

The background features a stylized, light blue mountain range with a large, curved archway over the peaks. The mountains are rendered in a simple, geometric style with varying shades of blue and white. The overall aesthetic is clean and modern.

New Summit Student/Parent Handbook

Life is about “New Summits”

EDITED FOR THE 2022-2023 SCHOOL YEAR

New Summit Charter Academy
7899 Lexington Drive
Colorado Springs, CO 80920
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www.newsummitcharter.org

NSCA Student Handbook
2022-2023

Welcome to New Summit

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 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 is another excellent tool 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,

Jennifer Reissig – Principal

Kim McClelland - Executive Director

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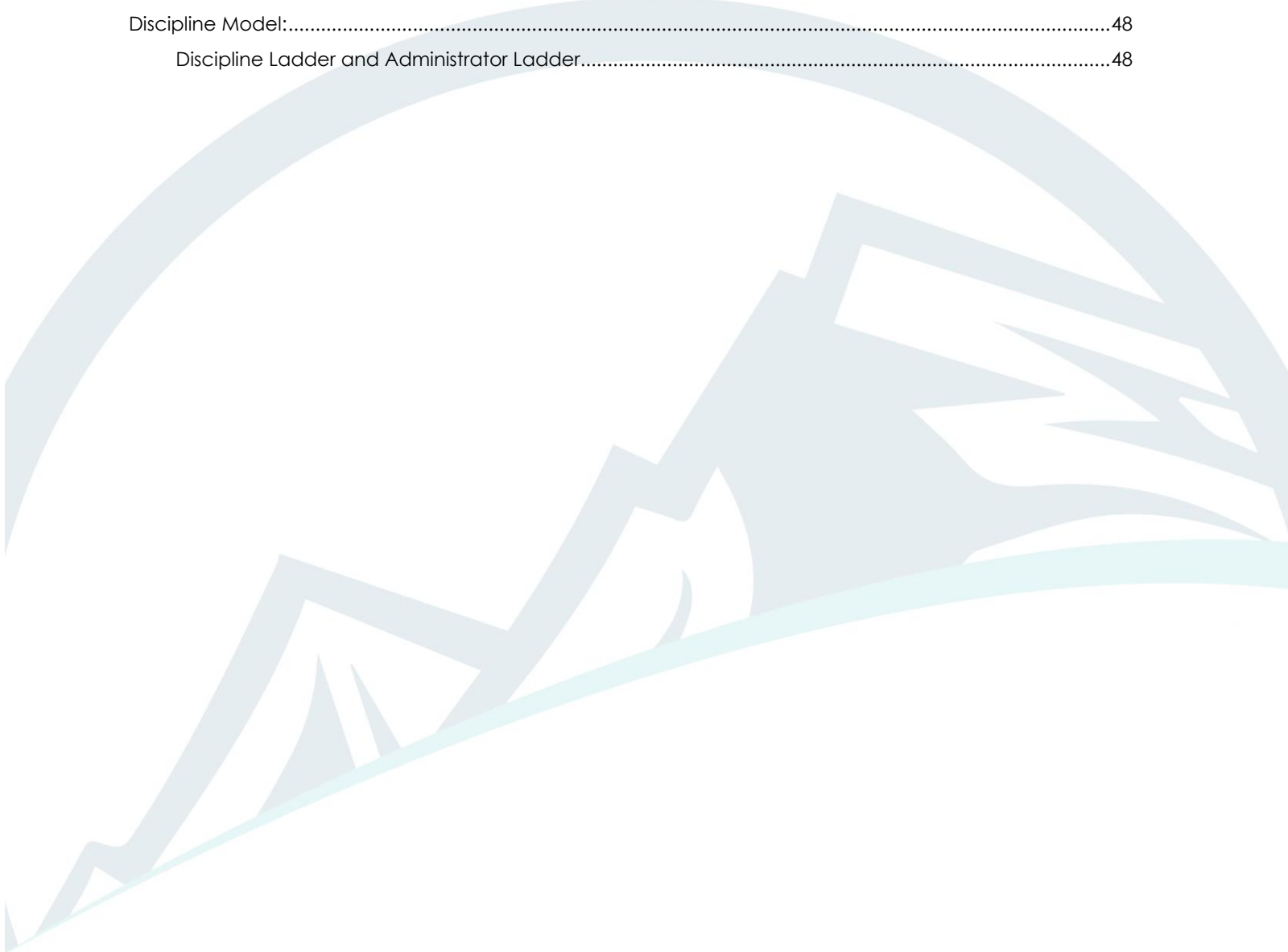
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Our Mission

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

Our Vision

Boldly reaching new summits while positively influencing the world.

We Believe

We Believe: That the parents are primarily responsible for the education of the child and that public schools are responsible to give viable choices to parents to assist in that endeavor.

We Believe: That all children can learn and deserve a positive caring environment to do it in, regardless of race, creed, color or religion.

We Believe: That success in education comes from raising what is expected of students, parent, and schools, not lowering it.

We Believe: That early detection and remedy of learning difficulties is ultimately more cost effective and provides the best hope of success for children. **We Believe:** The ability to read and understand the English language is fundamental to success in our modern society.

We Believe: That a sound knowledge of science and mathematics is essential to maintaining and restoring America's place in the world as innovator and inventor and instilling this in children is the best possible defense against economic decay in our country.

We Believe: That a lifelong pursuit of knowledge is crucial to success in this rapidly changing world that we live in, and that teaching children to love to learn is critical to causing that to happen.

We Believe: That parents' economic circumstances should not preclude the ability to choose high-quality education for their children.

Core Principles

These 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 while taking responsibility for our choices and actions.

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

For questions, please email our school secretary: maria.walker@newsummitcharter.org

Executive Director
Principal
Director of Exceptional Services
Dean of Schools
Dean of Academics and Assessment
Business/Office Manager
Communications/Website Manager
Compliance Officer/Title IX Coordinator
Registrar

Kim McClelland
Jenn Reissig
Jenny Divitto
John Coppin
Erin Rivera
Maureen Hilborn
Nikki Reichert
James Ravetti
Carmen Cook

Bell Schedule

Office hours begin	7:30 am
Students allowed into the school	7:40 am
School begins (students should be in their classrooms)	8:05 am
School day ends	3:10 pm
Remaining students will re-enter school to contact parents	3:30 pm
Office hours end	3:30 pm

Drop-off/Pickup Procedures

As construction of our new gymnasium continues our drop-off and pickup process may change accordingly. In order to keep up with the procedure please refer to our website www.newsummitcharter.org under the "Parents" tab often. New Summit Charter Academy utilizes the CurbSmart application for afternoon pick-up. There is a video on their website www.curbsmart.net that explains the process.

DO make yourself aware of the current drop off and pickup procedures and review them often as they may change.

DO NOT drop off students before 7:40 am, as supervision is not provided prior to that time. This is the case for both Elementary and Middle School students.

DO follow designated procedures for drop off and pickup every day. Anyone who fails to follow these procedures can easily undermine the entire process and cause delays.

DO NOT park and exit your car to meet your student at the door to the school. Our parking lots simply cannot accommodate an excess number of parked vehicles. Additionally, walking your student across the lot may jeopardize your safety and theirs.

There is parking across the street at Ford Frick Park, not in the Xfinity Center behind the school or along the street.

DO ensure you have your student's numbered placard displayed in your car for pickup AND you are prepared to distribute extra numbers to family members who may pick up your student from time to time.

DO NOT exit your vehicle to assist your student. There will be staff members in the carpool lines to assist. Leaving your vehicle may significantly impede the process and cause delays.

DO encourage siblings to meet at the appropriate exit.

DO NOT send older siblings across the building to pick up younger siblings from their classrooms.

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.

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, ParentSquare and the NSCA website.

District 20 Process and Considerations for Closures or Delays

The District20 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 D20 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.

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.newsummitcharter.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 or personnel responsible or involved in your concern
2. The Dean (for discipline or bullying-related issues) and/or
3. Your child's School Counselor (for mental health-related concerns)
4. Principal
5. NSCA School Board

Attendance

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Colorado law requires every student who is age six by August 1 and under 17 to attend school a certain number of hours [C.R.S. § 22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. § 22-33-104(5)(a)].

Per District policy JE and state law, excused absences are as follows:

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences. At the Administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and

C.R.S § 22-33- 102(3.5)]. Be aware that NSCA will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy JHB, Truancy].

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 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 whenever possible. When appointments must be made during school hours, or wherever 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. Absences should be reported easily through our website and parent communication app, Parent Square. 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 7 days, either before or after the student’s absence to notify us of the student’s absences. After 7 days, the absence may remain unexcused unless documentation is provided.

Other-Related Absences:

Absences due to severe weather conditions may be considered excused as 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.

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 ParentSquare 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 NSCA 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.

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 attends 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.

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.

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. There is no exception to this, and the school is required to follow this process as a part of our safety and security plan.

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 3:05 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 and the student will be placed on an attendance contract.

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. 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.

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 unexcused absences in a 30-day 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.

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 and student will be placed on an attendance contract.

Leaving Campus During the Day

- 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.

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.

Students Rights and Responsibilities

Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means "follow the rules." The rights of all others in the school environment are protected when students exercise responsibility and follow the rules.

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student's right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a "snitch" or a "tattle-tale." It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-SAFE (877-542-7233) or online at Make a Report.

Bullying (administrative policy JICDE):

NSCA supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined in District policy JICDE and state law as "the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. NSCA cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied

or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at Make a Report.

Cell Phones and other Electronic Devices

District Administrative Policy JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for instructional purposes and with approval of the teacher. During non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. School personnel will not accept responsibility for lost or stolen personal property. The student will assume responsibility for replacement costs if an electronic device or cell phone is lost or stolen.

Confidential Student Records - Family Educational Rights and Privacy Act (FERPA)

NSCA protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a stepparent or other family members) access to personally identifiable information from your child's education records, please contact your building administrator to request a third-party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible

student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the NSCA as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, NSCA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Equal Educational Opportunity (administrative policy JB)

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

Free or Reduced Lunch (administrative policy EF)

Students do best in school if they have eaten a nutritious and balanced meal. NSCA participates in the National School Lunch Program that provides free or reduced-price lunches to eligible students. The Board of Education agrees to the federal eligibility regulations, and the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety.

Homeless Students Notification

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy JFABD or contact the Registrar Carmen Cook.

Identification

For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, or at school activities, including off-campus activities.

Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services. The dignity of everyone is best served when all concerned, whether staff or students, treat one another respectfully. NSCA is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

NSCA does not tolerate harassment or bullying in our school or at school activities. To enhance safety at school, video and recording devices have been installed and may be in operation at any time.

Use of Physical Intervention (administrative policy JKA and JKA R)

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. JKA E2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Weapons (administrative policy JICI):

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the school. Using, possessing or threatening to use a dangerous weapon on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school curricular or non-curricular event without the authorization of the school is prohibited.

As used in this policy, "dangerous weapon" means:

- A firearm
 - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer; or

- Any destructive device.
 - A “destructive device” is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed-blade knife with a blade that exceeds three inches in length
- A spring-loaded knife or a pocketknife with a blade exceeding three and one-half inches in length
- Any knife or cutting instrument possessed without authorization of school officials
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, nun chucks, brass knuckles, or artificial knuckles of any kind
- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

In accordance with 20 U.S.C. § 7151, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled for not less than one year, except that the Executive Director or Principal may modify this requirement in writing for a student on a case-by-case basis.

School administrators shall consider violations of this policy on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Respect for Property

Students are expected to treat all property with care and respect. This applies to property of the school, private property brought to school-by-school staff or other students, and to property surrounding the school. Neither NSCA nor the District is responsible for loss, damage or theft of personal property.

Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act, and the Boy Scouts of America Equal Access Act, Notice of:

In accordance with federal and state law, NSCA does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions. Administrative policy AC – Nondiscrimination/Equal Opportunity, and procedures AC-R and AC-R-2, outline

the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer/Title IX Coordinator
James Ravetti
James.ravetti@newsummitcharter.org
7899 Lexington Drive
Colorado Springs, CO 80920
719-749-4010

Suspension and expulsion (administrative policy JKD/JKE):

NSCA shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The NSCA Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age
2. the student's disciplinary history
3. the student's eligibility as a student with a disability
4. the seriousness of the violation committed by the student
5. the threat posed to any student or staff
6. the likelihood that a lesser intervention would properly address the violation.

The following are grounds for suspension or expulsion under state law and/or NSCA policy:

1. Continued willful disobedience or open and persistent defiance of proper authority
2. Willful destruction or defacing of school property
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school's authority to suspend a student with a disability for a length of time consistent with federal law
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JK and its accompanying administrative procedure
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the school year on school grounds, in a school vehicle or at school activities
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student"

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event
 - a. Possession of a dangerous weapon without the authorization of the school
 - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5)
 - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault
6. Repeated interference with a school's ability to provide educational opportunities to other students
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee
8. Violation of the school's policy on drug and alcohol involvement by students, JICH, as outlined in that policy and accompanying administrative procedure
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation

Grounds for denial of admission

Admission to NSCA may be denied a student for the following reasons:

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education
3. Having been expelled from any school district during the preceding 12 months
4. Not being a resident of the district, unless otherwise entitled to attend under Colorado law
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel
6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies

Expulsion or Denial of Admission for unlawful sexual behavior or crime of violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the superintendent to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. NSCA shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board of Education may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

Tobacco Free Schools (administrative policy ADC):

To promote the general health, welfare and well-being of students and staff, smoking, chewing, vaping, or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by NSCA for transporting students, staff, visitors, or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting, inhaling, or application of any tobacco product.

Drug and Alcohol Involvement by Students (administrative policy JICH):

It shall be a violation of NSCA policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. Sharing any controlled substance, including prescription medication, is also a violation of NSCA policy. To promote a healthy and safe learning environment, the school NSCA will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner:

- First Offense - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.
- Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class- controlled substances, the principal or designee, at his or her discretion, may recommend additional suspension or expulsion. Violations of administrative policy JLCD on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal or designee.
- Second Offense - The student will be suspended for ten school days and the principal may recommend expulsion.
- Third and Subsequent Offense(s) - The principal or designee may recommend to the superintendent expulsion of the student for up to one calendar year for third offense and all subsequent offenses occurring within three years.

Penalties for Possession of Drug Paraphernalia

Students who possess drug paraphernalia at school, on the school bus, or at school sponsored events will be disciplined in the following manner:

- First Offense - The student will be suspended for three school days.
- Second Offense - The student will be suspended for five school days.
- Third Offense - The student will be suspended for five school days and the principal may recommend an additional five days' suspension, or expulsion.

Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs

Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, may be expelled, provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

Screening and Testing of Students (and Treatment of Mental Disorders) (administrative policy JLDAC)

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the NSCA or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

Parents/guardians and eligible students shall receive notice and can opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

School personnel is prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel is also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

Licensed school personnel is encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.

Student Interrogations, Searches, and Arrests (administrative policy JIH):

The Board of Education and NSCA administration seek to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the

law or policy. When reasonable grounds for a search exists, school personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Search of school property

School lockers, desks and other storage areas are school property and always remain under the control of the school. All such lockers, desks, and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of NSCA policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, considering the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

Detection canines

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by authorized persons using trained detection canines under the direction of the school principal or designee.

Law enforcement officers' involvement--Interrogations and interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification and shall be present unless a court order provides otherwise. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

Seizure of items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school staff member shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Sharing/Release of Student Information (administrative policy JRCA)

To the extent required or allowed by state law, NSCA will facilitate the sharing of relevant student records and information when necessary to protect the safety and

welfare of school staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law. Within the bounds of state law, school personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). See policy JRCA, Sharing of Student Records/Information between School District and State Agencies.

Custody and/or arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, NSCA staff is not responsible for an officer's legal compliance when arresting a student.

Student Health and Wellness Information

General Health Room Procedures:

When a student enters the health room, he/she will be evaluated by a delegated 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.

COVID-19: NSCA will continue to follow the guidelines put forth by El Paso County Health Dept, in conjunction with the CDPHE and the CDC. The current [Practical guide for operationalizing CDC's school guidance](#)

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: Respiratory illness follow the most current [Infectious Diseases in Childcare and School Settings](#)

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](#), as well as the information regarding non-medical exemptions and requirements needed for this. 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/18HvqBO081dPmhWanHxnERIBXHuleKoe/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](#).

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).

Colorado law requires all students attending Colorado schools and licensed childcare facilities to be vaccinated against certain diseases unless they have a certificate of medical or nonmedical exemption on file. You must file a certificate of exemption at each school, or childcare the student attends. To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or childcare during a disease outbreak.

- Exemptions you file with us to include in CIIS are confidential.
 - See CIIS Privacy and Confidentiality.
- If you choose to include your exemption information in CIIS, you have the ability to opt-out at any time.
 - CIIS Opt-Out Procedures

- Students with a completed Certificate of medical exemption signed by an advanced practice nurse, a delegated physician assistant, or physician licensed to practice medicine or osteopathic medicine in any state or territory of the United States will need to submit this Certificate only once unless the student's information or school changes.
- You can submit a Certificate of medical exemption with CDPHE to include in the Colorado Immunization Information System (CIIS). Check with your student's school, childcare or college/university to find out if they want the printed copy of the Certificate of medical exemption or, if they can access the "submitted" document from CIIS. Per Colorado Revised Statutes 25-4-2403(2.5), immunizing providers must submit medical exemption data to CIIS.

For the 2022-2023 school years in Colorado:

There are two ways to submit a nonmedical exemption.

Be sure to check with your student's school, childcare or college/university to find out if they need a printed copy of the Certificate of nonmedical exemption. If you submit to CIIS, the school can access the exemption information in CIIS, but cannot access the completed Certificate of nonmedical exemption

- Submit the Certificate of nonmedical exemption WITH a signature from an immunizing provider in Colorado who is a medical doctor, Doctor of Osteopathic Medicine, advanced practice nurse, delegated physician's assistant, registered nurse, or pharmacist OR
- Submit the Certificate of nonmedical exemption received upon the completion of CDPHE's Online Immunization Education Module.
- Per Colorado Revised Statutes 25-4-2403, immunizing providers who sign the Certificate of Nonmedical Exemption must submit nonmedical exemption data to CIIS
- Parents of students in preschool or childcare must submit nonmedical exemptions at 2, 4, 6, 12 and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.
- Parents of students in grades K-12 claiming a nonmedical exemption must submit one annually. Nonmedical exemptions expire June 30th each year. If you submit a Certificate of nonmedical exemption on or before June 30th, it will not be valid for the upcoming school year unless you submit the exemption during early registration.
- Students in college/university claiming a nonmedical exemption must submit a Certificate of Nonmedical Exemption upon enrollment.

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:

- 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.
- Written permission to administer the medication from a parent or legal guardian.
- 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 always guarantee an allergen-free environment, 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:

- Educate your children to NEVER share food from their lunch or snack with other children at school because some children will get very sick if they eat certain. They should eat their own lunch/snack only and not share food from others.
- Remind your children of the importance of washing their hands often – especially before and after eating. Washing hands will help us avoid contamination of the playground equipment and common areas where children with allergies may become exposed.
- 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.
- 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.

- 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.

Uniform Policy

NSCA Board Philosophy on Student Attire

A core value that unifies NSCA is our commitment to adopt guidelines involving student attire. The Board policy explains the values and philosophy behind the requirements for age-appropriate uniform /dress code. The NSCA Board recognizes that as students develop into adults, adolescents often adopt grooming, fashion, and behaviors to create a personal identity. Living out the dress code should enable students to pursue modesty and promote the value of inner character rather than focusing on outer appearance. At NSCA, the student dress code helps us maintain our focus on the work of learning and performing.

Uniform Wear Guidance

Students must present a neat appearance. Uniforms are to be of an appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy or otherwise inappropriate. The appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references.

Parent and Staff Responsibilities

- Parents have the responsibility to ensure that their students arrive at school in the proper uniform.
- Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and administrators who will make final decisions regarding uniform issues.
- Cheerful, consistent compliance with the policy by all is expected.

Consequences for Uniform Violations

Uniform violations may be annotated in the student's planner or otherwise documented (uniform violation report). If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring an appropriate uniform item(s) which will enable the student to comply with uniform policies. The teacher may request office assistance for the students in this situation.

Colors •

- Tops (shirts, sweatshirts, sweaters) - navy, grey, white, light blue, light pink, red, and teal
- Dresses/Jumpers - navy, black or khaki only
- Bottoms (shorts, skorts, skirts, capris) - navy, black or khaki only
- Leggings - navy, black, white or gray
- Tights - navy, white, black, khaki may also include tan/brown
- Socks - navy, white, black, khaki, gray and pink, may also include tan/brown
- Shoes/Boots - tan, brown, navy, black, gray, and white only

Shirts

- Polo and Peter Pan Polo styled shirts in navy, grey, white, light blue, light pink, red, and teal. Polos may not have any logos on them (i.e., Reebok, Nike, other name brands, or school logos. Only the NSCA logo is approved, etc.).
- 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 are encouraged to be tucked into pants and skirts.
- Shirts must be worn under a jumper dress.
- Long-sleeved polo shirts may be worn as a long sleeve alternative in coordinating school colors.
- A polo, turtleneck, or button-up shirt in navy, gray, white, light blue, light pink, red, or teal must be worn under a jumper dress or sweater.

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.

Pant

- Navy, black or khaki 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 pants must be free from rips and tears, and clean in appearance.

Shorts, Skorts, Skirts, Jumpers, and Capris

- Shorts, skorts, jumpers, and skirts must be at least to the fingertips when arms are resting at an extended position to the sides of the body.
- Shorts, skorts, jumper dresses, and skirts must be navy, black or khaki in color.
- Capris should be uniform material/style.
- Jumper dresses may be worn in any school-approved uniform color (see above).

- Undergarments should not be visible while sitting or standing. Shorts are required underneath skirts and a jumper dress.

Leggings, Socks, and Tights

- Students must always wear socks or tights.
- Leggings may be worn under skirts or jumpers.
- Leggings may be navy, white, black or gray.
- Leggings may not be worn as pants.
- Tights may be worn under skirts or jumpers.
- Socks must be in school colors, may also include tan, or brown.
- Socks must match each other and be solid in colors

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. Tennis, athletic, running and dress shoes may have patterns, such as plaids, stripes, shapes, etc.; however, they may not be “blinged, sparkled, or lighted” and may not have cartoon characters.
- Boots and dress shoes may be worn but need to be tan, brown, navy, black, gray, and white only.
- Crocs may be worn in approved colors only: white, red, black, navy, light blue, light pink, brown/ tan, or grey.
- Heelys are not allowed.
- Heels /Soles no higher than one inch and style must be conservative.
- Flip flops, beach shoes, jellies, slippers, swim shoes, shower shoes, or shoes with separated toes may not be worn.

Hair/Accessories/Other Items

- Students may wear hair accessories that match uniform colors, and no patterns.
- Students 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 are allowed unless it is a medical bracelet. Necklaces may be worn but must be on the inside of the shirt.
- Lanyards and Pins on lanyards or clothing must not be controversial in nature.
- 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 as an accessory unless for a dress-up or spirit day.

Spirit Days

- From time to time, there may be spirit days that may involve the wearing of jeans, costumes, pajamas, or other creative themes. Please wear clothing without holes or sheer material. In choosing clothes 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 or house colors shirts 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 uniforms. Students will be required, however, to wear their uniforms for the class pictures taken in the spring.

School Life, Etiquette, and Behavior

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:

NSCA follows D20 district policies regarding bullying and harassment. NSCA 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:

NSCA has both a Licensed Professional Counselor and a full-time Licensed Clinical Social Worker on 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. NSCA 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 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 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 recommend 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@newsommitcharter.org

719-749-7135

Cortnie Wise

cortnie.wise@newsommitcharter.org

719-749-4007

Child Abuse Reporting

NSCA will follow D20 district policies about the reporting of suspected child abuse or neglect. We will also follow D20 policies about 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.

Food and Water:

As a 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.

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 always adhere to our Social Contract. 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.

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.

Toys:

Toys, game cards, collectible cards (including, but not limited to Pokémon 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.

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.

Student Organizations (administrative policy JJA)

Students in middle school at NSCA shall be permitted to conduct meetings of student clubs or student organizations to meet on school premises during noninstructional time, in accordance with administrative policy JJA. Curriculum-related student organizations serve as an extension of the regular school curriculum and bear a direct relationship to and alignment with Colorado Academic Standards. The function of curriculum-related

student organizations is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. Curriculum-related student organizations must articulate how the content and activities of the proposed student organization will extend the regular school curriculum and how they align with the Colorado Academic Standards. Student organizations meeting these criteria and approved by the NSCA Administration will be deemed to be officially recognized, school-sponsored student organizations.

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.

School Technology Resources

The purpose of this section is to inform parents, guardians and students of the rules governing the use of NSCA and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of NSCA technology resources via off-campus remote access.

Introduction

NSCA offers students access to school computers, communications systems, the Internet, student assessments, and an array of technology resources to promote educational excellence. Electronic information research skills are now fundamental to preparation of citizens and future employees. Electronic collaboration tools such as blogs and wikis are also part of the digital landscape in which we teach and learn. The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Student assessments may be conducted using on-line resources and technologies such as the Internet. Blogs, wikis, and podcasts allow students to collaborate and share information electronically in ways that reflect the ways that people work together in the real world, and which promote digital citizenship and responsible use of technology. Privacy and security along with confidentiality of assessment responses are expected. While using

NSCA technology resources each student must act in an appropriate manner consistent with school policy as well as state and federal law. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems:

NSCA technology resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with NSCA policies and honor this agreement to be permitted the use of technology. Unacceptable use of technology resources belonging to the school, accessed through school equipment and networks, may result in one or more of the following consequences:

- suspension or cancellation of technology access privileges.
- payments for damages and repairs.
- discipline under other appropriate school policies, including suspension, expulsion, exclusion or
- civil or criminal liability under other applicable laws.

All digital storage is NSCA property, and as such, network administrators may review files, communications, search criteria, and network traffic. Students should not expect that network communications or files stored on NSCA servers will be private.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. NSCA neither condones nor permits the use of this material and uses content filtering software and a robust firewall to control access to the extent practical, and to comply with the Children's Internet Protection Act (CIPA). Content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material, he/she should end access at once and notify the supervising adult.

In addition, some teachers use e-mail to communicate with their students. ASD20 does not provide student e-mail and blocks all web-based e-mail except for those that can be filtered. While ASD20 does see the value of e-mail for educational use, we neither endorse nor encourage its use for any other purpose.

Proper and Acceptable Use of All Technology Resources:

All NSCA technology resources, including but not limited to, NSCA computers, communications systems, and the Internet, must be used in a manner consistent with the educational mission and objectives of NSCA.

Activities that are permitted and encouraged include:

- School work
- NSCA committee work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service employment, or further education
- Publishing of student work online
- Engaging in distance learning experiences
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom
- Storing student work in Google Drive for retrieval at home

Activities that are not permitted when using NSCA or personal technologies include but are not limited to:

- The use of encryption technology to encrypt files on the NSCA file servers
- The use or attempted use of Internet proxy servers for any purpose
- Possessing key logging or other monitoring devices, software, or malicious code
- Network monitoring or packet capturing
- Voice over IP, (SKYPE, etc.)
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual
- Storing music collections on NSCA file servers
- Loading any software on NSCA computers
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same
- Configuring any NSCA computer to join an Internet bit torrent or other like system
- Enabling remote access to any NSCA computer system
- Attempting to defeat NSCA filtering software in any way
- Executing programs from removable media without prior approval by an authorized adult
- Violating copyright through illegally downloading or using copyright protected material without permission

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

User Security

Student must not share their logins, passwords, or access with others. Student shall not login as other students or staff members, with or without their consent or knowledge.

Vandalism

Any intentional act by a student that damages NSCA technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedure, and possible criminal prosecution. Any intentional act that requires repair or replacement on NSCA technologies or data is also considered vandalism. Similarly, any act of digital vandalism outside of NSCA that leverages NSCA digital resources will be equally punished and/or prosecuted.

Reliability and Limitation of Liability

NSCA makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. NSCA will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. NSCA specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold NSCA harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

Parent Responsibility-Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school's system and of the Internet if the student is accessing the school system from home or another remote location.

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 are required to meet or exceed the Colorado Academic Standards and aligned to the Core Knowledge scope and sequence to ensure optimal academic rigor and conceptual coverage. NSCA also participates in multiple standardized tests to track academic achievement and growth. Colorado Measure of Success (CMAS), Northwest Evaluation Association (NWEA) MAP, and Dynamic Indicators of Basic Early Literacy Skills (DIBELS or Acadience) specifically in mathematics, reading, and language content areas.

Grade	Subject	Curriculum
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Kindergarten	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional Learning	Capturing Kids Hearts (CKH)
	1st	Mathematics
Language Arts		Amplify Core Knowledge Language Arts
Science		Core Knowledge Scope and Sequence
History/Geography		Core Knowledge Scope and Sequence
Music		Core Knowledge Scope and Sequence
Visual Arts		Core Knowledge Scope and Sequence
Physical Education		Colorado State Standards
Library		Core Knowledge and Literacy First Focus
Social Emotional		BASE Education, CKH
2nd	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	BASE Education, CKH
3rd	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts

	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	BASE Education
4th	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
Social Emotional	BASE Education, CKH	
5th	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
Social Emotional	BASE Education, CKH	
6th	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence

	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	BASE Education, CKH
	Leadership	Leadworthy by Flippen Group
7th	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	BASE Education, CKH
	Leadership	Leadworthy by Flippen Group
8th	Mathematics	Dimensions Mathematics
	Language Arts	Amplify Core Knowledge Language Arts
	Science	Core Knowledge Scope and Sequence
	History/Geography	Core Knowledge Scope and Sequence
	Music	Core Knowledge Scope and Sequence
	Visual Arts	Core Knowledge Scope and Sequence
	Physical Education	Colorado State Standards
	Library	Core Knowledge and Literacy First Focus
	Social Emotional	BASE Education, CKH
	Leadership	Leadworthy by Flippen Group

Volunteering

NSCA believes that parental involvement is an integral part of their child's education and positively impacts their academic achievement. Our goal is to involve each parent as a full partner in the educational program. There are endless ways volunteers can contribute to the success of our school. New ideas and suggestions are welcome.

Volunteer service is, however, subject to completion of the Volunteer Training program, adherence to the Volunteer Handbook, and full cooperation with the staff and teachers.

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 our students. Defined below are general parameters for parents volunteering in our classrooms.

- 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.
- 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.
- 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.
- 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.
- 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.

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, always, 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.

Discipline Model:

The discipline model aims to build relational capacity with students and build self-managing teams. The model keeps the environment safe even in times of conflict. The NSCA discipline model is meant to de-escalate behavior and maintain consistency with ALL students. It helps our students and staff to stay calm while modeling appropriate skills to deal with conflict and stress.

There are several steps before the use of the discipline model. The EXCEL model is our guide. It helps build relational capacity and models communication skills for our students. We strive to empower others by building relational capacity through our Social Contract. The Behave in-Behave out model requires our students to self-manage and make responsible decisions. It is a perfect partner with the Social Contract because our students are individually responsible for being a part of the team.

Discipline Ladder and Administrator Ladder

Using these ladders explains the steps before any student behaves out of the classroom and how they behave back into the classroom. The Administrator Ladder will be utilized when students are referred to the office for behaving out of the classroom, including expectations for behaving back into the learning environment. The overall goal is to reduce the behavior problems through the daily implementation of the EXCEL Model and consistent use of the Discipline Ladders in all parts of the school.

The steps in the ladders below are meant to begin from the bottom up (Discipline Ladder) and top-down (Administrator Ladder), and staff are expected to follow the steps in order when misbehavior occurs.

The Discipline Model is not to replace the classroom rules and consequences. The rules and consequences are consistent school-wide and with all grade levels. The discipline model is meant to have those school-wide expectations, rules, and consequences to refer to, as these communicate clearly with all staff, students, and parents/guardians.