



# Student-Parent Handbook

## Welcome to New Summit Charter Academy

Dear Parents and Guardians,

On behalf of the New Summit Charter Academy Community, welcome! We are a 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 us with your questions, concerns, and opinions.

We focus on our Core Principles that will help guide our school forward and into success. The Core Principles below 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 welcome at school and in the classroom. Through our process of Capturing Kids' Hearts, our students need to know that all staff members are 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, all staff must work to see that their students have a successful year while maintaining 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 to grow and improve education daily!

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 read your email and stay connected to our communication tool, Parent Square, regularly to stay informed of school communication. Our school website is another excellent tool for informing you of events, policies, news, and more! 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***

Jennifer Reissig – Principal

***Kim McClelland***

Kim McClelland – Executive Director

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# All About NSCA

## 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, parents, 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: <https://newsummitcharter.org/>

For questions, please email our school secretary:

[simone.null@newsummitcharter.org](mailto:simone.null@newsummitcharter.org)

## Leadership Team

Executive Director: Kim McClelland

Principal: Jenn Reissig

Assistant Principal & Assessment Coordinator: Erin Rivera

Dean of Students & Safety and Security Director: John Coppin

Business/Office Manager: Maureen Hilborn

Compliance Officer and Title IX Coordinator: James Ravetti

Communication/Website Manager: Nikki Reichert

Registrar: Sara Dean



## Bell Schedule

Office hours: 7:30 am - 3:30 pm

School Hours: 8:05 am - 3:10 pm

Drop off begins: 7:40 am

Carpool ends: 3:25 pm

## 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 are detailed below for kindergarten through eighth grade. The curricula must meet or exceed the Colorado Academic Standards and be 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.

Subject/Curriculum
Mathematics - Eureka Math 2
Language Arts - Amplify Core Knowledge Arts
Science - Core Knowledge Scope and Sequence
History/Geography - Core Knowledge Scope and Sequence
Music - Core Knowledge Scope and Sequence
Art - Core Knowledge Scope and Sequence
Physical Education - Colorado State Standards
Library - Core Knowledge and Literacy First Focus
Social Emotional Learning - Capturing Kids Hearts & Leadworthy for Middle School

## Drop-off/Pickup Procedures

Please be aware of the current drop-off and pick-up procedures and review them often, as they may change. To keep up with the current procedures, please refer to our website, <https://newsummitcharter.org/transport/> under the "Parents" tab often.

## Curb Smart

NSCA utilizes the Curb Smart application for afternoon pick-up. A video explaining the process is on their website, [www.curbsmart.net](http://www.curbsmart.net).

## Dos and Don'ts

**DO NOT** drop off students before **7:40 am**, as supervision is not provided before that time. This is the case for both elementary and middle school students.

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

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

Additional parking is available across the street at Ford Frick Park. Please **DO NOT** park in the Xfinity Center behind the school or along the street. If you park at Xfinity, your car may be towed at your expense.

**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 at times.

**DO NOT** exit your vehicle to assist your student. Staff members will be 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. Siblings can meet at their designated exit to exit the building.

## Bicycles, Walkers, and Other Forms of Student Transportation

Students may ride bicycles to school if they are proficient enough to be safe. Students must walk the bike once on school grounds and be parked in the bike

racks provided. Bikes are not to be in the building or the parking lot at any time during school hours. Once the bikes are in the bike racks, they will not be removed until the student is ready to go home. Each student is responsible for locking his/her bike. For safety and liability reasons, in-line/roller skates, shoe skates, hoverboards, and skateboards are prohibited on campus at any time, including when school is not in session.

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

## Weather and Emergency Information

### Cancellations/Snow Days or Delays:

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

### Notification

When bad weather conditions exist, a school closure or a delayed schedule may be announced. Local radio and television stations will be advised no later than 6:30 a.m. Information will also be available on the D20, Parent Square, and NSCA websites.

### District 20 Process and Considerations for Closures or Delays

The D20 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.
- Consult with El Paso County and the City of Colorado Springs regarding road sanding plans.
- Exchanges vital weather information and road conditions with neighboring school districts.
- Consult with the U.S. Air Force Academy to determine if they will delay or close.
- Has staff members drive on district streets between 2:30 A.M. and 3:45 A.M. to inspect road conditions.

## Indoor/Outdoor Recess Guidelines

Many schools have temperature/weather guidelines to help determine whether recess is indoors or outdoors. This helps to communicate with the parents and have a consistent understanding in our schools.

Temperature/Wind Chill	Guidelines
Below 20 degrees and/or wind chill $\leq$ 20 degrees	Indoor Recess
Below 32 degrees	Coat, Hats, Gloves, Long Pants Needed
Below 50 degrees	Coat and Long Pants to Go Outside
Below 60 degrees	Jacket or Long Sleeves Are Recommended
Below 70 degrees	Light-Weight Jacket is Recommended

When temperatures are below 20 degrees Fahrenheit and/or the wind chill temperature is less than or equal to 20 degrees, recess will be indoors. Other conditions may include high wind warnings, pending storms, large amounts of

ice covering the playground, or any other condition in which the school deems that safety is inhibited. Please make sure your children dress appropriately for the weather. We recommend that all students have a coat, hat, gloves/mittens, and boots available during winter, as these are essential to keep the children safe and warm. If you have any questions regarding recess, please get in touch with your child's teacher. Indoor recess will also be held if the EPA issues an outdoor air quality warning.

## Emergency Drills

Students must learn all emergency procedures and instructions given by the NSCA staff. NSCA will conduct required emergency drills to ensure the school community responds to an emergency safely and effectively. Teachers will instruct students regarding the posted classroom and school building procedures, 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 properly executing these drills, and students must 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 to the communication process. Therefore, we ask that all members of the learning community adhere to the following communication guidelines:

- Keep up to date with our communication
- Check the school website 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 sent out on Parent Square
- Check your student's planner daily for important assignments and information
- Please sign up and use the Parent Square 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 outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need 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

New Summit believes in maintaining professionalism online and in person. We look forward to partnering with you to address your concerns. We are eager to answer your questions, but we require up to 48 hours to respond to voicemail and/or email questions. Please 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. Executive Director
6. NSCA School Board

If online etiquette is not followed, NSCA reserves the right to remove any comments or users who do not follow these guidelines.

## Discipline Model

The discipline model aims to build relational capacity with students and self-managing teams. It 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 stay calm while modeling appropriate skills to deal with conflict and stress.

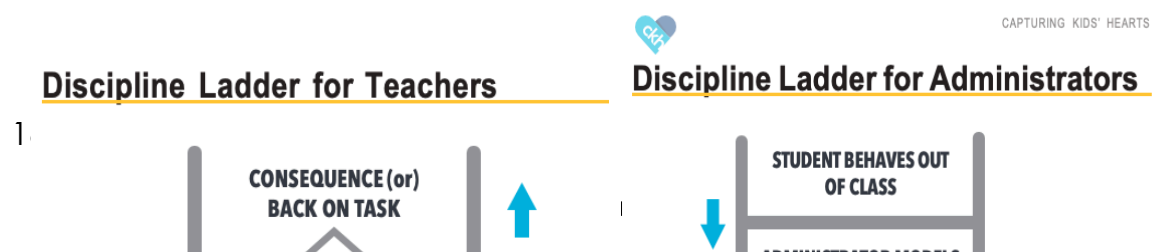
The discipline model requires several steps before being used. The Capturing Kids Hearts EXCEL model is our guide. It helps build relational capacity and teaches communication skills to our students. We strive to empower others by building relational capacity through our Social Contract. The Behave-In/Behave-out model requires 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 returning to the learning environment. The overall goal is to reduce 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 does not replace 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.





## Attendance

Daily school attendance is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It isn't easy to replace learning in the classroom with studying outside. Excessive absences and/or tardies may hurt a student's education and grades, whether excused or unexcused.

Colorado law requires every student who is age six by August 1 and under 17 to attend school for 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)].

### Excused vs. Unexcused Absences

Per D20 policy JE and state law, excused absences are as follows:

1. Absences approved by the Administration.

2. Absences due to temporary illness or injury: Medical documentation is required after the third consecutive school day absence.
3. Absences for mental health shall not exceed two days per school year.
4. Absences for an extended period due to physical disabilities with medical documentation.
5. Absences due to being in the custody of the court or law enforcement authorities with documentation.
6. Absence from educational activities or sporting events in which the student will be excluded only with advanced approval by the Administration.
7. Absences due to a death in the family.
8. Religious event(s) or holidays not observed by the school.

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.**

## Truancy

If a student has over **ten 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. New Summit Charter Academy complies with all Colorado State laws concerning compulsory attendance.

Unexcused Absences Process Before Truancy:

1. After **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 30 days or ten unexcused absences during any school year, the student 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 ten unexcused absences during any school year and will potentially be referred for truancy.

3. 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.
4. When a student is declared habitually truant, the school will require a meeting with the student, their parent or guardian, and appropriate school personnel to review and evaluate the reasons for the student's habitual truancy. The attendance clerk and school administration will hold and schedule this meeting, and the student will be placed on an attendance contract.

State statute defines any student with **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 we will partner with local juvenile courts to intervene and address truancy. When a student has excessive absences, whether excused or unexcused, they negatively impact the student's academic success. The principal may identify a student absent **10%** of a quarter, even if the absences are excused, as "chronically absent." [*Administrative policy JH, Student Absences and Excuses*]. School administrators may take legal action if parents and students fail to follow compulsory attendance laws [*Administrative policy JHB, Truancy*].

Excessive absences seriously disrupt continuity in the learning process and social adaptation. In most situations, the work and lessons missed cannot be made up adequately. Students with 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.

## Other-Related Absences

Parents and 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 parent or guardian's responsibility to notify school officials in writing or by telephone stating the reason for their child's absence. Absences can be reported quickly through our website and parent communication app, Parent Square. When a parent/guardian fails to notify the school of their child's absence, it shall be recorded as unexcused. After missing three or more consecutive days, documentation will be required upon returning to school.

As determined by the administration, absences due to severe weather conditions may be considered excused. Such absences will not count against a student for the purposes of attaining a perfect attendance record or 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 student's assigned caseworker shall verify the student's absence was for a court appearance or court-ordered activity.

## Unexcused Absences

Absences that are not covered by the above exceptions will be considered unexcused. Each unexcused absence shall be entered on the student's permanent record. All absences can be seen on Infinite Campus through the parent portal.

By Colorado State statutes, the NSCA may impose academic penalties that 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 **six** 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 where 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. Two days shall be 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. It is not a school expectation that assignments are given ahead of time. All missed exams will be taken within **two** days upon returning from an absence. Any exceptions to 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 to provide the student with an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, **75%**, resulting from an unexcused absence.

## Tardiness

Students will be considered tardy if they arrive for school after 8:05 without an acceptable excuse and/or arrive late to a specific class. 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 and unexcused.

A student meeting with another staff member or administrator shall not be considered tardy, provided the student gives the student a pass to enter his/her

next class. Teachers shall honor passes presented under this policy.

## Early Pick-Up from School

We discourage students from being picked up during school hours except for illnesses, scheduled therapies, or emergencies. We encourage parents to schedule all appointments during non-school hours whenever possible, so students do not miss valuable class time. Students will only be released to parents from the office or reception area. You will 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, and the school must 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 p.m. on regularly scheduled school days and 1:05 p.m. on early release school days. Early dismissal is detrimental to the learning process for both the student leaving and those who are disrupted by the interruption. Unavoidable situations will happen; however, excessive early dismissals will be documented as tardy in the student's permanent attendance record. After **ten** tardies or early dismissals in a school year, tardy penalties will be imposed as the unexcused absence policy, and the 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 the parent accompanies them off-campus.
- A student who leaves campus for special school activities will be given a permission slip to be signed by the parent or guardian.

## 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.

## Volunteering

NSCA believes that parental involvement is integral to their child's education and positively impacts their academic achievement. We aim to involve each parent as a full partner in the educational program. There are many ways volunteers can contribute to the success of our school. New ideas and suggestions are welcome. NSCA strives to balance encouraging a great emphasis on parent volunteers in this school and establishing a learning environment that best serves all our students. 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. We reserve the right to revoke the right to volunteer at New Summit Charter Academy at any time if the situation warrants.

The following is some general information regarding NSCA's Volunteer Program. For detailed information, please consult the Volunteer Handbook.

## General Guidelines

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 regarding 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 adjust their style or find a more compatible volunteer role in the school.
- It is never acceptable for a parent or 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 with your child's teacher has been scheduled.

- NSCA encourages parents to take a particular interest in their children's lives, act as mentors and tutors, and 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/Parent Handbook. They are encouraged, but not required, to participate on school committees and provide other volunteer services as they are able.
- Volunteers must follow the school's Social Contract and attend our volunteer training before volunteering. All volunteer hours can be tracked through your Parent Square App.
- All volunteers must complete the volunteer training and registration and required background checks at the cost of the volunteer.

## Volunteer Code of Conduct

- Please know that if any conduct is deemed inappropriate, the Administration will set limitations.
- Conduct yourself businesslike and fair, without partiality to individual students or personal beliefs.
- Respect and abide by the confidential nature of anything you see or hear while volunteering.
- Acknowledge the teacher as the authority in the classroom. It is not the role of a volunteer to correct students.
- Do not confront a teacher regarding disagreements/differences of opinion in the presence of children. Graciously accept direction and constructive criticism from staff members.
- Be respectful of the classroom by not disrupting a teacher's instructional time or student learning. Do not discuss your students with staff during volunteer time.
- Dress modestly and appropriately for a school environment (i.e. refer to Dress Code).
- Be on time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for New Summit Charter Academy.
- Motivate children in a positive way to work and help them succeed in school.
- Schedule all in-classroom volunteer hours through the classroom teacher.
- When volunteering at the school, sign in and out at the front office. You will always be required to show your ID.



- Wear a current volunteer name tag when volunteering at the school.
- Record all on and off-campus volunteer hours in Parent Square.
- You are not permitted to bring siblings or non-students on campus when volunteering. This is due to the hazards and liability of having small or unsupervised children on school grounds. When you are here to volunteer, we ask that you can focus solely on that role and that you are not taking care of other children at the same time.

## 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 while utilizing the Colorado Emergency Guidelines for Schools. If the student has a minor injury or illness, he/she will be treated appropriately utilizing these guidelines 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 a 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 that the student be picked up from the school. If you are contacted to pick up your student, you or an authorized emergency contact 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. If a parent or guardian is unable to pick the student up, the health team may need to follow emergency protocols depending on the illness or condition of the student if a parent/guardian or emergency contact is unable to be reached by the health team or is unable to pick up a student.

Please provide the school with at least TWO emergency contact telephone number(s) and update information in Infinite Campus if it changes during the school year. Our goal is to maximize the student's time in their classrooms, so we will do our best to treat your child, ensure he/she can continue with their education for the day, and send him/her back to his/her classroom. However, we are unable to accommodate children who 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 who are potentially contagious to other students.

Please contact and arrange with the school nurse, any concerns regarding the health of a student. Students with certain medical diagnoses, such as diabetes, may require or may benefit from an IHP or Individual Health Care Plan.

Tiffany Fontenot, MA, LCSW

[tiffany.fontenot@newsommitcharter.org](mailto:tiffany.fontenot@newsommitcharter.org)

719-639-7135

Cortnie Wise, MA, LPC

[cortnie.wise@newsommitcharter.org](mailto:cortnie.wise@newsommitcharter.org)

719-749-4007

## Child Abuse and Mandatory Reporting

NSCA will follow D20 district policies and Colorado State laws regarding the reporting of suspected child abuse or neglect. We will also follow D20 policies and procedures regarding allegations, threats, or gestures involving harm to self or 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, and we will never contact parents before a report is made. We will report any allegations or suspicions of child abuse. We are required by law to 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 and do not ask about a report or pressure any staff member into giving you details about a mandatory report that may have been made. Additionally, we will not reveal the details or content of any report or 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 recommend that students 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 and Classroom Parties

### Parties & Special Events

Birthdays can be celebrated in the classroom. Please reach out to the classroom teacher to make arrangements. 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, and other small toy items are appropriate choices. All items can be sent in with your students and classmates to enjoy.

There will be events throughout the year, such as curriculum days or other special days where food is 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 school nurse must approve the recipe. If your student's classroom teacher assigns you to bring a food item to school for one of these events, please have the food be store-bought and in the original packaging. 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 ask the restaurant for a list of ingredients in the food and the carbohydrate count for each serving. At New Summit Charter Academy, we do our best to avoid allergens exposure while a student is at school. While we cannot guarantee this, we do our best, and we ask that you respect these policies to support us in this endeavor.

### Gum

In most cases, chewing gum is not allowed in school unless the student has a specific accommodation plan that supports the use of chewing gum 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 & School Events

### 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.

### 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 representatives are required to attend school events, and any volunteers must undergo background checks.
2. The school must approve all parent chaperones before 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

The Administration must approve all NSCA event signs and posters 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 before selling. Fundraisers may be a part of approved organized events.

## Toys

Toys, game cards, collectible cards (including, but not limited to, Pokémon cards and Magic: The Gathering 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; 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 also be sent to the parent 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. The school may deny participation if they fail to meet academic and/or behavioral requirements. A refund will not be granted if a student has already paid for a field trip and behavior prevents them from attending the trip. Any parent interested in being a chaperone must complete all volunteer training requirements and background checks before attending the field trip. 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 usually require 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 club's start. Transportation to and from club meetings and activities is the parent's responsibility. 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 on school premises during non-instructional time, by 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 schools' educational program. 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 officially recognized as school-sponsored student organizations.

## Class Changes and Teacher Requests

New Summit does not allow teacher placement requests for any reason. Classroom placement is completed by a team of multi-disciplinary individuals who consider many factors to balance the classrooms effectively. We do everything we can to ensure that your student is placed with a teacher and peers where they will succeed. 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. 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 do not make teacher or classroom changes solely based on parent requests or demands. We try to teach our students and families to problem solve, resolve conflicts, respect others even when they do not necessarily prefer someone, and overcome challenges. We encourage the parents of our students to role model appropriate conflict resolution, tolerance, and resilience. Requests are only considered based on staff recommendations and are based on classroom availability. A team, including administration, will meet to finalize the recommendation for the alternative placement.

# Technology

This section informs 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.

## Personal Devices

Students are prohibited from using mobile devices, including smartphones, smartwatches, and personal online tablets, during school hours at NSCA. School hours refer to any time when students are on school premises, including but not limited to class time, break times, study hall, lunch, and any school-sponsored activities unless otherwise specified by a teacher or school administrator for educational purposes.

1. Students can have cell phones at school but must secure them (i.e., powered off in their lockers, backpacks, or bags) during the school day. Students shall not access their phones from the start of classes until the student's day is over. This is to include any use in classrooms as an instructional tool.
2. Students are not allowed to use online smartwatches. Students should be aware that if a school staff member sees or hears a cell phone during the school day, he/she will take the phone (or request that the student take the phone) to that school's front office. The phone may be retrieved after school.
3. Enforcement: Teachers and school staff will enforce this policy consistently and fairly. Students found using mobile phones during school hours will be reminded of the policy and asked to comply. Persistent violations may result in disciplinary actions outlined in the school's disciplinary policy.
4. The disciplinary consequence for non-compliance will be graduated and is articulated in JICJ-NSCA-R NSCA Disciplinary Policy Regarding Student Use of Cell Phones. It is important to note that this approach ("See it, Hear it, Take it") does not preclude student possession of their phones, except in cases of non-compliance, when phones have been sent to the office. Any consideration for medical exemptions should follow the processes outlined in JICJ-NSCA-E Medical Exemption Form for Student Use of Cell Phones.

## School Devices

NSCA offers students access to school computers, communications systems, the Internet, student assessments, and various technology resources to promote educational excellence. Electronic information research skills are now fundamental to preparing 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 the curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases.

Student assessments may be conducted using online resources and technologies like the Internet. Blogs, wikis, and podcasts allow students to collaborate and share information electronically in ways that reflect how people work together in the real world and 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 appropriately and consistently with school policy and state and federal law. It is the joint responsibility of school personnel and the student's parent or guardian to educate the student about his/her responsibilities and establish expectations when using technology.

## Using the Internet and Communications Systems:

NSCA Internet and Communication resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others to support their education. Access is a privilege, not a right; general school behavior rules apply, and access may be removed anytime. Access to these services is given to students who agree to act responsibly. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be tools

- Engaging in electronic discussions with experts outside the classroom •
- Sharing or exchanging school-related files with students in or outside the classroom is responsible when using school computer networks or personal technologies. Students must comply with NSCA policies and honor this agreement to be permitted to use 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; network administrators may review files, communications, search criteria, and network traffic anytime. Students should not expect network communications or files stored on NSCA servers to be private or confidential.

Some material available 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 consistent with the rules below and be held responsible for their intentional misuse. Ultimately, parents and/or guardians are responsible for setting and conveying their children's standards when using technology. If a student accidentally accessed inappropriate material, he/she should end access at once and notify the supervising adult.

In addition, some teachers use email to communicate with their students. NSCA provides student email and blocks all web-based emails except for those provided. While NSCA sees the value of email 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 NSCA's educational mission and objectives.

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 (i.e., 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 resources
- Storing student work in Google Drive for retrieval at home
- Submission of assignments via Google Drive or other platforms

Activities that are not permitted when using NSCA or personal technologies while on campus 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 keylogging or other monitoring devices, software, or malicious code
- Network monitoring or packet capturing
- Voice over IP (VOIP)
- Logging in or attempting to log in as another user, with or without their consent
- 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 a digital resource outside the school's network
- 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 teachers or administrators. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

## User Security

Students must not share their logins, passwords, or access with others. Students shall not log in 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 procedures, and possible criminal prosecution. Any intentional act that requires repairing or replacing NSCA technologies or data is also considered vandalism. Similarly, any act of digital vandalism outside of NCSA that leverages NSCA digital resources will be equally punished and/or prosecuted.

## Reliability and Limitation of Liability

NSCA makes no warranties, expressed or implied, for the technology resources it provides students. NSCA will not be responsible for any damages the student suffers, 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 online. The student and his/her parent/guardian will indemnify and hold NSCA harmless from any losses sustained due to the student's misuse of the district's technology resources.

Parent Responsibility-Notification of Student Internet Use Outside of School  
Regarding electronic devices, whether the device is school property or not,

parents bear responsibility for guidance, monitoring, and supervision of Internet use. Parents are responsible for monitoring access just as they would monitor access to other 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.

## Student's 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 that enable them to become responsible members of society. If necessary, the rules also allow us 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 "tattletale." It is being a responsible citizen and in doing so, being a citizen that could save lives, including your own.

Safe2Tell® allows 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 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 using physical acts or

gestures." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student based on 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, and it is essential to understand the difference between normal conflict and bullying.

A student who engages in an act of bullying and/or 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 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.

## Confidential Student Records - (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 get in touch with 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 school receiving 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 violating the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should contact 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 allow disclosure without parent or guardian written consent to school officials with legitimate educational interests. A school official is a person employed by New Summit Charter Academy as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health, and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, 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 is also someone who is employed by another school or school district that your child has attended or is applying to attend. 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, which 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. Qualifying for Free and Reduced can also include discounted student fees and athletic fees.

## 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 the administrative policy JFABD or contact the Registrar.

## 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 toward 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.

District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention (administrative policy JKA and JKA R) 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 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 pocket knife 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, nunchucks, brass knuckles, artificial knuckles of any kind, or any other object that could be used or is used to inflict harm
- 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 the school's property, private property brought to school by school staff or other students, and property surrounding the school. Neither NSCA nor the District is responsible for the loss, damage, or theft of personal property.

## Non-Discrimination

Under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the Americans with Disabilities Act, and the Boy Scouts of America Equal Access Act. By federal and state law, NSCA does not discriminate based on 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 – Non-Discrimination/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 the 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:
5. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a substantial disruption three or more times during the school year, on school grounds, in a school vehicle, or at school activities
6. 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."
7. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
8. Possession of a dangerous weapon without the authorization of the school
9. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5)
10. The commission of an act that, if committed by an adult, would be

- robbery or assault other than third-degree assault
11. Repeated interference with a school's ability to provide educational opportunities to other students
  12. 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
  13. 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 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 age requirements 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. Being expelled from any school district during the preceding 12 months.
4. Not being a district resident 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. Students who have been habitually absent during the previous school year.
7. 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 10 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 Principal shall use the information 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, 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 under the student code of conduct and related policies, including suspension or expulsion.

The Board of Education may decide to wait until the conclusion of court proceedings to consider expulsion, in which case the district is responsible for providing 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:
2. 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.
3. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
4. All vehicles NSCA uses to transport students, staff, visitors, or others.

5. At a school-sanctioned activity or event.
6. "Tobacco product" means:
7. 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
8. Any electronic or other device that can be used to deliver nicotine to the person inhaling from it, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen, or vape MODS (mechanical modified delivery systems) that produce vapor from an electronic cigarette or another similar device.
9. "Tobacco product" does not include any product approved by the appropriate federal agency as a tobacco use cessation product.
10. "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, NSCA will take disciplinary action, including suspension or expulsion from school and 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 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. The student and parent shall bear costs of the program. Failure to provide documentation of program completion within the prescribed time limits will result in the imposition of additional days of suspension.

- Based on the 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 may recommend additional suspension or expulsion at his or her discretion. 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 the expulsion of the student for up to one calendar year for the 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 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 are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel are also prohibited from 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 are 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 trained and certified.

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

The Board of Education and NSCA administration seek to maintain a climate in the schools that is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, school personnel may be required to search the student's person and/or personal property and 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. All educational professionals are mandatory reporters regarding suspected or implied child abuse. As such, we will comply with district and state laws about reports of child abuse and will not contact the student's



parents or guardians when these reports are made. Child abuse reporting is a confidential process (please see the section on child abuse reporting for further information).

## 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 a law or school/district policy. When reasonable grounds for a search exist, 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 requested permission to perform it. 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.

## The 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.

The search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, bookbag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student or personal items, 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 the 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 Officer 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 class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogate student suspects to ensure 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 the 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.

If The Department of Human Services arrives at the school and requests to interview a student, the principal or designees shall ascertain that the worker has proper identification. We do not contact parents in the event of contact with a worker from The Department of Human Services.

## Seizure of Items

Anything found in the course of a search conducted by school officials that 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 in 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 transferred, 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 are not responsible for an officer's legal compliance when arresting a student.