

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 bookbags 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.

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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
tiffany.fontenot@newsummitcharter.org
719-749-7135

Cortnie Wise
cortnie.wise@newsummitcharter.org
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

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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.

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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.

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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

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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.