

2021-  
2022

# NEW SUMMIT STUDENT/PARENT HANDBOOK

*Life is about "New Summits"!*

EDITED FOR THE 2021-2022 SCHOOL YEAR

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Dear Parents and Guardians,

On behalf of the New Summit Charter Academy Community, welcome! We are a new choice in education and a growing community that cares about creating lifelong learners with a love of learning. We are passionate about the growth and success of our students. This handbook is designed to help students and parents become a part of the NSCA family and to integrate into our culture of nurturing success. We are all responsible for knowing the handbook's contents and working hard to find our place at NSCA. Although this handbook does not cover every situation or question, it is designed to be your guide through the most common situations.

New Summit Charter Academy's mission is to "build a safe educational community that emphasizes a love of learning and inspires and empowers students to reach New Summits." Our motto speaks to the hard work of everyone involved in our school community. "Life is about New Summits!" Once again, the staff and I are eager to welcome our students - both new and returning - to New Summit Charter Academy for what we promise to be a very productive school year. Communication is vital for a successful school program. Please feel free to contact me with your questions, concerns, and opinions.

We focus on our Core Principles that will help guide our school forward and into success. These Core Principles are non-negotiable and are guiding principles that determine how we conduct ourselves and make decisions.

**Respect:** Treat others as you want to be treated.

**Achievement:** Striving to accomplish your goals with excitement while elevating your standards.

**Resilience:** The ability to overcome adversity and life's obstacles through confidence, courage, and coping skills with the development of patience, perseverance, and potential.

**Teamwork:** Help others; when one succeeds, we all succeed.

**Integrity:** Doing the right thing even when no one is looking and taking responsibility for our choices and actions.

First and foremost, students need to feel safe and welcomed at school and in the classroom. Through our process of *Capturing Kids Hearts*, our students need to know that all staff is interested in them as individuals, both personally and academically. We care about your child as a whole child and not just about their grades. We also care about their heart, emotions, dreams, health, and more, including our care for you as their family!

Second, it is crucial that all staff work to see that their students have a successful year while maintaining a level of academic rigor and relevance appropriate at each grade level.

Finally, staff are reflective practitioners who continually evaluate their best practices and student achievement to make daily informed instructional decisions in the learning environment. We utilize reflection as a method that leads towards growth and doing education better every day!

This is going to be a great year! We welcome every one of you to our New Summit family!

Communication, as noted earlier, is vital. Please make sure to read your email and stay connected to our communication tool, ParentSquare, regularly to stay informed of school communication. Our school website and our Facebook page are other excellent tools to keep informed. Please establish a two-way, open relationship with your child's teacher, beginning the first day of school and throughout the school year. Your support will go a long way in helping make this a successful school year!

Thank you for your support, and we look forward to an exciting and successful school year!

Sincerely,

*Kim McClelland*

Kim McClelland, Executive Director/Principal

# Welcome to New Summit Charter Academy

## New Summit Charter Academy Mission, Vision, Motto, and Core Principles

Motto: Life is about "New Summits".

### "Why we exist"

**Mission:** To build a safe educational community that emphasizes a love of learning, and inspires and empowers students to reach New Summits.

### "Legacy"

**Vision Statement:** Boldly reaching New Summits while positively influencing the world.

### "We know we have met our vision when..."

**Purpose Statement:** When students love to learn and want to influence others positively, they are active, productive citizens who are enthusiastically involved in their community.

**Staff:** New Summit Charter Academy hires, trains, and is committed to retaining exemplary teachers and talented leaders in educational management. All teachers are highly qualified, experienced individuals who have a strong sense of purpose and a willingness to challenge themselves as lifelong learners, as they would challenge their students. They compel all students to excel by engaging every child in learning and holding students to high standards.

**Parents:** Our first "We Believe" statement is the best way to ensure your success at New Summit. We believe that parents are primarily responsible for the child's education and that public schools are responsible for giving viable choices to parents to assist in that endeavor. We believe that parents are an integral part of their children's educational success. New Summit Charter Academy works to foster a close connection between home and school, specifically, NSCA works with parents and other adults with positive influence to improve attendance, ensure academic success, read to children, assist with homework, volunteer in the school, and partner positively with our school staff.

### Contact Information:

New Summit Charter Academy  
7899 Lexington Drive  
Colorado Springs, CO 80920  
Phone: 719-749-4010 Fax: 719-297-9997  
Website: [www.newsummitcharter.org](http://www.newsummitcharter.org)

Executive Director/Principal: **Mrs. Kim McClelland**  
E-Mail: [Kim.McClelland@newsummitcharter.org](mailto:Kim.McClelland@newsummitcharter.org)  
Direct Phone Number: 719-749-4005

Assistant Principal: **Mrs. Jennifer Reissig**  
E-Mail: [Jenn.Reissig@newsummitcharter.org](mailto:Jenn.Reissig@newsummitcharter.org)  
Direct Phone Number: 719-749-4006

Administrative Assistant: **Mrs. Amanda Roderick**  
E-Mail: [Amanda.Roderick@newsommitcharter.org](mailto:Amanda.Roderick@newsommitcharter.org)  
Direct Phone Number: 719-749-4048

Administrative Assistant: **Mrs. Maria Walker**  
E-Mail: [Maria.Walker@newsommitcharter.org](mailto:Maria.Walker@newsommitcharter.org)  
Direct Phone Number: 719-749-4003

Communications Coordinator: **Mrs. Nikki Reichert**  
E-Mail: [Nikki.Reichert@newsommitcharter.org](mailto:Nikki.Reichert@newsommitcharter.org)  
Direct Phone Number: 719-749-4012

Business Manager: **Mrs. Maureen Hilborn**  
E-Mail: [Maureen.Hilborn@newsommitcharter.org](mailto:Maureen.Hilborn@newsommitcharter.org)  
Direct Phone Number: 719-749-4011

Facilities/Safety and Security Director/Dean of School: **Mr. John Coppin**  
E-Mail: [John.Coppin@newsommitcharter.org](mailto:John.Coppin@newsommitcharter.org)  
Direct Phone Number: 719-749-4029

Special Education/Resource Teacher: **Mr. Justin Starkey**  
E-Mail: [Justin.Starkey@newsommitcharter.org](mailto:Justin.Starkey@newsommitcharter.org)  
Direct Phone Number: 719-749-4020

School Counselor (Last Names A-K): **Mrs. Tiffany Fontenot**  
Email: [Tiffany.Fontenot@newsommitcharter.org](mailto:Tiffany.Fontenot@newsommitcharter.org)  
Direct Phone Number: 719-749-7135

School Counselor (Last Names L-Z): **Mrs. Cortnie Wise**  
E-Mail: [Cortnie.Wise@newsommitcharter.org](mailto:Cortnie.Wise@newsommitcharter.org)  
Direct Phone Number: 719-749-4007

School Nurse: **Mrs. Sharon Begin**  
E-Mail: [Sharon.Begin@newsommitcharter.org](mailto:Sharon.Begin@newsommitcharter.org)  
Direct Phone Number: 719-749-4009

School Nurse: **Mrs. Denise Piciulo**  
Email: [Denise.Piciulo@newsommitcharter.org](mailto:Denise.Piciulo@newsommitcharter.org)  
Direct Phone Number: 719-749-4009

# General Expectations and Other Important School Information

## General Safety Expectations:

As a community of learners, it is the duty of each individual to do their part to keep our school safe.

The school requires all visitors entering the facility, to report directly to the front desk to present identification, sign in, and receive a visitor badge. For safety reasons, it is imperative that each visitor has their visitor badge on at all times while on school property.

Entry to the school should be gained through the front school entry doors if you arrive after 8:05 a.m. daily. Unlocked and monitored doors may be used for access during drop-off and pick-up times only. When an indoor release (inclement weather) is communicated, students are to remain in school until the regular school release time. Students who are picked up prior to this regular school release time will be asked to sign their child out and that time will be considered an unexcused absence unless it meets an excused absence reason.

Traffic laws and postings are expected to be observed by all drivers. Crossing guards are on duty between 7:35 – 8:05a.m. and 3:05 – 3:35p.m. Any report of aggressive and/or potentially dangerous/reckless driving and/or the blatant disregard for the safety of everyone while driving on school property, may result in the immediate revocation of that particular driver's rights to continue to access the school property. All walkers are expected to obey crossing laws by utilizing the controlled crossing areas.

Students are not to be left unsupervised at the school under any circumstances. We expect parents to drop off and pick up at the expected times or for them to arrange for other transportation and/or childcare. School personnel will supervise students between 7:45 a.m. and 3:05 p.m. daily. Tutoring and student activities will be supervised by a school sponsor. Students not participating in a school-sponsored activity are the responsibility of the parent and must not be left at the school.

Appropriate attire must be worn by students on cold weather days and during inclement weather. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks. Students are also expected to remain in uniform-approved attire throughout the school day, in addition to adhering to the school's uniform policy.

NSCA has a closed campus policy in which students must stay on campus from the time they arrive until dismissal or until they are signed out by a parent/guardian. If a student arrives after the start of the school day, they must be escorted by an adult to the school receptionist desk and signed in by the student's parent/guardian. The child must receive a tardy slip, from the school receptionist, before attending class for that day. A student is considered tardy after 8:05 a.m.

Students who must leave school during the day, due to illness or an appointment, must check out at the school receptionist's desk. In the event of a scheduled appointment, the school should be notified via the Student Absent form located on the school website the day of the appointment. Parents arriving to pick up their child, for a scheduled appointment, must come to the receptionist's desk to sign their child out. Upon returning, after an appointment, the child must be escorted by an adult to the school receptionist's desk and signed back into the school. If a student leaves for a

medical or therapy appointment, a note from the provider is required to excuse the absence/tardy. You may turn these notes in to the school receptionist.

### School Bell Schedule/Office Hours and Calendar

Hours and School Calendar can be found at <https://www.newsummitcharter.org>

School office hours are from 7:30 am - 3:30 pm

School hours are from 8:05 am - 3:10 pm

Tardy bell rings at 8:05 am

### Bell Schedule (Does not include grade level recess times)

First Bell - 8:00 am

School Starts - 8:05 am

Full Day Kindergarten Lunch and Recess - 10:30 - 11:10 am

1st Grade Lunch and Recess - 10:30 - 11:10 am

2nd Grade Lunch and Recess - 11:10 - 11:50 am

3rd Grade Lunch and Recess - 11:10 - 11:50 am

4th Grade Lunch and Recess - 11:50 am - 12:30 pm

5th Grade Lunch and Recess - 11:50 am - 12:30 pm

Middle School Lunch and Recess - 12:20 - 1:00 pm

School Ends - 3:10 pm

### Student Morning Drop-Off Time 7:45 am for All Students and Not Before!

Please refer to our school website for the directions on the process for drop-off and pick-up under the "Parents," tab. New Summit Charter Academy utilizes the CurbSmart app for afternoon pick-up.

There is a video on the website that can be accessed for information about our Drop-Off and Pick-Up process.

On our website under the "Parents" tab, there is a file that also gives directions for the Drop-Off and Pick-Up process. If you need a copy of this, feel free to come to the NSCA office and we will be happy to print one for you.

Students should not be dropped off before 7:45 a.m., as supervision is not provided prior to that time. This is the case for both Elementary and Middle School students. Parents, please follow the marked, directional indicators in the school parking lots, which will guide you to the designated drop-off zones. Students MUST exit the vehicle from the passenger side. Parents, please DO NOT exit your vehicle. All parents, it is vital that you please make sure your children know how to take their seatbelts off and buckle themselves in on their own. This includes Kindergarten students as it will cause significant backups in the carpool line if you need to buckle and unbuckle your student. Students may enter the building at 7:45 a.m. and need to be in their seats by 8:05 a.m. to avoid being tardy. The first bell will ring at 8:00 a.m. Late arrivals interrupt the learning environment and may result in administrative action.

### Student Afternoon Pick-Up Time 3:10 pm

Families are to have their CurbSmart assigned pick-up number(s) displayed on the dashboard of their car or hanging from the rearview mirror. Each family will be given one hanging tag that has identification on the card representing NSCA. Please DO NOT print your own number, as this is for the safety of our students. If you misplace your number or would like additional tags for other family

members, you may purchase additional tags, from the school, for \$5.00. If you are having someone else pick up your child, kindly pass the Carpool Tag to the individual who is picking up your child(ren).

Students will begin to be released promptly at 3:10 pm with each student being held in their classroom until their assigned carpool number has been entered into CurbSmart. At that time, they will then go to their designated pick-up zone where a staff member will assist them. Older students, or the student in the family who is most responsible, will go to the younger students' pick-up zone to meet the younger sibling(s). Please DO NOT forget your carpool tag that is given to you. If there is someone else picking up your student, they will need your carpool tag to pick up your child(ren).

### Zones:

Kindergarten, 1st grade, and 2nd grade: (Lower/Main Lot)

3rd grade and 4th grade: (Middle Lot)

5th grade, 6th grade, 7th grade, and 8th grade - (Xfinity Lot)

### Bicycles, walkers, and other forms of student transportation

Students may ride bicycles to school, as long as they are proficient enough to be safe. Students must walk the bike once on school grounds and it must be parked in the racks provided at the front of the school. Bikes are not to be in the building or the parking lot at any time during school hours. Once the bikes are in the bike racks they are not to be removed until the student is ready to go home. Each student is responsible for locking up his/her own bike. If you choose to not lock up your bike, then you are doing so at your own risk. The school is not responsible for stolen, lost, or damaged bicycles. For safety and liability reasons, in-line/roller skates, shoe skates, and skateboards are not allowed on campus at any time, including when school is not in session.

If your student is walking home, please let their teacher know that your student is a walker. They will be dismissed at 3:05 p.m. The students will need to cross the streets at the designated crosswalk areas only.

### Communication:

At NSCA, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- 🗣️ Keep up-to-date with our communication:
  - Check the school website ([www.newsunmit charter.org](http://www.newsunmit charter.org)) at least weekly for updated information
  - Check Infinite Campus frequently to stay apprised of your student's grades and attendance
  - Read every NSCA update (e-blast) and newsletter
  - Check your student's planner daily for important assignments and information
  - Please sign-up and use the ParentSquare App for communication updates and information
- 🙏 Treat our Board, Faculty, and Staff with respect – This includes at school events, through emails, during telephone conversations, and in the classrooms both during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.



- 🌐 Respect our learning community – Enrolling your student at NSCA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.
- 🌐 Be kind on social media -- We wish to promote effective communication and maintain a respectful dialogue in the social sphere. Administrators may remove or redirect comments that contain:
  - Content that is off-topic or not within the scope of the responsibilities of NSCA
  - Abusive, profane, or insulting language
  - Attacks on individual character or to the personality of individuals
  - Commercial endorsements of products, services, organizations, or other entities
  - Political endorsements of parties, candidates, or groups
  - Content that infringes on copyrights
  - Substantially repetitive content
  - Solicitations of funds
  - Speculative comments on any ongoing investigation
  - Content that implies, promotes, or encourages illegal activity
  - Sexual content

*You may be banned from our Facebook and Instagram pages if you act contrary to these rules.*

New Summit Charter Academy maintains an open-door policy concerning communication with parents, students, staff, and our community. Be sure to follow the proper line of contact to address an issue.

1. The teacher, activity director, or personnel responsible or involved in your concern
2. The Dean of Students (for discipline or bullying-related issues) and/or your child's School Counselor (for mental health-related concerns)
3. Assistant Principal
4. Principal
5. NSCA School Board
6. Academy School District 20
7. Colorado Department of Education

## Volunteering

Regardless of vaccination status volunteers are NOT required to wear face coverings in or on school or district buildings and grounds. Anyone who would like to continue wearing a face covering is encouraged to do so. As we return, NSCA will use El Paso County Public Health's (EPCPH) updated COVID-19 School and Child Care Guidance to guide decisions. Specifically, we will follow the EPCPH requirements.

Parent volunteer training will be required and completed prior to volunteering at New Summit Charter Academy. If you would like to volunteer from home, please contact your child's teacher or administration in order to see what they may need completed. Volunteer hours will be logged in ParentSquare and are subject to change based on El Paso County Public Health requirements. The

school can also always use donations in lieu of volunteer hours, especially copy paper and office supplies. The following policies will be reinstated when the COVID restrictions are lifted.

Background checks are required and will be conducted for any adult/volunteer who will be the sole supervisor of children at New Summit Charter Academy, or on a school-sponsored trip. The school will offset the cost of the background check but is unable to cover the full cost. Please work with the Business Manager on this process.

NSCA believes that parental involvement is an integral part of their child's education which strongly impacts a student's academic achievement. Our goal is to involve each parent as a full partner in the educational program. NSCA strives for a high level of parental involvement, providing instructional support to students, and as volunteers in a variety of support functions. NSCA welcomes parents to be preparing resource materials, participating in school-wide tasks and committees, as well as providing other necessary and invaluable assistance. The family naturally provides the most influential and effective context for basic life-long learning and teaching. For this reason, and at the discretion of the classroom teacher or principal, parents are invited to assist with any classroom assistance. Classroom volunteers shall not exceed five, in any specific classroom. Volunteering in the classroom must be set up prior to volunteering with the classroom teacher.

Parents are also encouraged to spend time reading aloud to children at school and/or in the home, coaching them in skill development, and otherwise contributing time and talents in a variety of ways. Parents with children in a specific grade level will have the opportunity to volunteer in that grade at the teacher's discretion. New Summit Charter Academy recognizes that the many valuable and varied contributions of parents increase the overall quality of the school.

### Parent Involvement and Volunteering

NSCA desires to create a balance between encouraging a great emphasis on parent volunteers in this school, while at the same time establishing a learning environment that best serves all of our students. Defined below are general parameters for parents volunteering in our classrooms.

1. The teacher's individual teaching style sets the tone in the classroom, including the delivery of the educational program to classroom management. The teacher has primary responsibility for the classroom and student learning within the classroom.
2. Parents who wish to be volunteers in the classroom need to learn the teaching style of the teacher they wish to assist. If the teacher's teaching style conflicts with the parent's volunteering style, the parent will need to either adjust their style or find a more compatible volunteer role in the school.
3. Under no circumstance is it ever acceptable for a parent/volunteer to confront a teacher or staff member about an issue when students are present.
4. Please remember to respect the teacher's schedule and refrain from discussing your child's individual needs or other students until an appointment has been scheduled with your child's teacher.
5. NSCA encourages parents to take a special interest in the lives of their children, to act as a mentor and tutor, and to instill in every child a love of learning. Parents work alongside the staff to ensure the most effective education possible. To this end, parents are responsible for knowing and understanding the contents of the NSCA's Student/Family Handbook, and are encouraged, but not required, to participate on school committees and provide other volunteer services, as they are able.

- Volunteers will be expected to follow the school's Social Contract and attend our volunteer training prior to volunteering. All volunteer hours can be tracked through your Parent Square App.

## Parent and Community Involvement

Parents/guardians of each family are asked to serve at least fifteen (15) hours per semester per household in school volunteer service. These hours may be completed either in the school building or at home. However, any parent whose presence or actions are deemed by the teacher and principal to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, could be asked to leave the property. *(Due to the pandemic these hours will not be required in 2021-2022.)*

## Volunteer Code of Conduct

- ☺ All volunteers must complete the volunteer training and registration and required background checks at the cost of the volunteer.
- ☺ Be on-time and reliable in fulfilling volunteer commitments.
- ☺ Exercise kindness while volunteering for New Summit Charter Academy.
- ☺ Respect and abide by the confidential nature of anything you might see or hear while volunteering.
- ☺ Conduct yourself in a businesslike and fair manner, without partiality to individual students.
- ☺ Motivate children in a positive way to work and help them succeed in school.
- ☺ Graciously accept direction and constructive criticism from staff members.
- ☺ Acknowledge the teacher as the authority in the classroom.
- ☺ Do not confront a teacher regarding disagreements/differences of opinion in the presence of children.
- ☺ Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.
- ☺ Schedule all in-classroom volunteer hours through the classroom teacher.
- ☺ Dress modestly and appropriately for a school environment (i.e. refer to Dress Code).
- ☺ Wear a current volunteer name tag, at all times, when volunteering at the school.
- ☺ Sign in and out at the front office when volunteering at the school.
- ☺ Record all on and off-campus volunteer hours in Parent Square.
- ☺ Due to the hazards and liability associated with having small children or unsupervised children on school grounds, it is NSCA's policy to not allow volunteers to bring younger siblings or non-students on campus when volunteering. When you are here to volunteer, we ask that you are able to focus solely on that role and that you are not taking care of other children at the same time.
- ☺ Please know that if any conduct is deemed inappropriate, limitations will be set by the Administration.

## General Office Policies

### Financial Obligations:

All financial obligations including student fees and lunch balances must be met in full, or some satisfactory arrangement made with the school office before a student can register for the following year or receive report cards. Any unpaid balances at the end of the school year will be subject to collections.

### Telephones:

Telephones in the offices and classrooms are for business purposes. Except for emergencies, students may not use office phones.

### Messages:

A messaging system will take messages before and after school or during times of high volume use in the school office. Messages are important to the NSCA staff and calls will be returned as soon as possible.

### Copy Machines:

Use of all copy machines is restricted to faculty, staff, and trained volunteers.

### School Property:

The NSCA community is expected to show pride in NSCA by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

### Security Camera Use:

NSCA utilizes video surveillance in hallways, cafeteria, playground areas, and other areas within our school, which promote the order, safety, and security of students, staff and property. The usage of video surveillance also aids in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, New Summit Charter Academy reserves exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

### Use of School Name:

At no time may any member of the NSCA community use the school name, emblem, mascot, and/or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the New Summit Charter Academy Board of Directors.

## Weather and Emergency Information

### Cancellations/Snow Days or Delays:

Because of our broad geographical student base, NSCA school delays or school cancellations, due to bad weather, will be determined by Academy School District 20. NSCA will close in conjunction with D20. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. In cases of delays due to bad weather, all tardies and absences will be excused.

### Academy School District 20's School Closure/Delay Policy:

#### School Closures and Delays Standards for Weather Decisions

When bad weather conditions occur, either a school closure or a delayed schedule may be announced. Local radio and television stations will be advised no later than 5:15 a.m. Information will also be available on the D20 website and the school website.

#### District Process and Considerations for Closures or Delays

The District 20 Transportation Department considers the following factors in making any weather-related decision:

-  Snow Accumulation

- ☁️ Road Conditions
- ☁️ Ability to Access Buildings
- ☁️ Weather Conditions
- ☁️ Temperature
- ☁️ Visibility
- ☁️ Wind-Chill
- ☁️ Weather Forecast

In addition, the District 20 Transportation Department performs the following:

- ☁️ Receives up-to-the-minute weather updates from local weather consultants.
- ☁️ Consults with El Paso County and the City of Colorado Springs regarding their road sanding plans.
- ☁️ Exchanges vital weather information and road conditions with neighboring school districts.
- ☁️ Consults with the U.S. Air Force Academy to determine if they are going to delay or close.
- ☁️ Has staff members drive on district streets between 2:30 A.M. and 3:45 A.M. to inspect road conditions.

### Emergency Drills:

Students must learn all emergency procedures and instructions given by the NSCA staff. NSCA will conduct required emergency drills to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly, and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

## Student Life

### Student Planner:

A student planner (Pre-Ordered by NSCA) will be purchased by each 3rd through 8th-grade student, which is included in Student Fees. The student planner is to be used as an educational and organizational tool. If lost, a replacement may be purchased. Students are responsible to carry their planner to all classes and use it to record class assignments. The use of planners may be checked upon teacher discretion. We also ask that parents frequently look at their child's planner to assure that it is being used and that all assignments and homework are being written down. We work in partnership with parents to teach our students critical organization and time management skills.

### Backpacks:

Students are allowed to use backpacks and book bags at school. Backpacks should be in good condition but there are no restrictions on characters or colors. Please make sure backpacks are cleaned out regularly and free from old food to prevent odor. Middle School students will be assigned a locker to keep their backpacks and school-related materials in.

### Conduct in the Classroom:

Individual teachers handle all matters of classroom discipline and create expectations for their individual classrooms. NSCA uses a school-wide system of classroom rules and consequences. We

expect that students of New Summit will be respectful (verbally, physically, and behaviorally) of all staff, peers, and teachers. At NSCA, we approach children and one another with a consistent but nurturing demeanor. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct and/or habitual disruption will be referred to the Dean of Students. Student behavior referrals can result in the school-wide consequences process, in-school suspension, out-of-school suspension, or expulsion.

### **Bullying and Harassment:**

New Summit Charter Academy follows D20 district policies with regard to bullying and harassment. The district and school Administration supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. "Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. We do everything within our power to prevent bullying and take every incident seriously. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports an incident of bullying is subject to appropriate disciplinary action.

### **Counseling and Mental Health:**

We have both a Licensed Professional Counselor on staff full-time and starting in the 2021-2022 school year, we have also welcomed a full-time Licensed Clinical Social Worker to the New Summit staff. Providing support to our students and addressing the whole child is a priority for us and has always been a foundational aspect of who we are as a school. Our counselors also work with the entire staff to make sure that they are apprised of trauma-informed strategies, how to build relationships with kids, and how to address the emotional needs of students. New Summit Charter Academy and D20 district policies support emotional intervention with all students. School counseling services are available to all students and parent permission does not need to be gained in order for a student to access their school counselor. Permission for participation in group therapies; however, will be obtained before a student is allowed to participate in one of the social-emotional or psychoeducational groups that our counselors offer.

The counselors may at times lead groups or teach classroom lessons on various topics if there is an identified need within the New Summit student body. Additionally, behavior modification, social skills, confidence skill building, parent education, and character development services are offered to our community throughout the year. Students or parents may request a meeting with the school counselor and/or teachers may refer students to the counselor if there are emotional or behavioral concerns that are showing up in the classroom. Likewise, the counselors will be available for any student who may benefit from emotional and/or behavioral intervention.

Please note that school counseling is not long-term therapy. School counselors are assigned to a caseload of no less than 300 students and we cannot provide ongoing counseling or intensive therapy to your student. We are in schools to provide brief, solution-focused, counseling support. We will meet with your student for a maximum of 6 sessions on any given problem, life event, need, or behavior. If we have met with your student more than six times regarding the same issue then we may contact you to offer recommendations for outside services. Please note that unless it poses a safety concern, we will not divulge the details of what your student has spoken to their school counselor about. We will meet our legal and ethical obligations with regards to mandatory reporting and confidentiality.

New Summit Charter Academy is committed to maintaining a learning environment where students feel empowered and supported. If you would like to speak with a counselor regarding the needs of your child or get recommendations for community resources, you may contact us at any time.

*Tiffany Fontenot is assigned to students with the last names A-K and Cortnie Wise is assigned to students with the last names L-Z.*

**Tiffany Fontenot**

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719-749-7135

**Cortnie Wise**

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719-749-4007

**Child Abuse Reporting**

NSCA will follow D20 district policies with regard to the reporting of suspected child abuse or neglect. We will also follow D20 policies with regard to harm to self or harm to others. Please note that every professional in the educational environment is a mandatory reporter by law. We do not investigate accusations, reports, or assumed child abuse. We only do our due diligence to make a mandatory report and then the Department of Human Services does the investigation. Please respect the confidential nature of this process. We will never reveal whether or if a report has been made. Additionally, we will not reveal the details or content of any report nor the staff member who made the report. Please visit the district website for an updated version of these policies.

**Conduct During Lunch:**

All students are expected to eat lunch on-site. We do not allow off-campus lunches in most cases. In cases where a parent would like to take a child off-campus for a special occasion, previous permission must be granted and communication to the student's teacher at least one day in advance. We expect that students of New Summit will be respectful of all staff and peers in the lunchroom environment. We also expect that the lunchroom will be respected through cleaning up after ourselves, making a positive choice to clean up after others if the opportunity arises, and monitoring the volume level. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the lunchroom and other areas of the campus remain free from litter. Please send your students to school with plastic containers to minimize accidents. Families will be notified of food allergies in their child's classroom and we ask you to refrain from putting known allergens into your child's lunch. Students will have limited access to microwaves to warm up their lunches. If you choose to send your child to school with food that requires a microwave, then know that this will limit the time they have to eat. Lines for the microwaves are often long and students are only given 20 minutes to eat their lunch. We highly recommend choosing school lunch or sending your student to school with a lunch that does not require the microwave.

**Food and Water:**

As a general rule, food and drinks (other than water) are not allowed in the hallways, breakout rooms, or classrooms, except during grade level lunchtime, while approved snacks and water may be allowed in designated areas for nutrition breaks. If the student has a specific accommodation plan regarding access to food and drinks throughout the day due to a medical condition, this will be

allowed. We encourage students to bring water bottles to school. They will be able to be refilled at each teacher's discretion. Bottles with water only will be allowed to be kept in the classroom.

*It is highly recommended that students do not bring energy drinks and sodas to school. They will not be allowed in the classrooms unless approved by the teacher.*

### Food Allergies:

Parents are responsible to inform the school nurse of any food allergies or sensitivities that their child might have. Classroom teachers will be educated regarding the individual allergies present in their classrooms by the school nurse. Precautions will be taken based on the severity of the allergies present in each classroom. In some cases, families will be asked to refrain from bringing or packing certain items in lunches, snacks, and for parties. We ask that you keep the safety of other children in mind and be respectful of the needs of other students. Not sharing food will be emphasized to all children. Parents of children with allergies are responsible for educating their child/children not to accept food from other children.

### Food and Classroom Parties:

All classroom birthdays for a given month will be celebrated on a Friday of each month chosen by each teacher. Details for these celebrations will be decided by individual teachers; however, parents MAY NOT bring in HOMEMADE food treats. ALL food must be pre-packaged with information that has a nutritional label and adheres to the classroom rules. Parents may send in non-food treats to share with the students in your child's class. Stickers, books, pencils, light-up rings/necklaces, other small toy items are appropriate choices. *(All items can be sent in with your student and classmates to enjoy.)*

There will be events throughout the year such as curriculum days or other special days where there is food provided other than what students have planned for snacks or lunch. These events will have a menu that is decided on by the classroom teachers and approved by the school nurse. If recipes are being made for a particular curriculum function, the recipe must be approved by the school nurse. If you are assigned by your student's classroom teacher to bring a food item to school for one of these events please have the food be store-bought and in the original packaging if possible. The package must include a label with a list of ingredients and a carbohydrate count for each serving. If you bring food from a restaurant (pizza, international foods, donuts, etc) you must make an inquiry to the restaurant for a list of ingredients in the food and carbohydrate count for each serving. At New Summit Charter Academy, we do our best to refrain from exposure to allergens while a student is at school. While we cannot guarantee this, we do our best, and we ask that you respect these policies in order to support us in this endeavor.

### Gum:

In most cases, chewing gum is not allowed in the school unless the student has a specific accommodation plan that supports the use of chewing gum in order to alleviate the symptoms of a diagnosis. Most students will not be allowed access to chewing gum at school. Please do not send them to school with gum and encourage them to enjoy it at home.

### Conduct at Assemblies:

Assemblies will be scheduled and posted on the monthly calendar. Assemblies are part of student life at NSCA, so it is important that attendees are attentive, quiet, respectful, and adhere to our Social Contract at all times. Assemblies will be built into the schedule so as not to shorten the class time or interfere with the consistency of the schedule.



## Conduct at NSCA Social Events:

Social events at NSCA are an important part of creating a positive environment and community.

The following applies to NSCA sponsored social events:

1. Chaperones and staff representation are required to be present at school events. Background checks are required for any volunteers.
2. All parent chaperones must be approved by the school prior to the event.
3. The parent/guardian and Law Enforcement will be called immediately if there is any evidence of inappropriate behavior, possession, or use of drugs, alcohol, or tobacco at any NSCA event.
4. All participants of any NSCA event are responsible for their actions and are required to be positive members of the overall community.

## Lost and Found:

The school cannot be responsible for lost or stolen property, but an effort can be made to assist students in the recovery of their missing property. A "lost and found" will be maintained by the school; however, we ask that no personal property of high value or importance is brought to school in order to eliminate risk. Any found items should be turned in at the office. Unclaimed items will be turned over to benevolent organizations at the end of each quarter. Students are strongly encouraged to leave valuable items, including cash, at home. NSCA will not be held responsible for any unclaimed/donated items at the end of each semester. We highly recommend that everything belonging to your child is labeled in permanent marker with their first and last name. This includes but is not limited to clothing, coats, water bottles, lunch boxes, backpacks, sweaters, sweatshirts, etc. We cannot return an item to a student without their name on the item and they will be left to identify it themselves from the lost and found boxes at the front of the school.

## Signs and Posters:

All NSCA event signs and posters must be approved by the Administration and should be removed by the end of the school day following the event or activity.

## Solicitation:

Students are not allowed to sell any items at school unless approved by the Administration prior to selling. Fundraisers may be a part of approved organized events.

## Electronics:

Cameras, portable CD/DVD players, tablets, iPods, iWatch, or any other electronic watches/devices and video games in any form are not allowed at school or at school-related events. Teachers will confiscate any of these devices if seen or heard. Some grade levels have requested that students have earbuds/headphones. These are to be used only when requested by teachers for a school-related activity, assignment, or assessment. If an electronic device is found, it will be immediately confiscated and a parent or guardian will be required to pick it up.

## Cell Phones/Electronic Smart Watches:

We understand that students may need access to cell phones/electronic smartwatches before and after school to contact parents or guardians. However, if your student **MUST** have one of these items, then cell phones and electronic smartwatches should be kept in backpacks and turned off during ALL school hours. Teachers reserve the right to confiscate cell phones or electronic watches until the

end of the day. Cell phones or electronic smartwatches are not allowed during recess. Smart Watches including Apple Watch, Gizmo, and others must be removed and turned off during state and district testing sessions. If these items are brought to school, NSCA is not responsible for them and holds no responsibility for lost or stolen items. If a cell phone or electronic smartwatch is found on or in possession of the student during school hours, it will be immediately confiscated and a parent or guardian will be required to pick it up.

### Toys:

Toys, game cards, collectible cards (including Pokemon cards), and electronic gaming devices are not allowed at school as they pose a distraction to the classroom and positive-peer culture that we are creating at New Summit. Toys should not be sent to school with students and they are also not allowed at recess. If any items are brought to school, the teachers reserve the right to confiscate the item until the end of the day and return it at the end of the day with a request that it not be brought back on campus. An email may be sent to the parent as well to communicate that the item is not allowed.

### Literature:

Literacy is one of the main focuses at NSCA and we have carefully chosen books that follow our curriculum, mission, and our Core Principles. Exceptions may be made with permission from the classroom teacher. The teachers have the discretion to determine whether a book is appropriate or not.

### Field Trips:

A form provided by the school is to be completed by the parent/guardian granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students may be denied participation by the school if they fail to meet academic and/or behavioral requirements. Any parent interested in being a chaperone is required to attend the Parent Volunteer Training in September each year. CBI Background checks for adult chaperones will be conducted for all field trip attendees. Please refer to the Volunteer Section of this handbook for more information regarding background checks. Adult chaperones may be asked not to join in on field trips if their behavior or character does not model the NSCA mission.

### Clubs:

Clubs may be permitted by the NSCA community after a written proposal is submitted to and approved by the School Administration and the school rental process has been followed through the Business office. School clubs may be required to have a staff sponsor to supervise all club meetings. Clubs must meet after school hours rather than during class time. Some clubs may require participation fees which will be determined at the start of the club. Transportation to and from club meetings and activities is the responsibility of the parent. Students are expected to be picked up promptly at the end of each club meeting. If students are not picked up in time, they may be withdrawn from the club and future clubs. Club participation may be limited due to adult to student ratios.

### School Photos:

At the beginning and end of the year, there will be an opportunity for all students to have their pictures taken. Information regarding picture day will be sent out well in advance. Students will follow the dress guidelines given closer to the date for school pictures. Parents will be able to purchase photos if they desire.

### Hall Pass Policy:

Each student must have a pass when outside the classroom after classes have begun. If a student is without a hall pass, he/she will be asked to go back to the class/office to attain one.

### Leaving Campus During the Day

(Please also see notes regarding this on p.14):

- ☺ Students may not leave campus during school hours unless a parent or guardian signs them out at the receptionist desk and accompanies them.
- ☺ A student who leaves campus for special school activities will be given a permission slip to be signed by the parent or guardian.
- ☺ Students who become ill during the day must report to the health room so that a parent or guardian may be contacted if needed.

### Class Changes and Teacher Requests:

New Summit does not allow teacher placement requests. Classroom placement is completed by a team of multi-disciplinary individuals that consider many factors to balance the classrooms in an effective manner. We do everything we can to assure that your student is placed with a teacher and with peers where they will be successful. Although NSCA staff and administration strive to place students in the appropriate and most suitable classroom, we do understand that there are always unknown dynamics that may occur and there may be an occasional need to move a student to another classroom. Any alternative classroom placement is only initiated and allowed with the approval of the Administration. A team of individuals will determine if the need for alternative placement is in the best interest of the student/s and staff. We do not place students in an alternative placement based on personal requests and without significant needs. We make every attempt to teach our students to problem solve, resolve conflict, respect others even when they do not necessarily prefer someone, and overcome challenges. Parents may not request their teacher. Requests are only considered based on staff recommendations and are based on classroom availability. A team, including administration, will meet to finalize the recommendation of the alternative placement.

## Uniform Policy

NSCA's uniform policy has been established to help facilitate the education of our students, to ensure their safety, and to allow for parity among them. This policy will be reviewed and updated as deemed necessary by the administration and the NSCA School Board.

*Pictures are an example only. Uniforms may be purchased from local department stores, Land's End, Leadership Uniforms, and any other uniform distributor. We will have listings of acceptable distributors on our website.*

Dress codes are in place so that students and teachers can enjoy a community of learning without the distractions that can come from prevailing fashions. As you make your personal uniform selections please use wisdom and good judgment.

## Shirts

- ☺ Polo and Peter Pan Polo styles in **navy, grey, white, light blue, light pink, red, and teal**. Polos **may not** have any logos on them (ie. Reebok, Nike, other name brands, or school logos. Only NSCA logo is approved, etc.).
- ☺ (If you are purchasing teal or light pink please only purchase from Lands End or from [leadershipuniforms.com/newsummit](http://leadershipuniforms.com/newsummit))



- ☺ Buttons are not required on polo or peter pan polo shirts.
- ☺ Button up shirts are acceptable in **light blue** and **white** only.
- ☺ Undergarments should not be visible.
- ☺ Any material or blend may be used for shirts with the exceptions of denim, sheer, or spandex.
- ☺ Shirts must be tucked into pants and skirts.
- ☺ Shirts must be worn under jumpers.
- ☺ Long sleeved polo shirts may be worn as a long sleeve alternative in coordinating school colors.
- ☺ Turtleneck shirts in **navy, grey, white, light blue, light pink, red, or teal** may be worn under jumpers or sweaters.

## Sweatshirts and Sweaters



- ☉ Solid colored hoodless, zip-up or pullover sweatshirts and sweaters in school colors (see above) may be worn, with or without the school logo, mascot, or plain only. All other outerwear must remain in designated storage areas during the school day and may be worn at recess, outdoors only, and **not** in the classroom.
- ☉ A polo, turtleneck, or button up shirt must be worn under sweatshirts or sweaters.
- ☉ Solid colored, long sleeved sweaters, without hoods, can be worn.

## Pants

- Navy or khaki colors **only**.
- No denim, sweat, or spandex material for pants. Skinny pants and zip-off pants are not allowed. Pockets must be on the inside, no cargo pants.
- All uniforms must be free from rips, tears, and clean in appearance.



## Shorts, Skorts, Skirts, Jumpers and Capris



- ☺ Shorts, skorts, jumpers, and skirts must be at least to fingertips when arms are resting at an extended position to the sides of the body.
- ☺ Shorts, skorts, jumpers and skirts must be **navy or khaki** in colors.
- ☺ Capris should be uniform material/style.
- ☺ Pockets must be on inside of shorts, skorts, skirts and capris.
- ☺ Undergarments should not be visible while sitting or standing. Shorts are required underneath skirts and jumpers.



### Leggings and Tights

- ☺ Students must wear socks or tights at all times
- ☺ Ankle length leggings may be worn under skirts or jumpers only with coordinating sock color.
- ☺ Leggings should only be navy or, white and grey.
- ☺ Leggings may not be worn as pants.
- ☺ Tights may be worn under skirts or jumpers.
- ☺ Socks must be in schools colors, may also include tan, or brown.
- ☺ Socks must match each other and be solid in color.

## Shoes

- ☺ Only closed toe and closed heel shoes are permitted. All tennis, athletic, or running shoes may be in any color and may have manufacturer logos on them. They may have patterns, such as plaids, stripes, shapes, etc.; however, they may not be “blinged or lighted” and may not have characters.
- ☺ Shoelaces must be solid in color and match an accent color in the shoe and must be tied at all times
- ☺ Boots and dress shoes may be worn but need to be tan, brown, black, gray and white only.
- ☺ Heels /Soles no higher than one inch and style must be conservative.
- ☺ Heelys are not allowed.
- ☺ Flip flops, beach shoes, crocs, jellies, slippers, swim shoes, shower shoes, or shoes with separated toes may not be worn.

## Accessories/Other Items

- ☺ Students may wear hair accessories that match uniform colors; no patterns.
- ☺ Student are welcome to wear bow ties & ties in solid colors of our **approved school colors**. No patterns only solid colors, please.
- ☺ No hats may be worn in the classroom. Students may wear hats out at recess however; they must be in a conservative style and must be removed as soon as they enter the building. Students with medical requirements may wear a hat with medical documentation.
- ☺ Only two ear piercings are allowed in each ear and no dangling or large hoop-type earrings are allowed.
- ☺ Permitted jewelry that may be worn includes watches, small earrings, and necklaces for students. No bracelets allowed unless it is a medical bracelet. Necklaces may be worn but have to be on the inside of the shirt.
- ☺ No other visible body piercings allowed.
- ☺ No gauges or earlobe plugs will be allowed.
- ☺ Visible tattoos and body art are prohibited.
- ☺ Make-up may be worn but must be conservative in nature
- ☺ Hairstyle and hair color must be conservative in nature
- ☺ Belts in brown and black only
- ☺ Layering shirts can only be in white.
- ☺ No animal ears or tails allowed.

## Spirit Days

- ☺ From time to time, there may be spirit days that may include the wearing of jeans, costumes, pajamas or other creative themes. Please wear clothing without holes or sheer material. In choosing clothing for these activities, please use wisdom and show respect for yourself and others. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Administrator discretion may be used to determine the potential to be disruptive to anyone in the school environment.
- ☺ School purchased spirit wear (school mascot) may be worn on Fridays only with uniform bottoms.

## School Pictures

- ☺ Uniforms will not be required for individual student pictures taken in the fall, although they may certainly be worn, if desired. Students who do not wear uniforms are expected to dress up

from their uniform. Students will be required, however, to wear their uniforms for the class pictures taken in the spring.

### Two-Hour Delay

- ☹ Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear denim and a uniform top on these days.

### Cross Reference:

JICA-B-NSCA Board Policy Regarding Student Dress Code

### Enforcement and Uniform Violation Intervention

#### Enforcement:

1. Classroom teachers will be the first line of enforcement. Teachers will look for uniform policy violations at the beginning of the day and ask the student to become in compliance with the policy (generic clothing items that are policy compliant will be available for students to wear if required; however, we ask that parents help monitor for violations before the child leaves in the morning).
2. Any staff member may report a uniform violation to the student's teacher.
3. After the first violation, all further violations will be reported to parents and require a parental response.
4. Teachers and Administration; when needed/necessary will track all violations and keep note of those students repeatedly violating the uniform policy.
5. The Administration is provided latitude in assigning consequences. The Administration need not employ all the consequences in a given group before selecting one from another group in disciplining any student.

#### Intervention for Non-Compliance, (per School Semester):

1. First violation – Verbal warning from the student's teacher. The student remains in the classroom.
2. Second violation – Teacher notifies parents of violation and requests their aid in the enforcement of the NSCA uniform policy. The student remains in the classroom. The student may be asked to wear generic or plain clothing for the rest of the day to cover their inappropriate attire. The school will have minimal quantities of appropriate cover-up clothing available.
3. Third Violation – Students will be assigned a community service intervention that is up to teacher discretion but may include cleaning in the classroom, extra service in the lunchroom, or cleaning up litter on school property. We expect that all students at NSCA will follow the uniform policy and that if repeated violations are noted then an appropriate intervention may include providing community service that will promote a positive culture.
4. Fourth violation – Student is pulled from the classroom. Office staff notifies parents of the violation and asks them to bring appropriate uniform attire to school immediately. Parent and student meet with the administrator, or their designee, and sign a Uniform Violation Report (UVR) and a Uniform Agreement as part of the student's Uniform Remediation Program. The student returns to the classroom properly attired if possible but will serve a community service intervention for the uniform violation. If the parent is unavailable, the parent must accompany the student to school the following day to complete the UVR.



# Academics

## Our Curriculum:

New Summit Charter Academy uses the best available, age-appropriate, research-based materials in the classroom. Our curriculum is designed to teach mastery of essential skills in each subject area and to foster critical thinking.

The New Summit Charter Academy (NSCA) curricula is detailed below for kindergarten through eighth grade. The curricula is aligned to the Colorado Academic Standards and Core Knowledge Curriculum to ensure optimal academic rigor and conceptual coverage. NSCA also participates in multiple standardized tests to track growth. Colorado Measure of Success (CMAS), Northwest Evaluation Association (NWEA) MAP, and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) specifically in mathematics, reading, and language content areas.

Grade	Subject	Curriculum
Kindergarten	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional Learning	<a href="#">MindUp</a>
1st	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>

	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
<b>2nd</b>	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
<b>3rd</b>	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>

	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
<b>4th</b>	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
	<b>5th</b>	Mathematics
Language Arts		<a href="#">Amplify Core Knowledge Language Arts</a>
Science		<a href="#">Core Knowledge Scope and Sequence</a>
History/Geography		<a href="#">Core Knowledge Scope and Sequence</a>
Music		<a href="#">Core Knowledge Scope and Sequence</a>
Visual Arts		<a href="#">Core Knowledge Scope and Sequence</a>
Physical Education		<a href="#">Colorado State Standards</a>
Library		Core Knowledge and Literacy First Focus
Social Emotional		<a href="#">BASE Education</a>
<b>6th</b>	Mathematics	<a href="#">Dimensions Mathematics</a>

	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
	Leadership	<a href="#">Leadworthy by Flippen Group</a>
<b>7th</b>	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>
	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
Leadership	<a href="#">Leadworthy by Flippen Group</a>	
<b>8th</b>	Mathematics	<a href="#">Dimensions Mathematics</a>
	Language Arts	<a href="#">Amplify Core Knowledge Language Arts</a>

	Science	<a href="#">Core Knowledge Scope and Sequence</a>
	History/Geography	<a href="#">Core Knowledge Scope and Sequence</a>
	Music	<a href="#">Core Knowledge Scope and Sequence</a>
	Visual Arts	<a href="#">Core Knowledge Scope and Sequence</a>
	Physical Education	<a href="#">Colorado State Standards</a>
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	<a href="#">BASE Education</a>
	Leadership	<a href="#">Leadworthy by Flippen Group</a>

### Make-Up Work:

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day they return to class. There shall be 2 days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon his/her return to school. All missed exams will be taken within two days upon returning from an absence. Any exceptions for these guidelines would need to come from a school administrator prior to the excused absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, which is the consequence of an unexcused absence.

### Late Homework:

NSCA students are expected to turn in all classwork and homework. It is expected that classwork and homework will be turned in at the time designated by the teacher. All work turned in the following school day after it was due will receive a 25% grade deduction. Work received two days after will receive a 50% deduction. All work received three days or after will be marked as a "0" in the teacher's grade book. Teachers may also choose to accept late work for full credit or partial credit at their discretion and not apply the above deductions on a case-by-case basis. This does not apply to work assigned during excused absences.

### Promotion/Retention:

New Summit Charter Academy has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement, and communicating student progress to parents/guardians in a continuous and systematic manner. New Summit Charter

Academy does not practice promotion or retention but rather places and promotes students according to each student's age-appropriate grade level.

Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to meet those needs and a plan will be designed to support academic growth in the classroom setting through a differentiated process. Promotion and Retention is only on a case-by-case basis and is determined by the MTSS team and Administration with guidance from the district.

### Retention and Advancing:

Decisions regarding a student's placement, promotion or retention will be determined on an individual basis based on academic results. The Principal, along with the input of the MTSS Team, shall have the final responsibility of determining grade level placement and promotion or retention of each student. When enrolling your student into New Summit, your student must be placed in the student's designated grade. Parents should not retain or advance their students without proper documentation. If a student is enrolled in an incorrect grade without NSCA's knowledge, the student will be placed in the correct grade, pending availability in that particular grade. If there are no available seats for the student, New Summit reserves the right to rescind the student's acceptance based on failure to provide accurate information during the enrollment process.

If a student is falling behind in one or more core academic courses by the end of the first quarter, the student's family will be notified and a plan of improvement will be determined. The student and family will be notified in writing of the need to improve and a plan will be drafted to help the student improve. The MTSS team will meet to determine appropriate accommodations to help the student improve. A conference will be scheduled at a time convenient for all parties to discuss the student's academic achievement, academic growth, attendance, effort, work habits, behavior and other factors related to learning.

### Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified as disabled under the IDEA of the Rehabilitation Act or Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

## Student Attendance

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Each year the Board establishes the school attendance period by adopting a school calendar. The calendar is located on the school's website. Students are expected to be in attendance in accordance with the New Summit Charter Academy adopted calendar.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. It is the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses, and contact information as soon as possible.

The Colorado Attendance Law states: Colorado's Compulsory School Attendance Law, C.R.S. §22-33-104 (1) (a), states that a student must attend a public school for a certain number of hours: "Every child who has attained the age of seven years and is under the age of seventeen years...shall attend public school for at least one thousand fifty-six hours if a secondary pupil . . . during each school year." The law further states that ". . . it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training." C.R.S. §22-33-104 (5) (a). It is also the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses, and contact information as soon as possible.

Parents/guardians will be expected to take the responsibility for determining whether it is safe to send their children to school due to severe weather.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work and lessons missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons the Board believes that a student must satisfy two basic requirements in order to earn full class credit: 1) satisfy all academic requirements, and 2) exhibit good attendance habits as stated in this policy.

Parents/guardians should limit appointments and other non-school-related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify school officials in writing or by telephone stating the reason for their child's absence. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused. Parents/guardians will have 30 days, either before or after the student's absence to notify us of the student's absences. After 30 days, the absence will remain unexcused unless medical documentation is provided.

### Excused Absences:

The following shall be considered excused absences:

1. Absences because of temporary illness or injury. (after the 3<sup>rd</sup> consecutive school day absence, medical documentation is required).
2. Absences for an extended period due to physical, mental, or emotional disability requires communication with an Administrator. These absences will require medical documentation or approval to be excused for the time period the student is out of school.
3. A student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971, Article 12 of Title 8 of the Colorado Revised Statutes.
4. Absences pertaining to activities of an educational nature or sporting events in which the student is participating will be excused only with advance approval by the Administration.
5. Absences by those who are in the custody of court/law enforcement authorities.
6. Death in the family
7. Deployment related (family member homecoming or leaving)
8. Religious event(s) or holiday's that are not celebrated by the school
9. Absences related to family court in which the student's appearance is mandatory or court-mandated parental visitation.

*At the Administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.*

### Weather-Related Absences:

Absences due to **severe** weather conditions may be considered excused and will be determined by the Administration. Such absences will not count against a student for purposes of attaining a perfect attendance record or for purposes of initiating judicial proceedings to enforce compulsory attendance.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter his or her next class. Teachers shall honor passes presented in accordance with this policy.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Each absence shall be entered on the student's record.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The students' assigned caseworker shall verify the student's absence was for a court appearance or court-ordered activity.

### Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified by NSCA via Infinite Campus of the unexcused absence whenever possible.

In accordance with the law, the school may impose academic penalties which relate directly to classes missed while unexcused. The Administration has developed regulations to implement appropriate penalties. Students and parents/guardians may petition the Administration of New Summit Charter Academy for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

### Unexcused Absences Process Before Truancy:

1. After an accumulation of **six** unexcused absences, students and parents will be notified with a warning of the outcome if there are any additional absences for the semester or year.
2. After **four** absences in any one-month period or **10** unexcused absences during any school year they will be placed on an attendance contract that will include parent and teacher input when possible. You will receive a letter of warning regarding your student's lack of attendance for more than **four** unexcused absences per month or **10** unexcused absences during any school year will potentially be referred for truancy.

Any student who has been absent from class for 6 consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness, or death is considered a "dropout" and shall be reported to the Department of Education by the school's Administration. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course, or online program, such student is not considered a dropout and shall not be reported.



### Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins (after 8:05 am and/or after switching classes throughout the day). Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Punctuality is one of several self-disciplines that the school encourages in our students. Students arriving after 8:05 AM without a medical provider's note are considered tardy-unexcused.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy.

### Early Pick-Up from School:

We discourage students from being picked up during school hours, except for illnesses, scheduled therapy, or emergencies. Students will only be released to parents from the office or reception area. You may be asked to show your identification. Anyone other than a parent/legal guardian picking up a student must be listed as an emergency contact in your student's Infinite Campus account.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:00 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption. Unavoidable situations will happen, however, excessive early dismissals will be documented as tardy in the attendance record. After 10 tardies or early dismissals in a school year, tardy penalties will be imposed the same as the unexcused absence policy.

### Truancy:

If a student has more than 10 unexcused absences in a school year, the student will be considered "habitually truant." Absences due to suspension or expulsion will not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents will be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the Infinite Campus, student information system. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel will make a reasonable effort to notify the parent/guardian by telephone.

When a student is declared habitually truant, the school will require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. This meeting will be held and scheduled by the school Administration.

### Penalties:

A student shall be given notification of his/her first truancy offense. The student and his or her parents or guardians may be subject to disciplinary or legal action.

### Withdrawal from School:

If a parent/guardian decides to withdraw their student from school, for any reason, the student must follow the checkout procedure and complete a withdrawal form with the NSCA Registrar. All outstanding fines must be paid and all school property must be returned prior to the student's departure.

## Student Health

### General Health Room Procedures:

When a student enters the health room, he/she will be evaluated by the health assistant or the school nurse. If the student has a minor injury or illness, he/she will be treated appropriately and sent back to his/her classroom. If the student's illness or injury is more serious and after 15 minutes there is no improvement or there is worsening of the student's condition, a call will be made to the emergency contact for that student. At this point, the health assistant or nurse will request for the student to be picked up from the school. If you are contacted to pick up your student, you must pick him/her up within 30 minutes of receiving a phone call unless other arrangements have been made with the health assistant or nurse. This plan will only change if a deterioration in the student's condition requires immediate medical attention, in which case appropriate channels will be taken to acquire this assistance. Please provide the school with at least TWO emergency contact telephone number(s) and update information if it changes during the school year. Our goal is to maximize the students' time in their classrooms, so we will do our best to treat your child, make sure he/she is able to continue with their education for the day, and send him/her back to his/her classroom. However, we are unable to accommodate children that are significantly ill or injured and need to be outside the school setting for appropriate management of their acute health problems. We are also unable to manage students that are potentially contagious to other students.

### Illness:

When considering if your child is too sick to attend school, please keep in mind that your child needs to be able to fully participate in his/her school activities to have a successful day. If he/she is too exhausted, run-down, irritable, or has other behavior changes related to an acute illness or medication prescribed for an acute illness please keep your child home from school. Use the following guide to determine if your child must stay home from school:

### Fever:

Must stay home for a temperature of 100.5 F or higher in the last 24 hours. Students must stay home until fever/symptoms resolve WITHOUT the use of fever-reducing medications (Tylenol, Ibuprofen, or aspirin).

### Diarrhea:

Must stay home if the student has diarrhea along with other symptoms (i.e. abdominal pain, vomiting, fever, etc.). Students must stay home until diarrhea/symptoms resolve without the use of medicine or a health care provider verifies the student is not contagious.

### Respiratory Illnesses:

Your child MAY attend school if he/she has a cold that includes a mild runny nose, sneezing, or a mild cough. However, please keep your child home if he/she has an uncontrolled cough, wheezing, rapid breathing or difficulty breathing, or a significant runny nose that requires constant use of tissues.

### Vomiting:

Must stay home if he/she has vomited two times in the past 24 hours or has other symptoms in addition to vomiting (i.e. fever, diarrhea, abdominal pain, etc.). The student must stay home until resolved without the use of medicine or health care provider verifies student is not contagious.

### Pink Eye/Conjunctivitis:

Must stay home if infection prevents the child from participating in normal school activities. For example, if the child is experiencing significant drainage from the eyes, crusting of the eyelids, or abnormal vision due to infection. Pink eye in both eyes is usually caused by a viral respiratory infection - please observe your child for signs and symptoms of emerging illness such as fever, cough, rash, or vomiting, and keep them home if they appear unwell.

### Strep Throat:

Must be on antibiotics for 24 hours before returning to school. Must have a note from the child's health care provider stating when antibiotics were prescribed.

### Rash:

All rashes should be evaluated by a healthcare provider before the student returns to school to verify the student is not contagious.

### Head Lice/Scabies:

May not return to school until 24 hours after the first treatment.

### Impetigo/Mrsa/Other Skin Infections:

May not return to school until 24 hours after treatment has been started. Wounds must be covered if possible.

### Chickenpox/Other Vaccine-Preventable Diseases:

Must have a physician or nurse practitioner's note stating the student is no longer contagious before returning to school.

### Influenza:

Any student that tests positive for the flu must stay home until he/she is without a fever for at least 24 hours without the use of fever-reducing medications (Tylenol, Ibuprofen or aspirin).

### Health Requirements & Immunizations:

All students are required to be immunized according to Colorado's immunization laws. These laws can be found here. Your child's vaccination record must be given to the school nurse prior to the first day of school.

<https://drive.google.com/file/d/18HvqBO0811dPmhWanHxnERIBXHuleKoe/view>

If your child is not immunized according to the state requirements above, you must provide a copy of your child's vaccination exemption form to the school nurse prior to the first day of school.

Information on vaccination exemptions can be found here:

<https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>

*State law requires parents to show evidence of immunization prior to or on the first day of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied admittance in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive*

immunization requirements may do so for personal, medical or religious reasons. In order to waive Colorado Revised Statute 25-4-902, parents must sign a card and submit a statement to the school office prior to the beginning of the school year. This is required under Colorado Law (CRS 35-4-903).

If your child's vaccinations are not compliant with Colorado's immunization standards for public school attendance you will be notified in writing by the school nurse. This may include a letter home and/or an e-mail stating that your child is not compliant. You will have **14 days** after you receive this letter to produce one of the following to the school nurse; immunization records that meet the state requirements, a written plan to obtain the required immunizations, or an exemption letter. If the nurse does not receive one of these three items then your child's name will be given to the school Administration for possible suspension.

### Communicable Diseases/Extended Illness:

Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and El Paso County Health Department.

In such cases as chickenpox, measles, mumps, MRSA, and lice, students will not be allowed to return to school until the school receives a note from a doctor or nurse practitioner stating that there is no risk of infecting others.

### Medications Policy:

Please be aware that Colorado State Law mandates our Medication Policy. If your student must take medication during school hours, you must provide the following information before it can be administered to your student:

1. A written order from a licensed health care provider with prescriptive authority. This order **MUST** include the name of the child, the birth date of the child, the name of the drug, time to be given, the route that the medication is administered (i.e. oral, injected, etc), duration of time to be given, and a prescribing health care provider's signature. The provider may fax this order to the school. PLEASE NOTE: The pharmacy label applied to the medication bottle will **NOT** suffice for a health care provider's order. Provider phone calls to the school with this information will not be accepted as meeting these requirements.
2. Written permission to administer the medication from a parent or legal guardian.
3. Your student's medication must be in the original pharmacy container, complete with the pharmacy label. Your student's medication **WILL NOT** be given if it comes in a plastic bag, envelope, unmarked bottle, etc. Medication must not be past the expiration date.

All medications will be kept in a locked cabinet in the health room. Our medication policy applies to ALL medications, including over-the-counter medications.

### Health Room Personnel:

#### Registered Nurse/Advanced Practice Nurse (RN or APN):

Registered nurses or advanced practice nurses will supervise all unlicensed assistive personnel and provide additional consultation as needed. Licensed health care providers may only be in the building to provide health services mandated by the state of Colorado such as immunizations, special education assessments, IEP meetings, and health education programs. The nurse will also coordinate with parents the administration of medication if needed during school hours or during

school-related activities. Medications may be administered by unlicensed individuals once a plan has been developed by the nurse. Nurses also coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan. Nurses also strive to provide health education programs in the classroom as often as possible. If a nurse is not in the building, one will be available to the health assistant and other unlicensed personnel by phone during school hours.

### Health Assistants/Unlicensed Assistive Personnel (UAPs):

A health assistant is an unlicensed individual that has basic training in first aid, CPR, and medication administration. There also may be other unlicensed personnel that assists with the health care needs of students throughout the day, such as teachers, administrators, or support staff. These individuals are not nurses and may not (according to state law) be referred to as nurses. They will work under the RN or NP and will be available on the school campus 5 days a week to provide prescribed medication, treat minor illnesses and injuries, and call parents if children need to be picked up from school for a medical need. These individuals will be able to contact the nurse for questions or concerns that he/she is unable to or is unlicensed to handle throughout the school day if the nurse is not on the school campus. If you have any major concerns, changes in medications, or medical status of your child this information MUST be relayed to the school nurse, not the UAP.

### Severe Allergy Safe School Policy:

New Summit Charter Academy is an allergy-aware school. This means we cannot guarantee an allergen-free environment at all times nor can we guarantee that your child will not come in contact with specific allergens. However, we will work diligently with teachers and staff, parents, and other students to support children with food or environmental allergies. If your child has a severe allergy to a certain food or environmental substance that is potentially life-threatening, please make sure the school nurse is aware of this allergy and the potential reactions. We will do our best to recognize the needs of these students and adopt realistic changes in his/her environment to ensure minimal exposure. If your child does have a known, severe reaction to something he/she may come into contact within the school environment it is advised that you speak with your child's healthcare provider about providing an epinephrine auto-injector (i.e. Epipen) and/or an antihistamine (i.e. Benadryl) for use if your child should have an allergic reaction while on school property. Parents of children with known allergies that require epinephrine are responsible for providing this medication to be used for their individual child according to the medication policy above.

Some of the things we ask every family to do to support children with severe allergies:

1. Please educate your children to **NEVER** share food from their lunch or snack with other children at school. Please educate them that some children will get very sick if they eat certain foods and that they need to help keep their friends safe by not sharing food. They should eat their own lunch/snack only and not give or take food from others.
2. Please remind your children of the importance of washing their hands after they eat. Some children have severe contact allergies to foods - washing hands will help us avoid contamination of the playground equipment and common areas where children with allergies may become exposed.
3. Home-made food will not be allowed for parties or other activities. ALL food brought in for these events must be store-bought and have a label on them listing ingredients and possible allergens.

4. If your child is in an Allergy Aware Classroom, you will receive notification that there is a student present in your child's class with a severe contact allergy and you will be told what foods are not allowed in your child's classroom or at their lunch table. Please do your best to read labels and avoid sending those foods in your own child's lunch/snack.
5. Food and drinks other than water will not be allowed in common areas, specials classrooms (art, music, Spanish, etc), out on the playground or in the health office unless it is specified in a specific accommodation or health plan. As parents, please also follow this rule when in the school building to avoid contamination of the rooms that we need to keep safe for our children with allergies.

## Self-Discipline Guide

### At New Summit Charter Academy: "Life is About New Summits"

The staff at New Summit Charter Academy attempts to create a safe place where we can care for one another and everyone has a chance to learn. The purpose of developing guidelines for student self-discipline is to encourage everyone in the New Summit community toward those goals.

### Self-Discipline Goal Guidelines

#### Overview:

NSCA teachers and staff are dedicated professionals and life-long learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are obligated to help students learn how to maintain self-discipline in all types of situations. We encourage students to learn to make appropriate decisions from the "inside out". NSCA utilizes a school-wide behavior system. We use expectations, guidelines, and principles that allow students and staff the opportunity to promote and engage in positive solutions, as well as learn from their mistakes.

Just as we value the variety and uniqueness found in the individuals that make up the NSCA learning community, we value the ability to deal with situations based on the student, parent, and staff needs when possible, rather than a "one approach fits all" system. When an incident occurs, we investigate the incident and speak to all involved. We do not jump to conclusions, but we do take incidents of misconduct seriously and we make every attempt to discern what occurred. We believe that "every behavior is an expression of a need;" however, this does not mean that we allow misconduct. We have expectations for our students and while we will attempt to meet their needs in any way that we can, we cannot and will not allow ongoing disruption of the classroom environment or positive peer culture at New Summit Charter Academy.

The vast majority of classroom and school management issues fall under the oversight of individual classroom teachers. Caring, highly trained, and passionately prepared teachers engage students in such a way that most behavior problems are easily resolved under their supervision. Therefore, all issues that can be handled in the classroom, will be handled in the classroom. We discourage office referrals for behavior unless the situation is extreme and in violation of an ASD20 policy or habitually disruptive. In a growing learning community, teacher and staff expectations are made clear to students and they are given exact and clear instructions concerning school procedures, routines, and classroom management. We encourage each student to make appropriate, informed choices

for their own good and the good of the NSCA community. The vast majority of students are able to make wise choices most of the time. For those students; however, who unwisely choose to regularly resist direction and guidance or interrupt the flow of learning in the classroom, or those very few who choose to engage in dangerous, illicit, or illegal activities within the NSCA learning community, there are procedures put in place to help correct their behavior or protect others from future acts.

**Social Contract:** A social contract is an agreement of behavior and a contract between group members regarding how we will treat one another. This is how we, as a school, have agreed to behave with our stakeholders. It is a common understanding that is reinforced throughout our school. Our classrooms also have Social Contracts that will guide the behavior in our classrooms and on our playground. Your students will be making a contract with their peers regarding how they will treat one another. The Social Contract does not take the place of consequences, school rules, or procedures. Classroom rules and procedures are outlined in the classrooms and taught separately. Consequences will be clearly defined and posted in the classrooms and through our discipline and behavior plan.

## Guidelines for Reaching These Goals

### Goal Guideline #1:

We want parents to be actively involved in teaching self-discipline to their children. This may require immediate interaction with the classroom teacher first, then the school Administration or the proper authorities in response to choices a child might make. Parents should feel free to discuss classroom issues with teachers first and then the School Counselors, Dean, or other Administration.

### Goal Guideline #2:

We want classroom teachers to maintain the learning environment in their individual classrooms and establish the "learning" climate for the school. Our teachers are highly motivated and caring individuals looking for ways to challenge each student to learn and to encourage them to be self-motivated and self-disciplined young people. The staff trusts one another to pursue the best course of action in addressing student needs and working through situations that arise within the school environment.

### Goal Guideline #3:

We want students to develop the ability to think, make informed decisions and act with wisdom in difficult situations. We want them to own their own problems and, with guidance, solve them in an appropriate way. We want them to look at problems and mistakes as opportunities for growth.

### Goal Guideline #4:

We want students to face logical and natural consequences for their actions and attitudes instead of "punishments" whenever possible. We want them to see adults as helpers and guides rather than arbitrary judges who hand out punishment. When possible and appropriate, community service will be used in addition to other modalities for students to learn from their choices and mistakes. Caring adults will be available to help students process through situations that arise and help them to learn from their choices, positive or negative.

### Goal Guideline #5:

We want students to love learning and to appreciate their relationships with those who guide them toward becoming lifelong learners.

In order to reach these goals, teachers are given continued support and training by the school Administration and school counselors. The Administration is responsible for ongoing, comprehensive teacher training in the area of classroom management skills. The Administration will be in constant contact with teachers concerning individual classroom issues and will be available to set up conferences with students, parents, and teachers.

# NSCA 2021-2022 Behavior Plan

## New Summit Charter Academy School-Wide Behavior Plan

(Updated for the 2021-2022 School Year)

### House of Colors (6 Yeti Houses)

The house system is a PBIS system and an idea we have adopted from Ron Clark Academy in Georgia to give students the opportunity to connect with students across classes and grades that they may not normally have a chance to interact with. This helps students gain more friendships and create a family-like culture at our school. It also allows for mentorship and role modeling of older students towards younger students. Starting this year, every student, staff, and administrator at New Summit will be part of a "house" and they will remain in that house forever (i.e. Kindergarteners will be in the same house when they graduate from High School).

### 6 Yeti Houses (The names mean "Yeti" in a different language)

1. **Orange** - Friendship - Migo (Tibet)
2. **Purple** - Compassion - Yowie (Australia)
3. **Green** - Courage - Bun Manchi (Nepal)
4. **Blue** - Creativity - Dzu-Teh (Himalayas)
5. **Yellow** - Perseverance - Mirka (Himalayas)
6. **Red** - Leadership - Miche (Tibet)

In their houses, kids will be rewarded for (this is NOT your classroom management system, but rather a school-wide PBIS system):

- 🏡 Respect
- 🏡 Integrity
- 🏡 Resilience
- 🏡 Achievement
- 🏡 Teamwork
- 🏡 Friendship
- 🏡 Perseverance
- 🏡 Honest

Houses who have the following will also be eligible for rewards:

- 🏡 Have the best Grades
- 🏡 Have the best attendance
- 🏡 Participate in Spirit Week the Most
- 🏡 Win House Competitions at Assemblies



## Classroom Rules (Kindergarten - 3rd):

### "We Will Come to School Ready to Learn"

1. **Be In Control Of Your Body**
  - a. We will listen to our teacher and follow directions to learn and stay safe. We will raise our hands when we have something to say or to share our ideas. We will walk inside the classroom and in the hallway. Our running feet are for recess and P.E.
2. **Follow Quickly and Quietly**
  - a. Be prepared for class. Listen to directions and follow them the first time. Do what is expected of you the first time.
3. **Kind Mouths and Choices**
  - a. I will use a soft voice. We will be nice to our friends and our teachers; No hitting, kicking, mean words, or spitting. We will show respect to everyone.
4. **Follow the Social Contract**
  - a. Be a person of integrity, strive to keep those around you happy, give my best effort, and make safe choices.
5. **Helping Hands and Caring Hearts**
  - a. I will use my hands for helping and not hurting. I will be gentle with all classroom materials. I will help others when I can.

## Consequences (Kindergarten through 3rd Grade)

1. Warning - Ask the 4 Questions from CKH - What are you doing? What are you supposed to be doing? Are you doing that? What are you going to do to change?
2. If the behavior occurs again, a behavior reflection sheet will be completed in the classroom. This sheet will not be done at recess. The teacher will find time to step aside with the student and have a conversation with them regarding the behavior and process the worksheet with the student.
3. If the behavior continues the same day, the teacher will fill out a Disciplinary Action Report (DAR) form AND send an email about the behavior to the parents letting them know that they will need to sign the referral form and return it to school the next day.
4. If/When there is further behavior the same day, the student will call home with the teacher and explain their behavior and the DAR to their parents via the phone.
5. If/When there is further behavior the same day then there will be an administrative decision and further action will be taken. In-School (Kindergarten-5th) and Out-of-School Suspensions (3rd-5th) may be utilized if a student is demonstrating habitual behavior.

*In accordance with state laws, Out-Of-School Suspensions will only be used with students younger than 3rd grade in extreme circumstances involving safety and when multiple other avenues have been utilized and deemed unsuccessful in managing the inappropriate behavior.*

## 4th-5th Grade School Rules -

### "We will Demonstrate Integrity and be Dedicated Learners"

1. **Be a Person of Integrity**
  - a. Always, be the best person that you can be and follow your classroom Social Contract.
2. **Be Respectful and Responsible**






- a. Show respect for peers, teachers, staff, and yourself. Be responsible for yourself, your choices, and your actions.
3. **Be Safe**
  - a. Make choices that keep yourself and others safe in and out of class.
4. **Show Effort**
  - a. Complete all assignments to the best of your ability and stay focused on and dedicated to your learning.
5. **Be a Role Model with your Words, Actions, and Choices**
  - a. You are a leader in the school and the younger grades are looking up to you. We expect our older students to be role models in all of their decisions. Follow our social contract.

### Consequences (4th and 5th Grades)

1. Warning - Ask the 4 Questions from CKH - What are you doing? What are you supposed to be doing? Are you doing that? What are you going to do to change?
2. If the behavior occurs again, a behavior reflection sheet will be completed in the classroom. This sheet and conversation will not be done at recess/break time. The teacher will find time to step aside with the student and have a conversation with them regarding the behavior and process the worksheet with the student.
3. If the behavior continues the same day, the teacher will fill out a Disciplinary Action Report (DAR) form AND send an email about the behavior to the parents letting them know that they will need to sign the referral form and return it to school.
4. If/When there is further behavior the same day, the student will call home with the teacher and explain their behavior and the DAR to their parents via the phone.
5. After three DARs in one quarter, the student will serve detention with Admin after school. This will be a reflective detention and behavior processing will be required with an NSCA Administrator or Leader.
6. If/When there is further behavior then there will be an administrative decision and further action will be taken. In-School and Out-of-School Suspensions may be utilized if a student is demonstrating habitual behavior.

*\*\* Unless it is extreme, the administration will empower teachers to address the behavior through classroom management. Administrators will refrain from being involved in most behavioral situations until a behavior sheet is completed, the teacher has met privately with the student, the teacher has already emailed the parents, and the student has called home in a single school day.*

**Incidents that are automatically handled in the administration office or office of the Dean of Students include:**

-  Malicious (Frequent or Intense) Physical Contact
-  Fighting
-  Assault
-  Chronic Bullying or Harassment
-  Sexual Acts

- ☹ Any Incident Involving a Weapon, and;
- ☹ Reckless Endangerment (conduct that involves a grave risk of death or serious injury)

## Middle School - School Rules -

### “We Will Conduct Ourselves in a Manner Worthy of Being Called Leaders”

1. **Be a Person of Integrity**
  - a. Always, be the best person that you can be and follow your classroom Social Contract.
2. **Be Respectful and Responsible**
  - a. Show respect for peers, teachers, staff, and yourself. Be responsible for yourself, your choices, and your actions.
3. **Be Safe**
  - a. Make choices that keep yourself and others safe in and out of class.
4. **Show Effort**
  - a. Complete all assignments to the best of your ability and stay focused on and dedicated to your learning.
5. **Be a Role Model with your Words, Actions, and Choices**
  - a. You are a leader in the school and the younger grades are looking up to you. We expect our older students to be role models in all of their decisions. Follow our social contract.

## Middle School - Consequences

1. Warning - Ask the 4 Questions from CKH - What are you doing? What are you supposed to be doing? Are you doing that? What are you going to do to change?
2. If/when the behavior occurs again, the student will call home and explain their behavior to their parents and hold themselves accountable for their choices. If the teacher is unavailable to make this call with the student, then the student may be sent to the Dean of Students to facilitate the phone call.
3. If the behavior continues the same day (in any class), the teacher will fill out a Disciplinary Action Report (DAR) form AND send an email about the behavior to the parents letting them know that they will need to sign the referral form and return it to school the next day. Students may earn more than one DAR from multiple teachers throughout their day if the behavior occurs in multiple classes. It is the teacher's responsibility to make sure that the DAR is completed and turned in to the Dean of Students by the end of the day. (Middle School teachers will also maintain an updated log of DARs that they have completed and should retain the **PINK** copy of the DAR in a secure place. These two resources will be a record of DARs that have been completed).
4. After three DARs in one month, the student will serve detention with the administration or a member of the middle school team after school. This will be a reflective time, as behavior processing and/or restorative justice will be required. Detention will be served after every three DARs. Therefore, a student may earn detention more than once.
5. If/When there is further behavior then there will be an administrative decision and further action will be taken. In-School and Out-of-School Suspensions may be utilized if a student is demonstrating habitually disruptive behavior.

## Incidents that are automatically handled in the administration office or office of the Dean of Students include:

- 👤 Malicious (Frequent or Intense) Physical Contact
- 👤 Fighting
- 👤 Assault
- 👤 Chronic Bullying or Harassment
- 👤 Sexual Acts
- 👤 Any Incident Involving a Weapon, and;
- 👤 Reckless Endangerment (conduct that involves a grave risk of death or serious injury)

*It should go without saying that any incident deemed by the administration or per district policy to supersede the school-wide behavior plan will be referred to the administration immediately in order for further decisions to be discussed and made.*

*\*\* It is school policy that students will not miss recess to address any behavioral concerns. Behavior needs will be addressed during the school day and the teachers will utilize the Teaching Assistants if they need to have a private conversation with a student.*

# Playground & Equipment Rules

## Yeti Safety, Responsibility, & Respect Pledge

- 👤 I will remain in sight of playground staff members and follow their directions.
- 👤 I will be respectful with my actions and words towards peers and staff members.
- 👤 I will be responsible for my body and my actions.
- 👤 I will make safe choices.
- 👤 I will respect the social contract of my classroom while on the playground.

## Yeti General Playground Rules

- 👤 Keep all equipment (balls, hula hoops, jump ropes, etc.) off of play structures
- 👤 Tag will only be played on the ground, not on play structures.
- 👤 Be mindful of others and take turns using the equipment.
- 👤 Use equipment correctly.
- 👤 No climbing on the outside or top of the structures.
- 👤 Play games according to standard rules; no additional rules (i.e., four square)
- 👤 Stairs are not part of the recess area; Yetis may sit up to the third stair.
- 👤 3 whistles = line up      1 whistle = STOP and Pay Attention

## Yeti Slides

- 👤 Down the slide, feet first, on the backside only.
- 👤 Wait until the slide clears before going.
- 👤 One Yeti at a time on the slide.

## Yeti Blacktop

- 👤 Punting and drop-kicking balls is not allowed.
- 👤 Hula hoops must be used correctly; 1 per person.
- 👤 Jump ropes are only used for jump rope games on the blacktop.

## Yeti Swings

- 🐼 One Yeti per swing and you must be sitting at all times.
- 🐼 Yetis may not push, underdog, or climb swings.
- 🐼 Yetis may not twist or move side to side on swings.
- 🐼 No jumping or flipping off of swings.
- 🐼 Yetis must make lines at either side of the swing frame while waiting for your turn.
- 🐼 Two minutes allowed for each turn on the swing.

## Yeti Tornado Twirl

- 🐼 Count to 30 and next Yeti may go.
- 🐼 No more than Two Yetis at a time.

## Yeti Monkey Bars

- 🐼 Remain under bars at all times; no sitting on or hanging upside down.
- 🐼 Use hands only to cross.
- 🐼 No jumping off of play structure steps to monkey bars.
- 🐼 Swing counter-clockwise around monkey bars.

# Playground Commitments

1. I will allow everyone to play and let everyone have a turn.
2. I will remain in sight of the playground staff members and follow their directions at all times. I will remain within the boundaries of the playground. The rules and staff are there to keep me safe!
3. I will show respect to peers and staff members who are on the playground with me.
4. I will use the playground equipment safely and correctly.
5. I will respect boundaries by not being aggressive with my behavior (no tackling, wrestling, shoving, kicking, or pushing).
6. I will not pick up or throw things that are meant to stay on the ground (sticks, rocks, snow, ice, dirt, and grass).
7. I will respect our playground by not littering and I will treat our equipment, play structure, and the surrounding areas with care.
8. I will choose to be kind with my words, my actions, my choices, and in my heart. I will treat others how I would want to be treated.
9. We are all responsible for safety. If I see something unsafe, hear something unsafe, or see someone being unsafe, I will report it to a safe adult immediately.
10. I will do my best to have a positive attitude towards others and take a break if I feel I need it. At all times, I am responsible for my own feelings and the choices that I make.
11. I will respect the social contract of my classroom and the school rules.
12. I will be a good friend by inviting whoever is sitting on the “buddy benches” to play. I will do my part to make sure everyone is having fun!

# Academy School District 20 Policies

In cases not covered in this manual, please refer to Academy School District 20's Student Conduct and Discipline Code. New Summit Charter Academy is proud to be a part of Academy School District 20 and adheres to its policies and procedures where it is appropriate to do so per our charter contract. A policy booklet may be obtained by accessing the school district website at [www.asd20.org](http://www.asd20.org).

## Signatures Required

NSCA requires students and parents to acknowledge that they have read and discussed this document. This is obtained when you sign in to your Infinite Campus portal.

Please feel free to ask any questions you may have concerning this handbook. You may contact the school for any questions or clarification concerning the contents of the handbook.

*Copies of this handbook shall be made available to any member of the public upon request.*