Khaki or black dress pants or shorts. No jeans, skirts, skorts, athletic pants or leggings allowed.

Tops:
Hunter green or black polo shirt with NCA logo, short or long-sleeved, white or black button down dress shirt. Students may also wear the free, school-provided NCA t-shirt any day of the week.

All polo shirts and fleeces MUST have the NCA Logo. If students are not in compliance with the above mentioned dress code, NCA will work to accommodate the student with appropriate dress. If student uniforms are not available, the parent will be asked to provide their student with clothing that meets the dress code requirements. Continued violations of the school uniform policy may result in suspension.

Fridays Only - Students can wear NCA, Grandma's Place, or LSSU spirit wear. Spirit wear consists of Grandma's Place or LSSU related t-shirts, as well as NCA and LSSU related hooded sweatshirts.

Optional:
Hunter green or black sweater, sweater vest, or zip up vest with NCA logo.

Uniforms can be ordered through our preferred vendor, Raized Up by scanning the QR code or using the website:
https://www.raizedup.com/north-central-academy

Backpacks

Backpacks are to be kept in lockers during the school day unless given special permission by the principal.

Attendance and Truancy

The number one indicator of school success is attendance. Each day is an integral part of a planned instructional program by your child's teachers. No amount of make-up work can possibly replace what a child learns by attendance in school and direct teacher instruction. Administration and teachers have the responsibility to work cooperatively with students to correct poor attendance patterns and refer truancy problems to the proper authorities following established protocol.

Truancy is unexcused absences from school and excused absences without medical or other official documentation. Anything over 9 days is considered truant. While parents

are encouraged to call in and let us know why a student is absent on all occasions, a doctor's note or official documentation will not be counted toward truant days.

NCA's Absence Protocols:

- Students that are absent for 5 days will receive a phone call.
- Students that are absent for 7 days will receive a cautionary letter in the mail.
- Students that are absent for 10 days are considered truant and will receive a truancy letter.
- The School Resource Officer will be contacted to make contact with families who have already received a truancy letter and continue to be absent from school.

Students are expected to:

1. Accept responsibility for being present and on time to all classes.
2. Inform each teacher before necessary absences when possible.
3. Get make-up work from teachers, complete it, and submit it in a timely manner in accordance to late-work policy.

Parents/Guardians are expected to:

1. Encourage daily and punctual attendance.
2. Exercise responsibility and good judgment regarding the justifiability and appropriateness of all absences.
3. Limit school absenteeism for other than health reasons to an absolute minimum.
4. Notify the school when their student must be absent and support the reason with official documentation.
5. Confer with the school in cases of attendance issues.
6. Monitor student's make-up work for timely completion.
7. Check PowerSchool regularly to monitor absences and grades related to the absences.

Family Vacations:

While we value family time and encourage family vacations, it is important to note that absences can place a strain on student learning. Family vacations are best planned during scheduled breaks to ensure your child is getting valuable instruction. If a family vacation is planned during the school year, the parent/guardian should notify the teachers and principal one week before departure. Students will be responsible for making up assignments, tests, and quizzes. When possible, students can and should complete work prior to returning and turn it in promptly upon returning. A family vacation will not exempt the student from truancy.

Appointments:

To the best of your ability, we ask that appointments (dentist, doctor, hair, etc.) be scheduled for after school hours, on professional development days, and scheduled

school breaks. Valuable learning is happening in school. Frequent, avoidable absences affect student's ability to engage.

Tardy Policy:
Students are expected to arrive at school and to classes on time. Students arriving late to school must sign in at the office. Students arriving late to class will be marked tardy. Following five tardies to one class in a quarter, the parent/guardian will receive a phone notification regarding excessive tardiness and students will be given a working lunch. Following ten tardies in a quarter, a mandatory conference with an administrator will be scheduled and the student will be assigned three working lunches.

If your child arrives late to school, a parent or guardian must check the child in at the front office. Your child will receive the appropriate pass to take to his/her teacher.

Students are expected to attend all classes. A parent must excuse students if they are absent or tardy; this also applies to leaving early. *North Central Academy maintains a closed campus.* Students may not leave the school at any time during the school day without the permission of the school and their parent. Parents may excuse students by calling the NCA office (231-584-2080), sending a signed note or visiting the NCA office. If a student is not in school the entire day, he/she may not participate in a school sponsored event.

School officials will excuse absences for the following reasons:

- Personal illness with a doctor's note
- Doctor or dental appointments with a doctor's note
- Death in the immediate family
- Funeral attendance
- Religious holiday observance or other religious activities exempted by statute

***School leadership shall have discretionary authority to excuse an absence for a reason the leader deems consistent with the policy but which is not identified on the approval list.*

Students are considered unexcused if the parent does not contact the office. The office will call the student's home for all unexcused absences on the day that they occur.

<u>Early Release of Students</u>
The following guidelines will apply:

- Please stop at the office when coming early to pick up your student to receive the appropriate pass.
- No child will be released to a person other than a parent or a guardian during school hours without the permission of the parent or guardian.
- The person to whom the child is to be released will be required to sign a log in the office indicating time and purpose of the release.
- Identification will be required if the person is not known to the office staff.

Emergency Contacts
If your child is injured or becomes ill at school, we will make every effort to contact you. Please be sure that your emergency contact information on your Student Registration Form is filled out completely and accurately and on file in the school office so that we will be able to reach you at home or at work. The registration form should also list the names and numbers of at least two other people we can call in case we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. It is important that emergency contacts are updated throughout the year as changes occur.

Health and Wellbeing

Immunizations
State law requires that student immunizations be kept up to date unless a waiver is filed with the school. Waivers are available through your local health department by appointment only and must be redone at the beginning of each school year.

Illness
To protect the health of your child and other students, we expect children to be picked up from school if they have a fever, rash, head lice, or similar communicable symptoms. Please notify the school if your child has been diagnosed with a communicable disease and keep your child home until fully recovered. Children need to be fever-free for 24 hours before returning to school.

Head Lice
If a teacher believes a student may have head lice, the child is sent to the office for a staff member to examine the child's head for any live lice. If the child has live lice, his/her parent(s) will be notified and expected to pick up the child with treatment given at home that evening. If families are in need of assistance please contact the school office. Upon return to school, the child will be checked to make sure live lice are gone.

Medication
Michigan law requires that before any medication, including over the counter medication and herbal treatments can be administered to students, the school office must have the following:

- Signed statement form completed by the parent or guardian.
- Signed statement from the physician explaining doses and any precautions.
- Current prescription container from the pharmacy or original packaging for over the counter medications.

Please note: Children are not allowed to transport medication to and from school. Parents must bring the medication to the office.

Cell Phones, Electronic Devices and Toys

In February 2026, bipartisan legislation was signed into Michigan law called “Away for the Day” requiring all public schools to adopt policies limiting student cellphone use during instructional time beginning with the 2026–2027 school year.
Under this policy, students may bring personal electronic devices to school, but all cell phones, smart watches, earbuds, tablets, and other communication devices must be powered off and stored in their lockers from 7:45 a.m. until 3:15 p.m. Students and parents may communicate with their children through the school office when necessary. Students who violate the policy will have their device confiscated and will be subject to progressive disciplinary consequences.

1. First Offense: warning and the return of the device at the end of the school day,
2. Subsequent offenses: Parent pickup of the device, conferences with administration, suspension, or loss of the privilege to bring a device to school at the principals discretion.

We believe this policy will be helpful to our students academically along with less drama, less bullying, and a more intense focus on academics during the school day.

If you need to reach your student please contact him or her by calling the main office, 231-584-2080.

In the case of violation of privacy through unauthorized photography or recording, law enforcement may be involved.

North Central Academy is not responsible for the loss, theft or damage to cell phones or other electronic devices. Parents acknowledge that by allowing their student to bring such devices to school, they are responsible for any damage, theft, or loss that may occur.

Breakfast

All students receive breakfast at no cost to the family. Students arrive as early as 7:40 am to have breakfast before class begins at 8:00 am.

Lunch

North Central Academy is excited to offer daily lunches for all students free of charge. Students may also bring a healthy lunch from home and are encouraged to do so in an insulated lunchbox. At times, students and teachers eat together. Teachers use this time to chat with students, teach appropriate table manners, conduct conferences with students as well as eat their own lunch. Students are able to talk with friends in a family-style atmosphere and seating arrangement. Students are expected to:

- Take care of all trash, leaving tables and surrounding floors clean.
- Remain in the lunchroom/classroom until dismissed or you are given permission.
- NCA is a closed campus. Students may not leave campus for lunch.

Water Bottles
We encourage students to drink water throughout the day by keeping a reusable water bottle with them at all times while they are in school. Please provide your student with a water bottle that clearly has his/her name written on it.

Birthday Celebrations
Birthday snacks are always fun for students to share in the classroom. Please speak with your child's teacher regarding appropriate time to bring these snacks to the classroom. Please check with your child's teacher about allergies in the classroom.

Transportation
North Central Academy is pleased to offer free busing for the 2026-2027 school year. If you are in need of transportation, please call the office for more information.

Driving a Vehicle to School
Students may drive themselves to school if they are licensed drivers. Students will need to register their vehicle with the office and show their driver's license and proof of insurance. The office will hold their car keys while they are in classes.

Morning Drop-off
- Students may enter the building at 7:40 am. Breakfast is provided at this time. Staff will be available to help your child out of the car from 7:40 am - 8:00 am.
- For children's safety, please:
    - **Only** let your child(ren) out of the car when a staff member opens the door.
    - Children should get out on the passenger's side of the vehicle.
    - If your student is bringing a project or anything of significant size to school, please park in the lot and assist your child into school.
    - Keep your car in single file to exit, please do not swing around other cars.

Afternoon Pickup
- Students board buses at 3:15 pm.
- K-5th grade car students are dismissed at 3:05 pm.
- 6th-12th grade car students are dismissed at 3:10 pm.
- Parents are asked to stay in the car while in pickup lanes. If you would like to come into the school to pick your child up, please park in the side parking lot.

North Central Academy Code of Conduct

The responsibility for respectful, responsible conduct lies with the individual student, his/her parents, and North Central Academy. It is expected that student behavior on school property and at school sponsored events will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extracurricular

activities, each student will be accorded that freedom which he/she expects, so long as he/she respects the freedom of others. Students should be aware that any staff member may take any reasonable action toward any student for the purpose of maintaining discipline over the pupils in attendance at any school (section 340.756, Michigan School Code of 1955, as amended).

NCA Philosophy - Our philosophy is Action Over Words, Service Over Self.
NCA #1 Goal - "Do the right thing because it is the right thing to do."
North Central Academy guides students to make positive choices as they navigate through tough decisions in and outside of school.
If our #1 Goal is to *Do What's Right* in every situation, then we must devise our framework for choices to attain that goal. NCA's framework is based on our staff and students following three simple rules in every situation/instance on and off school grounds. The three rules and what they build are listed below.

Framework for Choices

Do What's Right --- Builds CHARACTER
Do Your Best --- Builds COMMITMENT
Treat Others The Way You Like To Be Treated / Golden Rule --- Builds COMPASSION

If everyone in our NCA Family adheres to the framework of choices the school will flourish under the umbrella of the 3 C's: Character, Commitment, and Compassion. By *Doing What's Right* in every situation based on the school's perspective, you will establish yourself as someone who has tremendous character. By *Doing Your Best* in every situation, you establish yourself as someone who is truly committed to excellence. Finally, by following the *Golden Rule* (treating others the way you like to be treated) in every situation you will show that you truly care about all people and thus compassion becomes the staple for greatness to occur throughout the community.

NCA Character Traits & More…

NCA Character Education Traits

Responsibility	Respectful
Honesty	Getting Along
Work Ethic	Kindness
Optimism	Citizenship

Discipline Philosophy and Practice
At all times we will treat the students kindly, respectfully and work to have a positive relationship. At North Central Academy we have one school rule for all students and adults within the school. That rule is "Do the right thing because it is the right thing to do." That is exactly what we want to teach our students. We do the right thing as we go through our daily lives not because someone is going to give us a reward, or because we will be punished, but because it is the right thing to do. It will make us happier and

those around us happier. Doing the right thing helps promote better learning. At our school we believe that talking it through will solve all problems. We teach students a process for talking through problems that promotes self-evaluation for improved behavior. The primary goal of our discipline philosophy is to develop positive relationships with our students and create classrooms that are need-fulfilling for students. If a student does disrupt learning, an adult may do the following:

1. Provide a gentle reminder that the behavior is disruptive and they need to stop.
2. If the behavior continues, the student will be asked to move to another area of the room until he/she is ready to rejoin the group. The student will determine when he/she is ready to rejoin the group.
3. If the student continues to disrupt the learning of others he/she will move to a buddy classroom.
4. If the disruption continues in the hosting classroom, or the student's teacher believes the disruption is severe enough, then the office will be notified.
5. If the incident is severe enough (violence, threats, harassment, or repeated disruption of learning) to warrant a suspension, parents will be notified and we will implement a progressive suspension.

Progressive Suspension

- First suspension – the student is sent home that day.
- Second suspension – the student is sent home, 3-day suspension; after 3-day suspension - Parent, student, teacher and principal will meet to create plan
- Third suspension – the student is sent home, 5-day suspension
- Fourth suspension- the student is sent home, 7-day suspension
- Fifth suspension- the student is sent home, 10-day suspension and recommended for expulsion

Bus Policy

Students who ride a North Central Academy school bus will adhere to the rules as established by North Central Academy to ensure the personal safety of each student and the efficiency of operation of each bus. Infractions of these rules may result in the loss of the privilege of riding the bus.

The following is a list of student violations:

- Abusive body contact, slapping, hitting, poking, shoving, pulling hair, horseplay
- Fighting
- Being in possession of weapons or dangerous instruments
- Using profanity, obscene gestures, disrespectful or abusive language
- Unauthorized exit from bus emergency door or windows
- Putting any body part outside of window
- Standing, walking, or switching seats while bus is moving
- Excessive noise
- Yelling out the window
- Damage to seats, walls, floors, ceiling, etc.
- Tobacco, other drugs, vapes, or matches on bus
- Throwing objects in the bus, outside of the bus or at the bus

- Throwing litter on the bus or out the windows
- Transporting animals
- Sitting in driver's seat while driver is standing up directing students
- No glass or balloons
- Large objects- science projects, large instruments are permitted at the discretion of the driver.
- Refusing to move to another seat when asked, blocking the aisle, refusing to allow someone to sit in a seat.

North Central Academy administration reserves the right to impose penalties that differ from the disciplinary policy when necessary and best for the overall community at NCA.

Definitions of Misconduct Which Will Result in Disciplinary Action Shall Include but Not Be Limited to the Following:

- Academic Misconduct, Plagiarism and Cheating include but is not limited to plagiarism and cheating.
    - Plagiarism is using or representing the information of another individual or source and passing it off as your own.
    - Cheating is a violation of the rules established by a teacher for any assignment or test.
- Arson is the willful or malicious burning of, or attempt to burn, any building or part of any building structure, or property of the school, staff or student.
- Assault (physical): Intentionally causing or attempting to cause physical harm to another through force or violence. (MCLA 380.1311a(12)(B) and MCL 380.1310(3)(B)
- Assault (verbal): Any willful verbal, either oral or written, threat to inflict injury upon another person, which creates a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Any bomb threat or similar threat directed at a school building, other school property, or a related event is included in this definition.
- Battery: An unlawful physical attack upon another by beating, wounding, or touching in an offensive manner.
- Bomb Threat: See Assault, Verbal.
- Bullying, Cyber Bullying, Intimidation, Harassment, Hazing: Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which could include: verbal taunts, name-calling, and put downs, religious, ethnic, gender or sexual orientation-based put downs, extortion, threats or similar conduct.
- Bus Violation: The failure to respond to a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus is stopped, to keep all parts of the body inside the bus, not to block the aisles of the bus, or any other misconduct while being transported to or from school or school-sponsored activities.
- Drugs, Alcoholic Beverages, Performance-Enhancing Substances, etc.: Possession, use of substance abuse such as Huffing, or transfer of drugs including synthetic marijuana, bath salts, vapes, alcoholic beverages or other illegal substances, including performance-enhancing substances as defined by the Department of Community Health, in a Drug Free School Zone. Drug Free School Zone is defined

as: in, on or within 1,000 feet of real property comprising a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational or parochial school, except those buildings used primarily for adult education or college extension courses.

- Ethnic/Racial Harassment Behavior directed toward another person's racial or ethnic background that makes that person feel uncomfortable, threatened, unsafe, angry, powerless or demeaned.
- Explosives, Fireworks, and Foul Substance: Carrying or possessing or placing in, upon, against or near any District property any article containing an explosive or combustible substance- -including fireworks--or foul, offensive, or injurious substance or compound.
- Extortion: The use of threats of physical harm, or accusation of crime or other offense, to wrongfully take money, property, or things of value from any other person.
- False Fire Alarm: Unauthorized activation of fire alarm by student.
- Fighting: Participating in an altercation with another person.
- Forgery: The act of making a false statement in writing using the name of another person falsifying documents or information, including but not limited to School District forms or records.
- Gambling: Direct or indirect taking, receiving or accepting from any person any money or valuable thing contingent upon the result of an uncertain event.
- Gang Activity: Gang activity includes but is not limited to such things as apparel, signs, writings or related activity. Gangs are groups that pose a threat to public safety and order through violence, intimidation or other illegal activities. Gang activity will not be tolerated in the Bay City Academy School District.
- Gross Misconduct: The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions of the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.
- Hazing: The abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism.
- Improper Clothing: Any attire promoting offensive messages such as obscenity, profanity, drugs, sex, alcohol, tobacco, or gang activity will be prohibited.
- Indecent Exposure: The act of knowingly making any open exposure of his or her person.
- Insubordination/Persistent Disobedience: The failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school and/or classroom rules.
- Littering: The dumping, depositing, placing, throwing, or leaving of litter in and upon school property other than in receptacles set aside for such purposes.
- Nuisance Devices: Anything that disrupts the learning process.
- Obscenity/Profanity Use of obscene, vulgar or profane language by pupils, in verbal or written form, in gestures, or in pictures or caricatures in or on any school property.
- Public Display of Affection: Caressing, petting, fondling, cuddling, kissing.
- Rape: Rape shall be defined as criminal sexual conduct as defined in the Michigan School Code Section 1311, or Michigan Criminal Code.

- Sexual Harassment:- Sexual harassment shall be as defined in A0400 - Sexual Harassment: "Any unwelcome communication or conduct of a sexual nature where submission to the conduct is explicitly or implicitly made a term or condition of the individual's employment or educational opportunity and/or submission to or rejection of the conduct is a factor in any decision affecting the individual's employment, and/or education opportunities, or the conduct unreasonably interferes with the individual's work performance, or educational performance, or creates a hostile or offensive environment on the basis of sex."
- Technology Violations: The purpose for technology is to enhance learning, to improve communication, and to improve productivity. Any other use of computer technology is not authorized.
- Throwing Snowballs, Stones, or Other Missiles: The act of possessing, throwing or threatening to throw any snowball, ice ball, stone or other missile, in or upon school property, or while going to or from school, including any activity under school sponsorship, at the person or property of another.
- Theft: The act of acquiring and/or knowingly and willfully having in one's possession the property of another without consent; stealing, receiving, or concealing stolen property.
- Tobacco Use Prohibited H524: In the interest of providing a safe, clean and healthy environment for employees, students and visitors, the use of tobacco and non-tobacco nicotine products on school property is prohibited at all times. Examples include, but are not limited to: cigarettes, vapes, cigars, spit tobacco, snuff, pipes, tobacco strips & sticks, dissolvable tobacco products and e-cigarettes.
- Trespass: The willful entering upon the lands, premises or areas of the facilities of the School District without authority, or willfully being in areas of the facilities or grounds at times when such presence is unauthorized.
- Truancy: Unauthorized absence from school or any required school activity for any period of time. Chronic tardiness may be considered truancy.
- Vandalism: The act of willful or malicious destruction of school property or property belonging to another.
- Violation of Law: Violation of any federal, state or local law.
- Weapons (Dangerous): Possession or use of dangerous weapons as defined in Sections 1311 and 1313 of the Michigan School Code as amended, meaning "a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles."
- Weapons (Other): Possession or use of other objects defined as weapons but not meeting description of "dangerous weapons" identified in Sections 1311 and 1313, e.g., knife with blade less than three inches in length, utility knife or any knife with a razor type blade.

Level 1 Violations

Failure to Comply with Dress Code/Improper Clothing	Littering	Trespassing	Nuisance Devices
Disruption of Class	Inappropriate gestures	Profanity	Failure to wear proper PE shoes and/or dress

Consequences

1st offense Warning	4th Offense 3 day suspension
2nd Offense Parent Contact	5th Offense 5 day suspension
3rd Offense 1 day suspension	6th Offense 7 day suspension

Level 2 Violations

Gross Misconduct	Academic Misconduct	Insubordination	Public Display of Affection
Leaving Class Without Permission & Skipping Class	Lying	Gambling	Throwing Snowballs, Stones, or Other Projectiles

Consequences

1st Offense Parent Contact	5th Offense 7 day suspension
2nd Offense 1 day suspension	6th Offense 9 day suspension
3rd Offense 3 day suspension	7th Offense Recommendation for Expulsion
4th Offense 5 day suspension	

Level 3 Violations

Forgery	Profanity directed at another person	Bullying, Cyberbullying, Intimidation, Harassment	Threat of Physical Harm, verbal or physical, to a Student
Assault, Verbal	Theft under $25	Vandalism under $25	Hazing

Consequences

1st Offense 1 day suspension	4th Offense 10 day suspension
2nd Offense 3 day suspension	5th Offense Recommendation for expulsion
3rd Offense 5 day suspension	

Level 4 Violations

Ethnic/Racial Harassment	Vulgar/derogatory language or action: (words, pictures, racial slurs,gestures and/or caricatures, via social media during both instructional and non-instructional time) will not be accepted or tolerated	Gross misuse of technology	Threat of Physical Harm, verbal or physical, toward a staff member
Theft above $25	Leaving Campus without permission	Physical Assault	Fire Alarm Pulled

Consequences

1st Offense 5 day suspension	3rd Offense 10 day suspension
2nd Offense 7 day suspension	4th Offense Recommendation for expulsion

Level 5 Violations

Gang Activity	Indecent Exposure	Battery	Possession, use, sale or furnishing of tobacco/look alike products, i.e., smoking, found in violation of "electronic" cigarette, vape, chewing etc. on North Central Academy property or at a school sponsored activity.
Vandalism over $25	Sexual Harassment	Extortion	Possession of a weapon

Consequence

1st Offense 10 day suspension	
2nd Offense Recommendation for expulsion	

Level 6 Violations

Arson	Bomb Threat	Criminal Sexual Conduct	Physical Assault on staff member
Unauthorized use, possession, or under the influence of an illegal or prescription medication, drug (marijuana, barbiturate, amphetamine, etc.) or ersatz (substitute) drug or drug paraphernalia on all North Central Academy property (or in sight of a school building) or at a school sponsored activity.	Consumption; possession; or under the influence of alcoholic beverages, or substances represented as such, on all North Central Academy school property (or in sight of a school building) or at a school sponsored activity	Use of any instrument as a weapon	Distribution and/or selling of alcoholic beverages or substances represented as such, on all North Central Academy property (or in sight of a school building) or at a school sponsored activity.

Consequence

Recommendation for expulsion
Police Notified

Student use of profanity may result in an immediate one-day suspension. A progressive suspension system will be enacted if the offense occurs repeatedly.

Students will not be able to attend extra-curricular activities while serving a suspension. Any time a student is suspended for a second time, he/she will meet with the principal to go over the school safety and persistent disobedience policies.

“At school” means in a classroom, elsewhere on school premises, on a bus or other school-related vehicle, or at a school-sponsored event whether or not it is held on school premises.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

“Sexual assault” means conduct that is sexual in nature, is unwelcome, or denies or limits a student’s ability to participate in their educational program.
Examples of sexual conduct include:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students as to sexual activity or performance; or
- circulating or showing emails or websites of a sexual nature.

School Response to Violent Threats

1. The student would immediately be brought to the office to meet with school administrators and relevant school support staff (counselor, social worker, and/or school psychologist) to discuss the concern and gather some initial information surrounding the concern. Police will be called if deemed necessary.
2. An administrator will conduct a search of the student's locker, backpack, and any other personal belongings if the threat is credible as defined by the professional collaborative staff guided by the administration team.
3. Parents will be notified and required to meet with administrators and plan the next steps. Any school consequence(s), school support services, and law enforcement follow-up will be presented at this time if necessary.
4. The student will be sent home with their parent(s) upon the completion of the meeting and parents will be given specific next steps in order for the student to safely return.
5. If a student is able to return to school, a re-entry meeting with parents and school administrators will be required to ensure all aspects of the plan have been followed through. All necessary supports, outlets, and steps will be taken to ensure the safety of the students, staff, and Academy as a whole.

Suspension Policy

Suspended students are allowed to make up assignments/assessments they miss during the suspension, for up to 100% credit, as long as they are turned in by the due date. Otherwise, late work penalties will apply.

Out-of-School Suspensions

Students/parents may obtain assignments through PowerSchool or by emailing teachers. If a parent needs help navigating PowerSchool, please contact the front office. Students who are suspended out of school may not be on school grounds before school, after school or during lunch or passing periods or for an extra-curricular event.

Students who are suspended may not participate in any extracurricular activities during the suspension.

Reverse Suspension

A reverse suspension is when a parent spends the entire day with their child as a consequence for poor choices in behavior. It applies to all grades K-12. Parents of students who commit non-violent, non-verbally abusive behavior will be offered the option of "reverse suspension". The length of the reverse suspension will match the traditional guidelines of the school policy.

Discipline Safeguards for Students with Disabilities

1. Students identified as disabled or in the process of being identified disabled under the Individuals with Disabilities Education Act (20 U.S.C. Section 1415) or Section 504 of the Rehabilitation Services Act of 1973 are subject to the provisions of this policy, except as noted below. These regulations and procedures are further defined on pages 12 and 13 of the Regulations of the Board of Regents for Elementary and Secondary Education governing the special education of students with disabilities to ensure that they are provided a Free Appropriate Public Education free from discrimination based on their disability.
2. The Individualized Education Program (IEP) or Section 504 Plan will address any special accommodation that must be made to the disciplinary code based on the needs identified through the IEP or 504 processes. A student with a disability may be suspended for a period of ten (10) or fewer days for disciplinary infractions unless the student's IEP specifies alternative disciplinary procedures other than suspension. If the parent/guardian, teacher, or other individual believes that the behavior for which the suspension is being imposed is related to the student's disability, the IEP Team must meet within five (5) days of the request. If a student is to be suspended for longer than ten (10) days or the cumulative number of days suspended is going to exceed the ten (10) days, the IEP Team must convene prior to the suspension and determine whether the disciplinary infraction is a manifestation of the student's disability. If the IEP Team determines that the disciplinary infraction is a manifestation of the disability, the provision of the IEP, including placement, must be re-evaluated and the student cannot be suspended.
3. If the infraction is not related to the disability, the normal disciplinary procedures set forth by district shall be imposed. However, the parent/guardian must be provided with prior notice and given a copy of the procedural safeguards.
4. Any student with a disability, who is excluded from school, whether or not the reason for the exclusion is related to the student's disability, must continue to be provided with a free, appropriate education. If a student with a disability is substantially likely to cause injury to himself/herself or to others in his/her placement, the Superintendent may suspend the student for ten (10) or fewer days in order to seek a court order or Interim Alternative Educational placement for not more than 45 days. This placement must be selected to enable the child to continue to progress in the

general curriculum, including services and modifications to meet the goals in the IEP or 504 Plan, and include services or modifications designed to prevent the behavior from reoccurring. The Individuals with Disabilities Education Act (IDEA) is in the process of reauthorization; therefore, the above safeguards may be amended at a later date.

Charter Oversight

Lake Superior State University granted the Charter for North Central Academy. The Board of Directors applied for the charter from this University because of a common belief in high quality education, parent choice and cooperative working relationships. LSSU has appointed Ms. Lynn Methner to serve as the liaison for North Central Academy. Ms. Methner attends most BCA Board of Education meetings, is available at any time for consultation and will regularly visit the school.

Nondiscrimination Policy

North Central Academy does not discriminate on the basis of religion, race, color, national origin, sex, disability, homeless status, age, height, weight, marital status, or any other legally protected characteristic, in its programs, activities or employment opportunities.

Chris Atteberry
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Notice of the Academy's policy on nondiscrimination shall be available in the School, published in any Academy statement regarding the availability of educational services, and in the student and staff handbook.

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The following person has been designated to handle inquiries regarding the nondiscrimination policies of the Academy or to address any complaint of discrimination:

Ms. Darci Lynch
Superintendent
North Central Academy