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**New Summit School (NSS) and
The Spectrum Academy (SA)
2019 – 2020 School Calendar**

August 2019

Friday August 2ndTeachers Report, 8:00 a.m.
Thursday August 8thFirst Day of School

September 2019

Monday September 2ndLabor Day Holiday (no school)

October 2019

Friday October 11thEnd of 1st Nine Weeks
Monday October 14thFall Break(no school)

November 2019

Monday November 25th – Friday November 29thThanksgiving Holidays(no school)

December 2019

Tuesday December 17th – Thursday December 19thSemester Exams (upper school)
Friday December 20thEnd of 1st Semester, Make Up Exams
Monday December 23rd – Friday January 3rdChristmas Holidays (no school)

January 2020

Monday January 6thProfessional Development (no students)
Tuesday January 7thStudents Return
Monday January 20thMLK Day (no school)

February 2020

Monday February 17thPresidents Day (no school)

March 2020

Friday March 6thEnd of 3rd Nine Weeks
Monday March 9th – Friday March 13thSpring Break (no school)

April 2020

Friday April 10thGood Friday (no school)
Monday April 13thEaster Holiday (no school)

May 2020

Tuesday May 19th – Thursday May 21stFinal Exams(upper school)
Friday May 22ndLast Day of School, Make Up Exam

*Events Calendar to Follow

**Dates subject to change pending inclement weather days

ABOUT NEW SUMMIT

**New Learning Resources
School District Administration**

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A MESSAGE FROM THE FOUNDER

New Summit School was established in 1996 as a full-time school offering classes for students in Kindergarten through 12th grade. Although New Summit School (NSS) is designed similarly to traditional schools, emphasis is placed on keeping instructional groups small and teaching to the individual student in a positive and stimulating environment. NSS is committed to an educational philosophy that considers the diverse learning needs of today's students and families. Our goal is to promote academic achievement and social growth within an enriched learning environment.

In addition to offering the compulsory subjects required by an accredited school, NSS incorporates innovative educational approaches into the daily curriculum model. Our experienced educators and counselors take pride in reaching all students equally, while taking into account the various learning styles and skill levels that are represented. Through an initial assessment, the staff of New Summit School determines each student's instructional needs and custom-designs an educational plan suited to meet those needs.

As a school, we strive to encourage our students to realize their full academic and creative abilities, develop strong values, and imbue a sense of how they will contribute to the community in their own individual way.

We welcome your interest in New Summit School and we invite you to contact the Office of Admissions to schedule a tour of the campus and to learn more about what our school can offer students and their families.

Dr. Nancy New, Founder
**New Learning Resources
School District/ New Summit School**

NSS MISSION

New Learning Resources School District's mission is to provide a quality education for every child.

NSS VISION

New Learning Resources School District will become the leader in providing exceptional and innovative educational services for students with diverse learning styles.

NSS PHILOSOPHY

New Summit School is dedicated to the educational philosophy that considers the diverse needs of today's students and families. The school recognizes the need for non-traditional instructional settings that provide individual academic attention while encouraging emotional and social growth.

New Summit's primary goal is to expand the student's foundation for academic and professional achievement. The school recognizes the need for an individual, motivational and intellectual environment for students, including those who are exceptional learners and those who may encounter learning differences. Through initial assessment the staff of New Summit School determines each student's needs and custom-designs an educational plan suited to meeting those needs.

New Summit offers small classroom instruction by experienced teachers, who will focus on individual needs of each student.

Essential core classes as well as electives and enhancement courses are incorporated. State-of-the-art technology and advanced resources are utilized to complement teacher instruction.

New Summit School integrates co-curricular activities used to enhance the student's academic experience. Innovative teaching techniques combined with field trips and use of area resources; provide a comprehensive academic experience for all students.

NSS BELIEFS

- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- All children have the right to a high-quality education
- A quality education is founded on and sustained by an unwavering emphasis on reading, mathematics, and life-long learning.
- Well-defined goals and objectives are essential to a quality education program.
- Students achieve best in a safe, positive, and intellectually stimulating learning environment.
- Each and every employee function as an integral member of the school personnel team and makes a highly significant contribution to the educational program.

New Summit School Administration

Bill Rogers, Principal, Grades K-6

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M.Ed., Mississippi College

Oversight of K-6 academic integrity, discipline, school programming and operations. Immediate supervisor of teachers K-6.

School logistics and school safety.

Dr. William Sutton, Principal, Grades 7-12, Post-Secondary Transition Director

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Ed.S., Mississippi State University

B.A., University of Pittsburgh

Oversight of 7-12 academic integrity, discipline, school programming and operations. Immediate supervisor of teachers 7-12.

Immediate Supervisor of Career Academies, responsible for post-graduation planning for all upper school students

Kara Norris, Counselor

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Ed.S., Mississippi College

Licensed Professional Counselor

National Certified School Counselor

Shedrick Rodgers, Counselor

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New Summit School Dyslexia Therapists

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Beth Lowry

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NEW SUMMIT SCHOOL STRATEGIC PLAN (2016-2021)

New Summit School is striving to meet the ever-changing needs of our students, their families and communities by adopting new and more effective strategies for teaching and learning. Administrators, teachers and staff have collaborated to create a plan that will better meet these needs through exceptional instructional programs, advanced curricula, and experienced and highly-qualified instructors. The following is a list of goals and objectives that will guide the continued growth and improvement of New Summit School.

Student Achievement

Student achievement is defined as helping students reach their highest academic, social, and emotional potential so they will be prepared for higher educational, vocational training, and employment.

Goal 1: Faculty and Staff--Recruit, employ, and retain highly qualified faculty and staff who enhance the culture and ensure the academic, emotional, social, and career goals and all its students while maintaining a small group environment.

Goal 2: Universal assessment--Assess and measure the student's individual weaknesses and strengths using a universal assessment for pre-imposed data to allow implementation of accommodation and/or modifications to meet the needs of the individual.

Goal 3: Learning environment--Family atmosphere and student life: Maintain a safe learning environment for physical and emotional development that meets the interest and needs of all students

1. Create a clear orientation process for new employees
2. Maintain a safe learning environment
3. Meet student's interest and needs
4. Define a process to identify traits of prospective employees that will enhance the mission of New Learning Resources

Goal 4: Uniform Disciplinary Procedures--Define appropriately effective discipline with consideration for the individual abilities of each student

1. Implement and maintain consistent channels of communication
2. Instill character education and social skills development in students

Goal 5: Community Perception--Educate the community on our broad range of services and provide clarity of our purpose and mission to include:

1. Families in need of our services
2. Referring agencies (schools, doctors, etc.)
3. Colleges, universities, trade schools, and workforce
4. Overall community perception

NEW SUMMIT SCHOOL'S PARTNERSHIP(S)

The primary goal of New Summit School is to provide an academic community in which each student can be successful in preparing for life after high school. After much discussion in preparation for the upcoming school year, the faculty and staff have concluded that success in achieving that goal is dependent upon establishing a three-way partnership between New Summit School, students and parents. Each component of this partnership must be committed to upholding its responsibilities.

STUDENT RESPONSIBILITIES

1. Be committed to striving for excellence
2. Become long-term thinkers at school every day
3. Be on time and properly prepared for each class
4. Invest time outside of school hours for homework and test preparation
5. Communicate progress and frustrations with parents and teachers
6. Work toward independent thinking
7. Become a contributing, productive citizen
8. Support school/student activities and policies
9. Display appropriate morals, values, and character

NEW SUMMIT SCHOOL RESPONSIBILITIES

1. Employ committed, dedicated faculty and staff
2. Show genuine concern for each student's success
3. Provide an instructional program based on individual needs
4. Provide a safe school environment
5. Provide sufficient resources for success
6. Communicate progress and concerns related to each student
7. Support school/student activities and policies

PARENT RESPONSIBILITIES

1. Be committed to assist students in achieving their maximum potential
2. Have students at school, on time every day
3. Devise a methodology for students to prepare for the next day
4. Utilize progress and grade reports to determine proper interventions
5. Communicate questions and concerns about child's progress
6. Support school/student activities and policies

STATEMENT OF PARENT EXPECTATIONS

A positive and productive working relationship between New Summit School, the student body, and the parent body is essential to achieve the goals adopted in the school's stated mission. New Summit School has adopted written expectations for its faculty, staff, and students. The following list of expectations are to serve as a guide to our parent body. Combined, the expectations, for all parties, give our entire community consistent guidance and direction.

1. Parents should seek to understand and then demonstrate support for the mission of New Summit School and all stated policies and procedures. If at any point a question with the school arises, please address your concerns directly and privately with the school. It is not in your child's best interest for them to become involved with any discontent or questions regarding school decisions and policies.
2. Parents should respect the school's responsibility to do what is in the best interest of the entire community while recognizing the needs of the individual student. This includes acceptance of different perspectives, support for the school's consequences for inappropriate actions and behaviors, and the understanding that the school cannot always share all the facts in any given situation.
3. When parents have concerns involving the school, parents should first communicate directly with the adult at New Summit School who is closest to the situation (teacher, coach, administrator, etc.).
4. Parents should be positive, encouraging, and respectful to all members of the New Summit School community including students, faculty and staff, administrators, coaches, and fellow parents.
5. Parents should understand that academic decisions are ultimately at the discretion of our professional teaching staff and administration. Any concerns about your child's academics should first be addressed with the subject area teacher. Reasonable accommodations and interventions will be based on the child's individual needs. However, understanding should be had that learning differences do not reduce or remove the child from his/her academic responsibilities.
6. Parents should respect and understand the importance of student attendance and timely arrival to school. Parental support of student attendance assists the school in fulfilling its commitment to educate each child. (Please reference our attendance policy in the NSS parent/student handbook)

***Parents who violate the Statement of Parent Expectations jeopardize their children's standing at New Summit School

Daily Procedures

HOURS OF OPERATION

New Summit School's business hours of operation are 7:30 AM to 4:30 PM. When circumstances cause an alteration to our daily schedule, and there is a question regarding a change in school operations, students and parents should listen to local radio and television broadcasts for changes to the NSS schedule. NSS will additionally communicate any schedule changes through our various school communication methods (i.e. Parents Web, Parent Alert Text, and Website).

Elementary Daily Bell Schedule

Kindergarten – 4th Grade

Period	Time
Classes Begin	7:45
Lunch Begins	10:40
Dismissal	2:00

5th & 6th Grades

Period	Time	
Block 1	7:45	8:55
Block 2	9:00	10:10
Block 3	10:15	10:55
Lunch	11:00	11:25
Block 3	11:35	12:05
Block 4	12:05	1:15
Block 5	1:20	2:30

Middle School Daily Bell Schedule

First Bell	7:55	
1 st Period	8:00	8:50
Break	8:53	9:08
2 nd Period	9:11	10:01
3 rd Period	10:04	10:54
4 th Period/Lunch	10:57	12:27
Lunch	11:25	11:50
5 th Period	12:30	1:20
6 th Period	1:23	2:13
7 th Period	2:16	2:46

High School Daily Bell Schedule

First Bell	7:55	
1st Period	8:00	8:50
2nd Period	8:53	9:43
Break	9:46	10:01
3rd Period	10:04	10:54
4th Period	10:57	12:27
LUNCH	12:02	12:27
5th Period	12:30	1:20
6th Period	1:23	2:13
7th Period	2:16	2:46

Delayed Start Bell Schedule

Kindergarten – 4th Grade

First Bell	9:45	
Classes Begin	10:00	
Lunch	11:00	11:25
Dismissal	2:00	

5th & 6th Grades

First Bell	9:45	
Classes Begin	10:00	
Lunch	11:25	11:50
Dismissal	2:15	

Middle School Bell Schedule

1st Period	10:00	10:35
2nd Period	10:38	11:13
3rd Period	11:16	11:51
LUNCH	11:54	12:29
4th Period	12:32	1:07
5th Period	1:10	1:45
6th Period	1:48	2:23
7th Period	2:26	2:46

High School Bell Schedule

1st Period	10:00	10:35
2nd Period	10:38	11:13
3rd Period	11:16	11:51
4th Period	11:54	12:29
LUNCH	12:32	1:07
5th Period	1:10	1:45
6th Period	1:48	2:23
7th Period	2:26	2:46

DROP-OFF/ARRIVAL

<u>Drop Off</u>	<u>Location</u>	<u>Time</u>
Lower Elementary (K-4)	K-4 School Side Entrance (Lakeland Terrace Drop-off/Pick-up)	7:30-7:45
Upper Elementary (5-6)	Action-Based Learning Lab (Lakeland Terrace Drop-off/Pick-up)	7:30-7:45
Middle/High School (6-12)	Upper School Gymnasium (Lelia Drive Drop-off/Pick-up)	7:30-7:55

Any student arriving between 7:30-7:45 must report to their designated area until the first bell rings. Students who arrive after 7:55 must report to the main office for check-in. A parent must accompany their child for check-in. **Any child dropped off before 7:15 will not be allowed to enter the building and will be unsupervised.**

ARRIVAL TO SCHOOL

Early morning drop-off is available at our Upper School Gymnasium beginning at 7:15 am. NO STUDENT is to exit their vehicle until this time and no child is to be left unattended. Beginning at 7:30, students are to be dropped off at their respective grade drop-off locations.

Late/Tardy Arrivals

With the exception of student drivers, ALL late arriving students must be accompanied and signed in by an adult at the MAIN OFFICE.

We ask that parents be conscious of the inconveniences associated with habitual tardiness. Please understand the importance of on-time arrival and its impact on your child's education.

Student Drivers

Students who are permitted to drive should understand that this is a privilege that will be revoked if violations occur. All parking areas are considered part of New Summit School grounds. As such, all school policies apply to parking areas. All student drivers are to obey a 5-mph speed limit while on campus and the posted 15 mph speed limit in the school zone adjacent to the school. Any evidence of reckless driving on or around school property could result in a loss of driving privileges.

Upon arrival to school, students should immediately exit cars and report to the assigned school area. Students may not go to their vehicles for any reason during the school day. Special permission may be granted for rare circumstances only by the school administration. Student drivers may not drive other students unless prior notification has been received by the school office granting permission for such circumstances (**i.e.**, parent of student who wants ride calls or sends written notice giving permission for student to ride with student driver).

Students who develop a pattern of late arrivals to school or do not report promptly to school upon arrival may forfeit their driving privileges.

All student drivers must register, with the school, the vehicle(s) they will be driving to the school.

DISMISSAL

Student transportation should arrive promptly at your child's designated pick-up location and time.

Students not picked up within **15 minutes** of their scheduled dismissal time, without approved prior notification, will be assigned to the After-School Care Program. Parents/Guardians will be assessed the \$15 daily rate for after school care.

Early Dismissal

Only in unavoidable circumstances should a student be dismissed from school before the close of the school day. **It is highly encouraged that, when possible, personal appointments are scheduled after school hours, during school holidays, or during summer break.** Written permission from a parent/legal guardian should be provided prior to allowing a student to leave early.

The administrative staff will determine whether a student may leave early in the event a note was not received. Students must sign out in the front office if leaving campus prior to the end of the school day, regardless of the reason.

Early dismissal which results in the student being present less than 60% of the class period will result in the student being considered **Absent** for the class period.

Early dismissal which results in the student missing any part of the last 40% of the class period will be classified as an **Early Dismissal**. An absence will be assessed for every 3 early dismissals from class.

For student safety and the impact on school operations, with the exception of a family emergency, **no student will be allowed to check out early from school during the last 25 minutes of the scheduled school day.**

Latest Dismissal Times – Regular School Day

K – 4th Grade	1:35 pm
5 th & 6th Grade	2:05 pm
7 th – 12 th Grade	2:21 pm

Student Attendance

Regular and punctual attendance is expected from all students for successful achievement in school. Unless illness or unforeseen emergency circumstances occur, students are expected to be in attendance at school every day.

Student absences may be classified as excused or unexcused due to the nature of the absence. An absence is excused for reasons of illness, family emergencies, and school related events. In order for students to receive credit for a class, they may not miss more than 20 days (10 days in a semester course) in each class. Any student who is absent (excused or unexcused) for more than twenty (20) days of a full year course or ten (10) days of a semester course may forfeit the right to be promoted and/or may not receive credit for that course regardless of the grades earned. If a child has accumulated five (5) unlawful absences during the school year, the principal shall, within two (2) school days or within five (5) calendar days, whichever is less, report the absences to the Hinds County Attendance Officer. The principal, or his/her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur

For a student to be considered present for the day, they must be counted present for 60% of the school day. To be counted present for a class period, the student must be present for 60% of that class period. Checkout prior to this will result in the class attendance being classified as an absence.

New Summit School is not responsible for students who leave home and do not report to school.

Excused absences do not affect eligibility for extra-curricular activities. Parents may ask school administration to grant an excused absence for other reasons but must gain

approval at least 24 hours in advance of the absence. Documentation of excused absences must be submitted to the school administration within 24 hours of the absence.

It is recognized that extenuating circumstances may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. This letter should include the reasons for absences and an explanation of any extenuating circumstances. Upon review, the conditions of the student's absences will be considered, and a determination will be made by the school whether or not to grant the request for extension.

Students will not be dismissed before the designated pick up time unless a parent enters the building and signs them out.

For a student to be eligible to participate in school-sanctioned, after-school activities, the student must be present for 60% of the school day. This includes such activities as athletic events, social functions, and club meetings & events.

Tardiness

A record of tardies will be kept by each teacher for every period. Consequences for tardiness are applicable on a nine-week basis. Tardy consequences will reset at the beginning of each nine weeks. Consequences for having unexcused tardies will be assigned according to the following format:

1. 1st tardy – Verbal Warning
2. 2nd tardy – Written Warning
3. 3rd tardy – student will receive a break detention.
4. 4th tardy - student will receive lunch detention.
5. 5th tardy - student will receive an unexcused absence and an after-school detention.
6. Any subsequent tardies will prompt a mandatory conference with school administration

Students arriving at school after their designated time must sign-in in the front office and be given an admission slip. Late arrivals will be considered unexcused with the exception of school-approved tardies. Examples of school-approved tardies are extreme traffic conditions, verified doctor's appointments, or extreme weather conditions.

The decision to excuse late arrivals will be at the determination of the New Summit School Administration.

Visitors

All visitors must check-in at the front office upon arrival. They will be required to sign in/out during their stay and will be issued a visitor's badge which must be visibly worn

while on campus. Though we welcome and encourage parent involvement, we are not able to accommodate impromptu parent visits/conferences. For general questions, please communicate with your child's teacher either through email, phone, or note. If the topic requires a face-to-face meeting, please contact the lead instructional administrator for your student to set up a time which is mutually convenient for all involved.

Leaving Campus

Students may not leave school grounds for any reason until the end of the school day.

Students who wait for rides after school may not leave the school grounds until their authorized ride has arrived—they may not walk to the Shell Station, or other surrounding areas, ride with other students, go to the parking lot, etc.

After School Services

After-school services may be provided for students who are unable to be picked up at the end of the school day. A fee will be charged for after-school services. The offering of this program depends on the number of students needing this service. The after-school program serves grades K5 – 8th grade. (**See Appendix C**)

Field Trips

All field trips must be approved by the school administration prior to planning for the trip. Any field trip will have a direct link to a learning objective or planned activity. Once the field trip is scheduled, the staff member coordinating the trip will ensure that permission slips have been distributed and collected from parents.

No students may drive to field trips unless prior arrangements are made with NSS Administration.

Student participation in field trips is at the sole discretion of NSS Administration.

Student Lunches and Other Deliveries

Students may bring their own lunch or purchase items in the school cafeteria. There are designated areas for eating at lunch and during breaks. Eating or drinking outside of these designated areas is a violation of school policy and will result in disciplinary action. Microwaves are available in the school cafeteria for heating up foods.

If students bring their own lunches, refrigerators are available for storage until the lunch period. Students should have their name placed on their lunch bags for identification purposes.

Lunches may also be delivered by parents during the lunch hour. Lunch and other deliveries should be limited as to not disrupt or interfere with the normal operation of

school activities. All deliveries, whether for lunch or other circumstances, should be approved by the school principal before the delivery is made.

Any gifts delivered to the school will be held to the end of the school day in order to minimize classroom disruptions.

School Safety Program

All grades will be required to participate in safety drills the first semester of school. New Summit School has clear and useful procedures. We will practice the following drills: Fire Drill, Tornado Drill, Lock Down and Emergency Evacuation Route.

Textbooks

Textbooks will be issued to all students on the first day of school. Teachers will record book numbers and condition of all books. Textbooks are the property of New Summit School and must be returned upon completion of a course or before a student can officially withdraw from New Summit. Fines will be assessed and collected for damages to or loss of any textbook.

STUDENT HEALTH

STUDENT MEDICATIONS

In order for a student to receive any prescription medication, written permission must be on file with the school office. No medication will be dispensed to a student without parental permission. The school requires that a list of medications the student is taking be provided and updated as changes are made.

It is the parent's responsibility to provide the school with specific written instructions regarding medication administration. All prescription medications **MUST** be delivered and signed in by the PARENT to the reception desk of each school. At this time, a NSS employee will verify the prescription, quantity, and prescription instructions. All medications **MUST** be kept in original packaging with the pharmacy information attached.

No Over the Counter medications will be administered by New Summit School unless a physician's order is on file with the school.

Any student who is found to be in possession of either prescription or over-the-counter medication will be in violation of the school's medication policy and will be subject to disciplinary measures to be determined by the NSS Administration.

ILLNESS OR ACCIDENTS

In cases of illness or accidents at school, parents will be notified immediately. In cases of emergency, staff will take measures to ensure the safety and well-being of the student. Information you provide the school regarding emergency contacts, including

doctors, etc., is very important to the school in dealing with illnesses or accidents.

If a student has been ill and has not been attending school, he/she must be free of fever, diarrhea and vomiting for 24 hours before returning to school. If a student has a contagious illness, he/she must have a doctor's release before returning to school.

COMMUNICATIONS

New Summit School emphasizes the importance of positive communication between staff and students as well as between staff and parents. Students and parents are expected to take initiative at times when effective communication with an instructor is needed.

Please realize that communication is not to be solely on the behalf of the teacher. If you need to get in touch with your child during school hours, please contact the main office. Please keep in mind that the use of cell phones is prohibited for students; this includes texting during school hours with a parent.

Communication with Students

Staff will communicate with students in a professional manner that is conducive to the learning environment. If students are unclear on expectations from teachers and other staff, it is important for him or her to ask questions.

Communication with Parents

In our effort to improve communication between parents and Administration, we have implemented a texting system, provided by BFAC, which will enable us to notify all households within minutes of a school emergency. A school emergency constitutes an unplanned event which causes early dismissal, school cancellation or a late start. The service may also be used to communicate general announcements or reminders to parents. Please feel free to contact Administration at any time with questions and concerns. It is our goal to have regular communication that is not only prompted by student problems, but also to share student successes with parents.

Online Parent Portal

RenWeb software provides parents with immediate access to critical information about their student(s). The secure log-in enables parents and students to view demographic information, student schedules, calendar information, announcements, homework, progress reports, attendance, discipline information, report cards, and transcripts at any time. RenWeb orientation can be scheduled on request.

Parent Conferences

At any time, a parent or student feels it would be beneficial to schedule a conference, for any reason, this can be arranged through the school counselor or Administration.

In the event problem behaviors are not being resolved through phone or email communication, a parent conference may need to be scheduled by school personnel. As a general rule, these conferences will be scheduled when there are persistent academic and/or behavioral problems being exhibited by a student. These conferences will be arranged through the school counselor.

Telephone Privileges

A school phone is available for students to use before school, during applicable breaks, lunch, and after school, should they need to use the phone. Students are not to be dismissed from class to use the phone except in the case of emergency. **Students who use their personal cell phone to circumvent this policy will be subject to the penalties set forth in this handbook.**

Student Discipline

NSS Code of Conduct

All students at New Summit School (NSS) will be expected to abide by the Code of Conduct at all times. Habitual or serious violations of the Code of Conduct will be recommended to the NSS Administration for the issuance of a formal code violation. **Students who receive 3 code violations in a school year will be subject to dismissal from New Summit School.** Students are issued code violations when the normal classroom discipline efforts of our teachers and/or staff are considered to be unsuccessful or the behavioral infraction is considered to be egregious in nature. At this time, the student will be referred to administration for a code violation. Issuance of a code violation will be exclusively at the determination of the NSS Administration.

Though not an all-inclusive list, the following are examples of infractions which would result in an immediate code violation. **Additionally, the NSS administration reserves the right to impose additional sanctions up to and including dismissal from New Summit School.**

1. Fighting
2. Alcohol/Drug use
3. On campus threatening language or behaviors toward student/staff
4. Harassment/Bullying - verbal/physical/cyber
5. Stealing

CODE OF CONDUCT

1. I will **RESPECT** every person, place, and thing.
 2. My job at school is to **LEARN**.
 3. My actions promote **SAFETY**.
4. My actions demonstrate **INTEGRITY**.
5. I am an **ENCOURAGER**.

Tobacco Use/Nicotine Delivery Devices (E-Cig etc.)

Students may not use or possess tobacco or nicotine products of any kind on school grounds or while attending school sponsored activities. This includes going out to vehicles during school hours to use tobacco products. If a student is caught smoking, using or possessing tobacco products, or in possession of paraphernalia intended for the delivery of inhaled substances, the student's parents will immediately be notified, and the student will be suspended from school for a time period to be determined by school administration. Any nicotine device confiscated by NSS personnel will be kept by the school.

Alcohol/Illegal Drug Use

Students are not permitted to use, be in possession of, buy, or sell alcohol or drugs on campus or to be under the influence of such substances while on school grounds or while attending any school sponsored activity. Any student who is caught with such substances will be expelled and or subject to the provisions outlined in New Summit School's Drug and Alcohol Policy. NSS reserves the right to perform random drug testing as determined necessary by school administration in accordance with Mississippi Law 37-11-18. Drug testing may also be conducted if a student is suspected of using alcohol/illegal drugs. If a student has a positive drug screen, disciplinary action will be taken as determined by school administration.

(See Drug & Alcohol Policy Appendix A)

New Summit School also reserves the right to search student vehicles and personal belongings if there is suspicion of alcohol, illegal drugs or tobacco products present.

Though it is not the school's intent to monitor students while they are off campus and participating in non-school activities, students will be subject disciplinary action should drug and alcohol use be verified. NSS reserves the right to communicate with other agencies regarding the results of drug and alcohol testing. Additionally, any prior positive testing results may require prospective students to be admitted to NSS on a conditional basis and subject to random screening as determined by NSS Administration.

Cell Phones/Apple Watches/Electronic Devices

Cell phones, Apple Watches, and other electronic devices (ipods, mp3 players, etc.) can be disruptive to the educational environment and are not permitted to be turned on or to be visible at any time during the school day. If any cell phone or other electronic device is seen or heard, or **if evidence exists that a student has used their device without administrative or teacher approval**, it will be confiscated and turned in to the principal. The following procedures will be utilized if a cellphone or other electronic device is confiscated.

- 1st Violation- Electronic device will be confiscated, a **\$25.00** fine will be charged in order to have phone returned, and parents will be notified.
- 2nd Violation- Electronic device will be confiscated, a **\$50.00** fine will be charged in order to have phone returned, and parents will be notified.
- 3rd Violation- Electronic device will be confiscated, a **\$75.00** fine will be charged in order to have the phone returned. The device will be held until the parent/guardian picks it up at the main office.

Personal Contact

Intimate physical contact between students is not allowed on campus or at school functions. Physical contact includes but is not necessarily limited to the following:

- Holding hands

- Hugging
- Kissing
- Sitting closely to another student when seating arrangements do not warrant it
- Putting an arm around another student

Lack of cooperation with this rule will result in serious consequences because of its negative impact on the school environment.

Use of Profanity/Inappropriate Topics of Discussion

The use of any and all profanity is prohibited at New Summit School. Students who use profanity or any other offensive language will be assigned detention. Students are also to refrain from talking about drugs, alcohol and other inappropriate topics (i.e., partying, sex, etc.), which may be offensive to other students and staff. Repeat offenders of any of the above will be subjected to other disciplinary measures deemed necessary.

Bullying, Cyberbullying, and Harassment

The bullying or harassment of any student will not be tolerated. Bullying or harassing behavior is any pattern of gestures, written, electronic or verbal communications, or physical act that places a student or school employee in actual or perceived fear of harm to his or her person, or damage to his or her property. Additionally, any perceived actions which create a hostile environment by interfering with or impairing a student's educational performance, opportunities, or benefits will be subject to disciplinary action deemed appropriate by NSS Administration.

After School Detention

Detentions can be issued for repetitive or serious behavior incidents and on the 5th tardy of a grading period. Detentions will be held Monday and Thursday and served after school from 2:46-3:30. Parents will be contacted prior to the detention being served. Students who do not complete assigned work or cooperate with the rules of detention are subject to further disciplinary action.

DETENTION RULES

1. The student will report after school to the classroom of the teacher issuing detention. The detention will be served on the day of the infraction.
2. The student will report to the classroom immediately after school. The teacher will allow the student to go to the restroom at that time. There will be no food or drink allowed in the classroom during detention.
3. There is absolutely no talking during detention.

In School Suspension (ISS)

Used as an alternative to Out of School Suspension, ISS may be used for those students whose habitual behaviors interrupt the classroom/school environment to a

point that hinders the learning opportunities of others as well as the normal function of the school day. If a child is given an ISS, a **\$50 facilitator rate will be assessed**. Additionally, the opportunity to make-up missed assignments will be granted with a 10-point deduction assessed. Assignments will only be able to receive a maximum allowable grade of 90.

Out of School Suspension (OSS)

Out of School Suspension will be used in cases of habitual behavioral issues as well as others more severe in nature. If a child is given OSS, a mandatory parent conference must be held before the student is allowed to return to class.

For all assignments missed while a student is serving an OSS, the opportunity to make-up missed assignments will be granted with a 20-point deduction assessed. Assignments will only be able to receive a maximum allowable grade of 80.

Involvement with Law Enforcement

Any student which become involved with law enforcement officials and found guilty of a misdemeanor other than a traffic violation will be subject to disciplinary measures, up to and including expulsion.

A repeat of involvement with law enforcement officials will result in expulsion from NSS.

Any student charged with a felony will be subject to expulsion from NSS. Any student found guilty of a felony will be immediately expelled from NSS.

Possession of Restricted Access Content and Devices

Students are prohibited from possessing or disseminating any item or audio/visual content which is regulated from the possession or consumption by minor children. Any violation of this will result in corrective measures to be determined by NSS Administration.

Dress Code

Dress Code

The purpose of the dress code is to maintain an optimal learning environment throughout the school day and at all school-sponsored activities. The School has selected T.C.'s School Uniforms as the sole provider of student uniforms for the current school year. The following serves as guidelines for the dress code:

- All students must be in the approved New Summit School uniform in order to attend class each day.
- All clothes must be kept neat and clean.
- Boys shirts must be tucked into pants or shorts.
- Pants or skirts are to be worn at the waist.
- No other article of clothing may be worn to cover NSS shirts
- NSS jackets & fleece may be worn if necessary due to weather conditions. For extreme cold weather days, NSS administration will approve non-NSS jackets to be worn outside only.
- Please put child's name or initial in all outerwear.
- Shoes must be worn at all times and must be free of stains and/or holes – All shoes must have closed toes, low heels and closed heels. Shoes must be suitable for play and P.E.
- Hair must be neat, clean, well-groomed, and not hamper vision. Boys' hair must be cut to a proper length above the bottom of the ears on the side not to fall below the eyebrows in the front, and not to exceed the collar of a shirt in the back.
- Hair cannot be died different colors, or have dread locks, feathers, or other items woven into hair. Unusual hairstyles or coloring are prohibited. If colored, hair must be maintained in a natural tone. This means no colors such as green, purple, blue, pink, etc.
- Male students must be clean shaven. Mustaches, beards, or other facial hair will not be allowed. Sideburns will not extend lower than the bottom of the ear lobe.
- If corrective measures are required to meet the hair style requirements, students have 3 school days to be in compliance. If not corrected within the 3 days, the student will be prohibited from attending class and all missed time will be unexcused. Work cannot be made up and missed work will be assigned a zero grade.
- No caps or hats are permitted to be worn indoors. Baseball style hats and toboggans must be New Summit logo merchandise or solid color and within the New Summit color scheme (forest green, grey, black, or white).
- Boys—no earrings are allowed.
- Girls—earrings may only be worn in the ear lobe, 2 earring maximum per ear. No gauges.
- No other excessive or inappropriate jewelry
- Other visible piercing, rings, or tattoos are not permitted other than those previously specified above
- Skorts and skirts cannot be more than 3 inches above the crease in the back of the knee
- Shorts should not be altered and maintain the original manufactured hem

***School officials maintain the right to deem any attire inappropriate that does not meet the standards expressed or the spirit and integrity of the school. If a student is out of uniform, they will either be issued a detention or the parent will be contacted to promptly bring different clothing.

***The formal uniform must be worn in its entirety every Wednesday, school picture days, class group photos, and on days set aside by the administration as “formal uniform day”. Other school days, students may wear the formal uniform, optional uniform items, or a combination of uniform items.

Lower School Uniform Requirements (K - 6th Grade)

Girls Casual Uniform

- Polo shirt-forest green or grey (monogrammed with NS logo)
- Slacks-khaki
- Skort-khaki
- Shorts-khaki
- Socks-white, green or grey

Girls Formal Uniform

Blouse-white, button front, short sleeve or long sleeve (monogrammed with NS logo)
Skort-plaid, a-line flat front
Scarf-green
Socks-white, green, or grey
Leggings-green, grey, or black

Boys Casual Uniform

Polo shirt-forest green or grey (monogrammed with NS logo)
Slacks-khaki
Shorts-khaki
Socks- white, black, navy or grey
Belt – brown or black (Grades 5/6)

Boys Formal Uniform

Polo shirt-white (monogrammed with NS logo)
Slacks-khaki
Socks-white, black, navy or grey
Belt – brown or black (Grades 5/6)

Upper School Uniform Requirements (7th – 12th Grade)

Girls Casual Uniform

- Polo shirt-forest green or grey (monogrammed with NS logo)
- Slacks-khaki
- Skort-khaki
- Shorts-khaki

- Socks-white, green or grey

Girls Formal Uniform

- Blouse-white, button front, short sleeve or long sleeve (monogrammed with NS logo)
- Skort-plaid, a-line flat front
- Scarf-green
- Socks-white, green, or grey
- Leggings-green, grey, or black

Boys Casual Uniform

Polo shirt-forest green or grey (monogrammed with NS logo)

Slacks-khaki

Skort-khaki

Shorts-khaki

Socks- white, black, navy or grey

Belt – brown or black

Boys Formal Uniform

- a. Shirt-white oxford, button down, long sleeve (monogrammed with NS logo)
- b. Slacks-khaki
- c. Tie-green
- d. Socks-white, black, navy or grey
- e. Belt – brown or black

Girls and Boys Outerwear

- o Jacket-green fleece or green windbreaker (TC's Uniform or NS Campus Store)
- o Sweatshirt-grey, white or green (NS Campus Store)

School administration will make the final decision on any questionable violations of the dress code. Teachers on duty in the morning will check for dress code violations during drop off and throughout the school day. Violators will be sent home to change or parents called to bring appropriate clothing.

Academics & Support Services

Curriculum

Elementary

Students will be placed in core courses of Language Arts, Reading, Spelling, Math, Science and Social Studies for their grade level. Additionally, the use of Art, Physical Education/ Health, Music, Library, STEM Lab, and Computer Learning will be incorporated into the structure of the Elementary program.

Middle School

Students will be placed in core courses of English/Language Arts, Reading, Math, Social Studies/History, and Science.

Additional options will include courses in Computer, Literature, Art, Character Education and Physical Education/ Health.

New Summit School Graduation Requirements

New Summit School, accredited as a Special Purpose School by the Mississippi Department of Education and the Southern Association of Colleges and Schools, offers to parents post-graduation planning to ensure each child reached their goals.

The Standard diploma has been designed to include 24 Carnegie units as required by New Summit School and most four-year colleges and universities. Each student receiving a Standard Diploma will have earned the 24 Carnegie units as required by New Summit School and outlined below.

Instructional modifications are based on individual student strengths, needs and future goals.

Graduation Requirements New Summit School Diploma (Standard) prepares students for many post-school options:

- a. Accepted by all postsecondary institutions
- b. Accepted by the military
- c. Accepted by employers

Each student graduating with a Standard Diploma from New Summit School is required to complete 24 total Carnegie Units.

**Traditional 24 Credit
Graduation Pathway**

Graduation Requirements	Required Courses (The following must be included within the required number of credits)
1. 4 Credits of English	11. English I, English II
2. 4 Credits of Math	12. Algebra
3. 3 Credits of Science	13. Biology I
4. 3 1/2 Credits of Social Studies	14. 1 U.S. History 15. 1 World History 16. 0.5 Economics 17. 0.5 U.S. Government 18. 0.5 Mississippi Studies
5. 0.5 Credit of Health	
6. 0.5 Physical Education	
7. 1 Credit Computer Science or Technology	
8. 1 Credit College & Career Readiness	
9. 1 Credit of Art	
10. 5 ½ Credits of Electives	

Incoming freshmen will be required to meet the above criteria to receive a traditional diploma. Sophomores, Juniors, and Seniors will be grandfathered in to previous Mississippi Department of Education diploma requirements.

In the event that students are unable to meet the standard diploma requirements as mandated by the Mississippi Department of Education, the NSS Administration will discuss the NSS Career Preparatory graduation pathway in an attempt to meet the student's post-secondary educational needs.

Grading Scale

Below is New Summit School's grading scales. Please be aware that number grades are assigned for each course and any modifications or accommodations that are required are listed separately on the report card.

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Course Credit

1. Course Credit/Skills/Objectives Mastery – 70% of Skills Taught or Grade of 70
2. For required academic courses in which a minimum year average of 70 is not achieved, the student will be required to attend our Extended School Year to have the opportunity to make satisfactory progress toward course completion. Extended School Year/Summer school attendance will be at the expense of the family.
3. Should a satisfactory score not be achieved or the decision made to not attend the Extended School Year, the student will be required to re-take the course(s) in question and will be subject to grade retention if the subject(s) having not been passed dictate as such.

Homework

Homework must be completed on time. If students do not turn in homework, the parent must be notified and missing homework must be completed by 8:00 the following morning.

If the homework is not received a second time or any subsequent offenses, the student will receive detention and a parent teacher conference will be requested.

Make-Up Work

Students are to request make-up work from their teachers upon return to school after any absence. All make-up work, including taking quizzes and tests, should be arranged within **three** days of the student's return to school.

All make-up work will need to be completed, according to arrangements established between the student and teachers.

Make-up work for a specific grading period must be completed by the end of that grading period. Any make-up work not completed by the end of a grading period will receive a grade of zero.

Student Leadership Organization

New Summit School will incorporate an active student leadership organization to assist in planning activities and reviewing school policies and rules. The goals of the student leadership organization involvement are to teach members responsibility and provide them with leadership opportunities. The student leadership organization will focus on and actively promote both school improvement and community service incentives for the entire student body.

Student Rewards and Incentives

New Summit School incorporates a student reward/incentive program as a means of assisting students to maximize their performance and to better recognize individual as well as group priorities. The following is a list of reward/incentive opportunities in which each student at New Summit will be able to earn privileges:

Exemptions

New Summit strives to prepare students for higher education or career choices. Students 9th-12th will be required to take major exams when attending college, and therefore it is mandatory that they take 1st, 2nd and 3rd nine-weeks exams without exception.

1. Students having perfect attendance with no excused or unexcused absences and hold at least an 85 course average will be eligible for exemption from that 2nd semester exam and will not have to attend school for the exams from which they are exempt. Only absences for official school activities are allowable for exemptions based on an 85 average.

1. Students with no more than 2 absences (excused or unexcused) per semester (4 cumulative for the year) and hold at least a 90 course average will be eligible for exemption for their 2nd semester exam. Absences for school official school activities will not count towards this total.

A request for extenuating circumstances must be submitted to the principal on the 3rd absence and any subsequent absence within 2 days of returning to school following the absence. Determination of exemption will be made by the administration on a case by case basis. Decisions will be final. Extenuating circumstances may include but not limited to:

- Absence with a doctor's excuse, i.e., dentist appointments
 - Extended illness, i.e., flu
 - Attending funeral
 - Any other reason deemed appropriate by the administration
-
- No student will be eligible for exemption who has:
 - Less than an 85 average.
 - Been suspended
 - Been removed from class by administration because of behavior issues
 - Been in detention more than 3 times per semester

- ° Any other reason deemed appropriate by administration
- ° Exempt students wishing to improve their grades may take an exam with the assurance that results will not lower their average for the grading period.

Cheating

Cheating is considered a serious violation and threat to any academic institution and is viewed as a serious behavioral offense at New Summit School. Cheating also includes use of another student's work for homework or writing papers/essays, and plagiarism. Any incident of cheating holds with it serious consequences as determined necessary and appropriate by school administration. A grade of "0" will be assessed for all assignments where cheating has occurred.

Student of the Month

Each month teachers may choose a student of the month from their classes, based on attitude, effort and conduct.

Honor Roll

Students having all A's and B's on their grade report at the end of each nine weeks and semesters.

Scholarships/Awards

Possible Scholarships / Awards provided by New Summit School to seniors are as follows:

- Robert Lacey Crook, III Memorial Scholarship
- Hunter Ward Alumni Scholarship
- John Cory Majure Memorial Scholarship
- New Summit School Outstanding Student Award
- New Summit School Service Award
- New Summit School History Award
- New Summit School Art Award
- North Jackson Exchange Club ACE Award

New Summit School Community Service/Service Learning

Community Service "Helping Others"

Developing "Students for Others" – individuals who strive to reach their potential and work to positively influence their community in service of others – is the spiritual core of New Summit School Education. Attaining this goal goes beyond student's educational matriculation. The New Summit School aims are to integrate the virtue of serving others who have real needs into the process of learning.

Because the goals of this program are central to the goals of New Summit School education, each student must complete a minimum of 115 hours of community service to his fellow man as a requirement for graduation.

Outside of the classroom, New Summit Service Learning/Community Service aims are for students to reach out to disadvantaged people by: volunteering in nursing homes, at schools, and at hospitals; and assisting the needy, elderly, physically challenged, or at-risk children. The result is an awareness of the needs of others, greater compassion in helping them, and a thirst for justice. Long after graduation, The Service Learning/Community Service Program will enable future alumni to volunteer their time and services to those in need.

Community service hours are considered part of the curriculum at New Summit School. Community Service hours are of equal importance to academic requirements and are mandatory to advance to the next grade level and for graduation.

Service Requirements by Class

7th and 8th Grade – 10 hours

Freshman - 15 hours

Sophomore - 20 hours

Junior - 30 hours

Senior - 40 hours

- Summer hours will apply to the upcoming school year.

New Summit School Extended Day Program

New Summit provides an enhancement program for students. This program is teacher initiated due to missed work on the part of the student caused by tardies, absences or failure to prepare assignments or because a teacher recommends that the student would benefit from additional assistance.

The focus of the program is on academic enhancement to improve the individual performance of students with needs being unmet during the regular school session. Sessions will be arranged with the student and communicated to parents prior to session dates. Session time is 3:00-3:30. Students will remain in the assigned classroom during enrichment period

Extended School Year/Summer School

Students who have not made satisfactory academic progress during the school year may have an opportunity to enroll in our extended school year program, at the expense of the parent, in order to earn course credit. Additionally, the extended school year program may be utilized for those students whose irregular attendance has not allowed them to make sufficient progress towards the content of their academic course(s).

Individual Counseling Sessions

It is the goal of the New Summit School counselor to be able to offer students individual counseling sessions to address academic/career concerns as well as

emotional concerns and issues.

Counseling sessions should not interfere with the normal flow of a student's school day, unless a clear benefit for a session during classroom time can be determined.

Scheduling sessions in advance causes the least disruption in the school day. As a general rule, there is an open door for counseling services whenever such services are needed

Dyslexia Therapy

New Summit School offers a full-time, year-round Dyslexia Therapy Program for students in K-12th grades with therapists on staff. For more information, please contact Ashley Runnels via email at arunnels@newsummitschool.com.

Academic Class Remediation

As part of New Summit School's efforts to individualize student instruction to help ensure academic success, our instructional staff will often utilize subject area remediation sessions during student non-core, elective classes to further re-teach and reinforce core academic skills not mastered during the scheduled class time. This instructional strategy will be used on a case-by-case basis and will be at the determination of the NSS instructional staff.

Extracurricular Activities

School Activities, Clubs, & Athletics

Students will have an opportunity to participate in several school activities throughout the year. Some of these activities may be limited to an individual's classroom and others will be school-wide activities. Parents may be asked to help with some activities, so you will be notified about these opportunities. All ideas for school activities are welcome and encouraged. We want to enhance the educational experience for students and families by providing fun, creative and varied activities. The organizations and clubs are formed as student interest dictates.

For a student to be eligible to participate in school-sanctioned, after-school activities, the student must be present for 60% of the school day. This includes such activities as athletic events, social functions, and club meetings & events.

Students in grades 7-12 grade will have an opportunity to participate in selected organizations to include the following:

National Honor Society recognizes students with high achievement in scholarship, leadership, character, and service. Standards of admission are set by the National Honor Society and New Summit School. Once inducted, a student must maintain the standards that were used as the basis for his/her selection, as well as participation in a yearly chapter service project.

Student Council is made up of an elected president, vice president, and secretary. Each class in the upper school is represented on the student council. Elections to hold an office each year are held in early fall for that current school year.

Excel Club are groups of upper school students dedicated to improving their schools, communities, and country through volunteerism. The Excel Club focuses on exchange's four program service: Americanism, youth activities, community service and the prevention of child abuse.

Tuesday Tune-up is a club that meets every Tuesday and brings students 7th – 12th grade together for fellowship and to learn more about the Bible. The meetings are open to all middle and high school students and welcomes all newcomers.

Wolf Pack Spirit Squad is a club of middle and high school students who provide support services for athletics and school events. Students selected to participate in this program will have opportunities to earn credit toward their required service hours.

Elementary Activities

Wednesday Bible Club-Students in grades K-6 will have an opportunity to participate in Wednesday Bible Club. We meet every Wednesday for music, fellowship, and to learn more about stories in the bible. The club meetings are open to all Elementary School Students and welcomes all newcomers.

Student Council-Students in grade 6 will have an opportunity to participate in Student Council for Elementary. The Student Council is made up of an elected president, vice-

president, and Secretary from the 6th grade class. All students in the upper elementary are represented on Student Council. Elections to hold an office each year are held in early fall for that current school year.

Athletics

Athletes must meet academic eligibility requirements set by the New Summit guidelines. All athletes are expected to exemplify positive leadership in the area of behavior throughout the school year. The administration and coaches reserve the right to suspend a player for a team for academic or disciplinary reasons. A student who is absent from school all day or any part of the day is ineligible for practice or games on that day unless a school administrator says otherwise. A student participating in a sport or activity who travels with the team is expected to return to the school with the same, unless arrangements have been made between the parent and coach prior to the event. The penalty for not abiding by the policy will be handled by the administrative office.

Parent Involvement

Not only do we expect parents to be involved in the academic process and progress of their children, we also rely on parents to support the progress of the school by participating in New Summit events and activities.

There will be many opportunities for parental involvement throughout the school year to help families become an active part of their child's New Summit experience. Ideas about how to reach parents more effectively, as well as input on classroom and school wide events are always welcome!

NEW SUMMIT SCHOOL POLICIES

Computer and Internet Acceptable Use

Student computer use is limited to school related activities, such as on-line courses and research. Students who do not follow this policy are subject to losing computer privileges and other disciplinary action. Students working on online courses may only use the computer lab when they are scheduled or after school as approved by the on-line teacher. Students may not be dismissed from other classes to work on online courses in the computer lab. **(See Computer and Internet Policy)**

Social Media Guidelines

In accordance with the rules and policies section of the handbook, we expect New Summit School students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow New Summit student's social networking page or account, they should immediately contact their teacher or an administrative staff.

- In the online environment, students must follow the rules and regulations section of the handbook and conduct themselves online as in School.
 - Think before you post. New Summit asks students to use discretion when posting to the internet.
 - New Summit reserves the right to request school-related images or content posted without permission to be removed from the internet.
 - Do not misrepresent yourself by using someone else's identity.
 - Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
 - Do not post or link anything (**i.e.** photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
1. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
 2. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
 3. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
 4. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.

5. Cyberbullying is considered an act of harassment. For more details, read the bullying section in the handbook.
6. Use of New Summit logos or images on your personal social networking sites is prohibited. If you wish to promote a specific New Summit activity or event, you may do so only by means of a link to the official New Summit Facebook account, Twitter account, or Instagram Account.

NEW SUMMIT SCHOOL DRUG & ALCOHOL POLICY

Illegal Drugs or Controlled Substances

The use, possession, or sale of illegal drugs or controlled substances on the campus of New Summit School (the "School"), on a bus or other vehicle owned by the School or chartered by the School, at dances or other school-sponsored activities is prohibited and will result in expulsion from school. The period of expulsion is to be determined by the Principal, subject to the approval of the Executive Director. If the expulsion is a permanent dismissal from school, such expulsion may be appealed to the Board of Directors, by requesting a review of the decision. The request for a review must be made in writing, within ten (10) days of the beginning of the expulsion.

Though it is not the school's intent to monitor students while they are off campus and participating in non-school activities, students will be subject disciplinary action should drug and alcohol use be verified.

Drug and Alcohol Testing Policy

Overview of Policy. New Summit School has adopted the following drug and alcohol testing policy for those students enrolled in grades 7-12. The School finds that, as a matter of policy, students should not use, possess or sell illegal drugs and should not be under the influence of alcohol or drugs while on campus or at any school event. Any student who violates this

policy, by testing confirmed positive for drugs or alcohol or otherwise, shall be subject to expulsion and/or the provisions outlined below pertaining to the First Positive Test, Second Positive Test and Third Positive Test procedures.

Pre-enrollment Testing. If a student submits an application for enrollment in the School after the first day of the school year, said student shall be required to submit to a "pre-enrollment" drug and/ or alcohol test from MEA Drug Testing Consortium. Refusal to submit to the test will be grounds for denial of the enrollment application. A confirmed positive test result will also serve as grounds for a denial of the enrollment application. The student's parents/guardians will be responsible for the cost of the pre-enrollment drug and alcohol test.

Mandatory or Required Testing. For the welfare of New Summit School students and the School and to promote the School's position and policies regarding illegal drugs and

alcohol, New Summit School reserves the right to require a student suspected of using illegal drugs or alcohol or of other substance abuse to be evaluated at any time by a physician or medical technician of the School's choosing, including but not limited to, drug testing. The suspicion of using illegal drugs or alcohol or of other substance abuse may be based on any information considered reliable by the administration in its discretion. The Administration will keep the sources of such information confidential. In addition, the Administration reserves the right to require a student to be evaluated at any time by a physician or medical technician of the School's choosing if any of the following occur:

Observed behavior or change in performance;

Reckless driving or speeding on campus;

Any major disciplinary infraction as defined by the Administration;

Chronic tardiness or absences from School;

Information that a student has caused or contributed to an accident while at school, or during a school sponsored event.

Being off campus without permission;

Violation of any civil or criminal law;

Excessive detention hours;

A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;

Evidence that a student is involved in the use, possession, sale, solicitation or transfer of drugs or alcohol while on the School's property or while participating in any school-sponsored activity;

Conduct on or off campus which, in the opinion of the Administration, reflects poorly on the reputation of the School.

Routine Physicals. For those students who are required by the School to submit to routinely scheduled student fitness for duty and medical examinations as part of the School's established policy or which are scheduled routinely for all members of a particular classification or category of students, the School may in its sole discretion require a drug and alcohol test as part of that examination.

Random Drug Testing Program. The School reserves the right to conduct random drug testing, as follows:

A certain percentage of all students in each of grades 7-12 will be randomly tested during the academic year.

Any student testing positive on the initial or a subsequent test will be retested in approximately 10 days and again thereafter at the discretion of the Administration. All follow up testing will be at the expense of the student's family.

If a student, in the course of his/her enrollment with the School, enters a drug abuse rehabilitation program, that student will thereafter be subject to random testing for a period of five (5) years.

Post-Accident Testing. The School may also test for drugs and/or alcohol in the event there is an accident on the School property, or at an event sponsored by the School. The student shall be required to make himself/herself available for testing for the next thirty-two (32) hours following the accident.

Substances Tested For

The School's drug and alcohol policy will test for the following substances: alcohol, marijuana, cocaine, amphetamines (methamphetamines and ecstasy), barbiturates, benzodiazepines, propoxyphene, opiates, methadone and phencyclidine (PCP or LSD).

Effect of a Positive Test

Any student who has a confirmed positive test result for any of the substances listed above or who otherwise violates this policy shall be immediately expelled and or subject to the consequences of the First Positive Test, Second Positive Test and Third Positive Test procedures, as set out below. For purposes of this policy, refusal to submit to a test when requested to do so will be treated as a positive test result and will likewise result in immediate expulsion from the School.

First Positive Test

1. The Executive Director and/or School Principal will notify the parents/guardians of the results of the test.
2. A student who tests positive will be required to attend a meeting with his/her parents/guardians and the School Administration.
3. At this time, the student will be required to meet with a drug assessment counselor and develop a corrective action plan. The cost of this evaluation will be the sole responsibility of the student's parents/guardians. Student's refusal

to meet with a drug assessment counselor and comply with the corrective action plan will result in immediate expulsion. In addition, the School reserves the right to require the student to comply with procedures that support the corrective action plan in order to continue enrollment in the School.

- 4.
5. Once a student has tested positive, he/she is subject to periodic retesting anytime during the school year as determined by the School's Administration.

Second Positive Test

1. The Executive Director and/or School Principal will notify the parents/guardians of the results of the test.

2. A second positive test (regardless of the year in which it occurs) will result in a student being required to undergo a drug evaluation and assessment program. The length and manner of counseling will be determined on a case-by-case basis upon recommendation by the evaluation and assessment program and approved by the School Administration. Student's refusal to complete treatment determined by the counselor will result in immediate expulsion from the School. The cost of the evaluation will be the sole responsibility of the student's parents/guardians. In addition, the School reserves the right to implement additional consequences.

Third Positive Test

1. The Executive Director and/or School Principal will notify the parents/guardians of the results of the test.

- A third positive test (regardless of the year in which it occurs) will result in a student being expelled from the School immediately.
- The parents/guardians of a student will be notified in writing by the School if the student receives a confirmed positive drug and/or alcohol test. If a student testing positive, wishes to contest the test result, he/she may do so within three (3) business days of receiving notification of the student's positive test result. The student may have the original specimen retested at the expense of the student's family. If the student fails to timely contest the positive test result, the test results shall be considered final. The School is not required to await the results of the retest to initiate administrative/disciplinary action or to take such other actions as provided for in this policy.

Drug and Alcohol Testing Procedures

The School has contracted with MEA Drug Testing Consortium (“MEA”), a service of the MEA Medical Clinic System. MEA will conduct all of the School’s drug and alcohol testing services, including specimen collection, chain of custody procedures, obtaining necessary laboratory results, medical review, office services, and any other services incident to the drug testing program. Appendix “A” to this policy sets forth in detail the procedure to be used for drug and alcohol testing. Students and their families should review this detailed information and direct any questions that they may have to the School Principal, who has been designated by the School as the person in charge of the drug and alcohol testing program. Students should carefully review Appendix “A” and report to the School any instances where they believe MEA has failed to comply with the procedures set forth in Appendix “A”.

Confidentiality

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the School (or MEA on its behalf) through its drug and alcohol testing program are confidential communications except under certain circumstances as allowed by Mississippi’s Drug and Alcohol Testing Act. All information obtained, however, shall be the property of the School. The School will not release to any person, other than the student or in the event the student is a minor, the student’s parents/ guardians, any information related to the drug and alcohol test results unless:

1. The student (or the student’s parents/guardians) expressly grants, in writing, permission for the School to release such information;
2. It is necessary to introduce a positive confirmed test result into an administrative or judicial proceeding, where the information is relevant to the hearing or proceeding, or if the information must be disclosed to a federal or state agency or other unit of the State or United States government as required under law, regulation or order or in accordance with compliance requirements of a state or federal government contract or disclosed to a drug abuse rehabilitation program for the purposes of evaluation or treatment of a student;
or
3. There is a risk to public health or safety that can be minimized or prevented by the release of such information; provided, however, that unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of the information.

Acknowledgement

By execution of the signature page of this Student-Parent Handbook, students and

parents agree to the following:

1. Students shall submit to any laboratory testing that within the School's discretion is deemed necessary, including, but not limited to, breath tests, urine tests, blood tests, hair tests, and fingerprinting.
2. Students and their parents understand the purpose and reason for the tests, and give their consent thereto.
3. Students and their parents will hold harmless New Summit School and any other professional agency or business that the School deems necessary to carry out this policy.
4. Students and their parents waive any privilege of confidentiality that might exist, or come into existence with respect to said School-required testing, including, but not limited to, any Doctor-Patient relationship. All tests that are required by the School will be performed at a site determined by the School and results will be sent directly to the School. Any student whose test is determined by the School-designated test administrator to be positive by a professionally accepted standard shall be subject to discipline as deemed necessary by the Administration including, but not limited to, a request for withdrawal. Any student refusing to submit to testing of this nature, and deemed necessary by the Administration, in its discretion, shall be subject to dismissal.

Consent

By execution of the signature page of this Student Handbook, students and parents/guardians agree that:

1. Students and their parents/guardians understand the purpose and reason for the random drug testing as outlined herein and give their consent thereto.
2. Students and their parents/guardians will release and hold harmless the School, its trustees, employees, agents and representatives, and any professional agency or business the School deems necessary to carry out this policy, from any and all liability, claims or damages with respect to the administration of the School's drug testing program, including, but not limited to, any claims arising out of alleged negligence on the part of the such parties.
3. Any student refusing to submit to universal drug testing, including the initial test, a random test or any follow-up testing as deemed necessary by the School Administration shall be subject to dismissal.

TESTING PROCEDURES AND SAFEGUARDS

Introduction

The school has contracted with MEA Medical Clinics Drug Testing Consortium to provide all of the school's drug and alcohol testing services, including our MRO's.

This APPENDIX will outline the procedures a student can expect when called upon to give a drug and/or alcohol test specimen. If you believe that a test was conducted in a manner other than as specified in these procedures, please inform your supervisor immediately. These procedures are specifically designed to safeguard a student's privacy during the testing process and to assure accurate test results.

MEA provides complete alcohol and drug testing resources at its clinics and at numerous other locations throughout the State, and also has the capability to conduct testing using mobile units. For controlled substances testing, MEA provides urine specimen collection services, transportation to and receipt of results from federally certified laboratories, and qualified physicians to serve as Medical Review Officers or other consulting physicians to review and evaluate drug testing results. For alcohol testing, MEA uses federally approved and certified evidential breath testing devices ("EBTs") and Breath Alcohol Technicians ("BATs") trained in a program approved by the National Highway Traffic Safety Administration.

Initial Presentation

A person required to give a drug or alcohol testing specimen at an MEA facility will be treated courteously and with individualized attention to minimize any stress or anxiety associated with the testing procedure. The MEA employee conducting the drug testing specimen collection process is called a Collection Site Person ("CSP") and the MEA employee who conducts alcohol testing is called a Breath Alcohol Technician ("BAT"). MEA's BATs and CSPs will not use language that might be considered offensive or accusatory, but will strive to be courteous at all times to the person to be tested. In addition, MEA's BATs and CSPs will follow the procedures outlined in this policy and procedure statement to assure the integrity and quality of the alcohol and drug testing process, thereby maximizing accurate test results.

A particular CSP or BAT works with only one person to be tested at a time. Prior to beginning the testing process, each person must show proof of identification through a student's license or other picture-bearing identification card or by identification by the school contact person. If positive proof of identification is not possible, MEA will not proceed with specimen collection or any aspect of alcohol or controlled substance testing.

Drug Testing

Since the procedures for alcohol testing are different from those for drug testing they will be discussed separately. Students are subject to both types of tests and will be informed by MEA personnel whether the test is for alcohol, drugs or both.

Specimen Collection Process

After a student has presented proper proof of identification, the CSP will conduct a short interview to document the relevant information about the person to be tested. (Throughout this policy and procedure statement, the person to be tested is referred to as the "Student"). Relevant information from this interview and from the complete specimen collection process is documented on a carbonless custody and control form, which identifies the specimen donor, the particulars of the collection process, and the transfer of the specimen to the appropriate lab or other facility for testing. Prior to being tested, the school will have provided a copy of the policy to the student and the student will sign a form consenting to the policy and to testing. If a student refuses to consent or revokes his consent at any point, MEA will not proceed with the process and the school will consider this a Refusal to Submit and a violation of the school's policy.

After the initial interview, the Student will be requested to remove any coat or any other unnecessary outer garments that might conceal materials that could be used to alter or affect the specimen to be given. In any event, the Student will be allowed to retain his or her wallet during the process of urine collection or, if they prefer, their wallet can be securely locked in a storage compartment at the clinic. The student will also be asked to empty all pockets and leave the contents of the pockets outside the collection area.

The specimen is collected in a clean, single use, sealed and securely wrapped container. MEA keeps a supply of these containers on hand. Before giving the specimen collection container to the Student, the CSP will allow the Student to rinse and dry his or her hands in the view of the CSP (when possible.) The CSP will remain with the Student and observe him to make certain that the Student has no access to water or other substances that might be used to alter the specimen at any other point during the collection process.

The CSP will then give the specimen collection container to the Student and direct him in the collection room, where the Student will fill the collection container with at least 45 milliliters of urine. If the Student is unable to urinate or is unable to provide the required minimum urine amount of 45 ml, the specimen collection process must be begun again, and the CSP will assist the student by providing fluids to drink. Any urine sample collected that is less than 45 ml will be discarded since MEA does not combine urine from two collections to reach the required volume. The Student will be allowed a reasonable time (not to exceed one hour) to consume fluids (not to exceed 40 ounces) and provide a specimen. If the Student is unable to provide a specimen in one hour, a hair and/or saliva test will be given. This is done to reduce the amount of time the student is out of class.

There will be no direct observation of the Student while he is providing the urine specimen. All aspects of the collection process are designed to maintain the modesty and privacy of the Student. No unauthorized persons shall be allowed to be present in the specimen collection area at any time during the procedure.

After the Student delivers the containerized specimen to the CSP, the specimen will remain in the view of the Student at all times until it is split into two separate

specimen containers, labeled and sealed. The Student will observe the sealing and labeling of the specimen containers by the CSP and the Student will initial the identification labels on the bottles to certify that they contain his specimen. The specimen containers are then sealed in the appropriate mailing envelope or container and remain under the control and supervision of the CSP at all times until the package is prepared for shipment to the laboratory. After the container has been sealed and initialed by the Student, and the custody and control form has been completed by the CSP, the urine specimen collection process is complete and the student may wash his/her hands.

Split Specimen Collection

Using two separate containers for the Student's urine specimen is known as the split specimen collection method. With this method, the specimen is split by the CSP into a "primary" specimen consisting of at least 30 ml and a second "split" specimen containing at least 15 ml of urine. Both are labeled and forwarded to a DHHS certified lab as outlined in the preceding section. All initial and confirmation testing conducted by the certified laboratory will be conducted on the primary specimen only. However, the laboratory must also maintain the split specimen in secure storage in the event of a positive test.

If a student is informed by the Medical Review Officer that the result of the laboratory's analysis of his primary specimen is positive, the student has 72 hours from the time he is informed of the verified positive result to request an analysis of the split specimen being held by the laboratory. Any request for analysis of the split specimen made after this 72-hour period will not be honored unless the MRO, in his discretion, determines after discussion with the Student that there were unusual and unavoidable circumstances that caused an excusable delay in requesting the test. Any test of the split specimen pursuant to a student's request will be at the expense of the Student. If the Student makes a timely or otherwise proper request for a split sample test, the MRO must inform the lab in writing and the lab must immediately forward the split specimen to a second certified laboratory, with the seal intact and with proper chain of custody documentation, as well as a copy of the MRO's request. The second lab will perform the split specimen test and will report the results to the MRO. If the split test does not confirm the results of the first test, the specimen will be tested for the presence of adulterants. If both samples are found to be valid, and the confirmation test does not match the initial test, the test will be cancelled. However, the school and the MRO need not await the results of the split specimen test to initiate administrative action and any SAP referral or to take such other actions as are provided for in the school's drug and alcohol testing policy.

Other Security Precautions

In addition to the security precautions inherent in the specimen collection and Student identification system outlined above, the

following additional precautions are used by MEA to maximize the integrity and accuracy of the drug testing specimen collection process:

1. Toilet bluing agents are used to tint the water in the toilet located in the collection room where the Student provides the actual specimen. All other sources of water in that area are secured so that the Student cannot obtain access to them. In addition, the Student is not allowed to flush the commode while in the collection room, because flushing may be used to dispose of evidence of materials used to contaminate or tamper with the specimen. If the seal on the commode that secures it against flushing is broken or if flushing sounds are heard from the specimen collection room, that specimen will be considered questionable and the Student must submit to a retest.
2. While the CSP will remain courteous and respectful of the Student at all times, any unusual or suspicious actions or behavior on the part of the Student will be noted on the custody and control form.
3. Within four minutes after collection of the specimen, the temperature of the specimen will be measured to make certain that it is within the acceptable range of 32.5° to 37.7° centigrade (90.5° - 99.8° Fahrenheit). In addition, the CSP will check the color of the urine specimen and look for any evidence of contamination or tampering. Any unusual appearance of the urine or unusual temperature will be noted on the custody and control form. In this case, a second specimen (hair and/or saliva) would be taken. Both specimens would be sent to the lab.
4. In any instance where the CSP suspects that the specimen was tampered with, the test specimen will still be sent to the laboratory, but a new test will be collected, using hair and/or saliva tests. In this case, both specimens would be sent to the testing laboratories for analysis.
5. After the specimen has been split, sealed, labeled, and placed in the mailing envelope or other shipping container, it will either be shipped immediately or stored securely in a locked space under the control of MEA and the appropriate CSP. The completed custody and control form, including the chain of custody portions, will be completed and certified by the CSP and placed in the shipping container with the specimen being shipped or stored for shipping.

6. From the time the Student is initially identified until the specimen has been collected, split, labeled, initialed, and sealed, the CSP and the student are not allowed to leave the specimen collection area at any time. If a student leaves the area, the test will be considered a refusal to test and the student would be subject to the school policy and consequences of refusal.

Direct Observation Testing

Since the MEA drug testing specimen collection process seeks to protect the privacy and modesty of all Students tested, direct observation of a urine collection is not allowed. However, under certain circumstances, direct observation specimen collection may be necessary to assure the integrity of the drug testing process. If a direct observation test is needed, the CSP will collect a hair and/or saliva test. The following guidelines will be used in determining whether direct observation collection is necessary. The following circumstances are the exclusive grounds for direct observation testing:

1. The Student has presented a urine specimen that falls outside the acceptable temperature range (32.5° to 37.7° Celsius; 90.5° - 99.80° Fahrenheit);
2. The last urine specimen provided by the Student (*i.e.*, on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and Creatinine concentration below .2 g/L;
3. The CSP observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the specimen (for example, substitute urine in plain view, blue dye in specimen presented, etc.).

Medical Review Officer

MEA clinics are staffed with qualified physicians who serve as certified Medical Review Officers (“MRO”) (for federally required drug testing) and who assist other, voluntary drug testing programs (not federally mandated) in evaluating laboratory results of drug testing. MEA physicians have served as MROs in numerous testing programs for several years and are familiar with the DHHS, and DOT requirements for interviewing Students who test positive to determine whether a particular test result is “confirmed positive,” and they also maintain the required drug testing records for blind sampling and composite reporting, as well as individual test results.

A report on each person tested will be sent to the MRO by the laboratory. This report will identify the drugs tested for, whether positive or negative results were obtained, the

specimen number assigned, and the drug testing laboratory specimen identification number.

A positive laboratory test result does not automatically identify a student as having used drugs in violation of school policy. Instead, the MRO reviews the laboratory results along with the circumstances of the tested student to determine whether the test is in fact a “confirmed positive”. This review must be performed prior to reporting the test results to the school’s administrative officials. The MRO, being a licensed physician with knowledge of substance abuse disorders, examines alternate medical explanations for any positive laboratory test results. This generally includes conducting a medical interview and review of the individual’s medical history, or review of any other relevant biomedical factors revealed by the Student.

Prior to making a final decision to verify a positive test result for an individual, the MRO gives the individual an opportunity to discuss the test results. The MRO may verify a test as positive without having communicated directly with the Student about the tests in two circumstances:

1. The Student expressly declines the opportunity to discuss the test; or More than three days have passed since the date the student was contacted by a designated School representative and informed to contact the medical review officer as soon as possible; If the MRO is unable to reach the individual directly, the MRO will contact the designated official of the school who, in turn, will contact the student. In the case where the Student has failed to contact the MRO for more than three days since the date the Student was contacted by the designated school representative, the MRO may report the test results as “confirmed positive.” However, the MRO may still reopen the verification process if the Student contacts the MRO and presents information that his delay in getting in touch with the MRO resulted from serious illness, injury or other unavoidable circumstances. The purpose of the MRO interview is to allow the student to present information concerning a legitimate explanation for the positive laboratory test. If after such action, the medical review officer concludes that there is a legitimate explanation of the positive test, the medical review officer may declare the test to be negative. Otherwise, the result will be verified as a “confirmed positive.” Following verification of a positive test result, the medical review officer will refer the case to the school’s designated official empowered to recommend or take administrative action. The medical review officer is the only person authorized to order a re-analysis of the original sample or a test of the split specimen. Authorization for a split specimen test may be made by the Student within 72 hours of his or her having received actual notice of a positive test. If the retest or split specimen test is negative, the medical review officer may cancel the test. (See section above regarding “Split Specimen Analysis”). The medical review officer will not disclose to any party any medical information provided by the individual as part of the testing verification process. There is an exception to this rule where, in the MRO’s

reasonable medical judgment, the information indicates that continued performance by the individual could pose a significant safety risk. Before obtaining medical information from any individual as part of the verification process, the MRO explains to the Student that any information provided may be disclosed to third parties if continued performance by the Student could pose a significant safety risk.

Alcohol Testing

As noted earlier, alcohol testing is different from drug testing because it involves testing breath with a machine. Thus, no laboratory or urine samples are involved. This section will explain the alcohol testing procedures.

The Testing Machine/EBT

The testing apparatus is a breath machine, referred to as an EBT (evidential breath testing device), and the particular make and model used is certified by the National Highway Traffic Safety Administration (NHTSA) and must appear on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices." This list is referred to in the industry as the CPL, and it is somewhat analogous to the drug testing requirement that labs be listed as certified by the DHHS. All MEA machines will meet these requirements.

The requirements for the EBT are somewhat different for initial screening vs. confirmatory testing, but if the machine meets the requirements for confirmatory testing, it can be used for the initial screening as well. For confirmation testing, the EBT must be able to distinguish between alcohol and acetone at concentrations of a .02 alcohol concentration (measured in terms grams per 210 liters of air.) Also, the machine must be capable of printing in triplicate or on three consecutive and identical copies: the test result; the EBT serial number and manufacturer; the time of the test; and a unique number generated by the EBT to identify the particular specimen being tested. The unique identification number produced by the EBT must also be capable of being read before the test is conducted. For the initial screening test only, it is permissible to use an EBT that is on the NHTSA CPL list but does not meet all the other requirements just discussed. If such a machine is used, the tester must use a highly stylized log book to track the data for each initial screening test. However, in all cases, confirmation testing for alcohol must be conducted on an EBT meeting all the requirements of the preceding paragraph.

The regulations require that the manufacturer of the EBT develop a Quality Assurance Plan of testing and maintenance for the machine and MEA's personnel will follow that plan to assure proper function of the EBTs used in the school's program. MEA will keep the machines securely stored when not in use. MEA's personnel will conduct testing of calibration, tolerances, and testing intervals, as well as machine inspection and maintenance procedures. MEA is required to keep detailed records of their EBT Quality Assurance Plan.

The BAT

The person who conducts the alcohol testing is called a breath alcohol technician or BAT and this person is the functional equivalent of the CSP who collects drug testing specimen. The MEA BATs are trained on the type of EBT to be used and are trained at an approved course meeting NHTSA model course requirements. MEA maintains documentation for the school of the proficiency and training of its BATs, along with other required records of compliance with DOT regulations.

Testing Procedures

The procedures for alcohol testing are similar to drug testing. For example, the BAT must initially confirm the identity of the person to be tested and the BAT must explain the testing procedure to the student. The BAT is to work with only one student at a time. The testing is to be conducted at a location and in a manner that ensures aural and visual privacy. A mobile testing unit (i.e., van) may be used but must meet the privacy requirements. The only exception to the privacy requirement arises in the case of accident scene or other emergency testing, and in that event, MEA will assure that Students are provided as much privacy as the situation will allow.

Initial Screening

After the BAT has identified the Student and has explained the testing procedure, the next step is to fill out the first part of the Breath Alcohol Test form, which includes the Student's consent to be tested. (If the Student refuses to sign, this constitutes a refusal to be tested and is treated as a positive test would be.) After consenting, the Student watches the BAT open an individually wrapped and sealed mouthpiece, which is then attached to the EBT. The Student is instructed to blow forcefully into the mouthpiece for several seconds or until the EBT indicates a valid sampling amount has been obtained.

The EBT will then provide the results of the initial test and the BAT will share these with the student. (NOTE: the methods of communicating and documenting these steps will vary depending on whether the machine is fully digital or whether a log book is used.) If the test result is a breath alcohol concentration of less

than .02, the test is considered negative and the Student and BAT complete the remainder of the form, sign it and report the result to the school.

If the result of the initial screening test is .02 or greater, it will be necessary to conduct a confirmation test. This second test will use a fully digital EBT meeting the confirmation testing requirements noted earlier above and may be conducted by the same BAT. If a different BAT will perform the confirmation test, the BAT who did the initial testing must sign off in the appropriate place on the form.

Confirmation Testing

Generally, the same BAT will perform the initial and the confirmation test, though this is not required. If a new BAT will perform the confirmation test, the new BAT must re-perform the Student identification steps and must explain the testing procedures to the Student. In addition, the new BAT will need to complete section 1 of the test report

form. In all cases, the confirmation test must be performed within twenty minutes of the completion of the screening test.

There is a waiting period between the initial screening test and the confirmation test of fifteen minutes, counted from the conclusion of the screening test. The BAT will instruct the student not to eat or drink anything during the waiting period and not to belch, if possible. These restrictions, like the waiting period itself, are for the Student's benefit by preventing an inflated or otherwise inaccurate alcohol reading. However, the test will be conducted at the end of the waiting period, regardless of whether the Student follows the forgoing instructions. Any failure by the Student to follow instructions will be noted by the BAT in the "Remarks" section of the testing form.

The testing procedures themselves for the confirmation test are identical to the initial test in terms of instructions to the Student, using a new mouth piece and getting a valid specimen. Before administering the test, however, the BAT must conduct an Air Blank test to assure that the EBT registers 0.00 on the Air Blank (a test of room air). If the first Air Blank registers greater than 0.00, one additional Air Blank may be conducted. If that second Air Blank test is 0.00, the test may proceed. If not, the test must not proceed using that machine. That EBT will not be used in FHWA testing again until it has been checked for calibration and tolerances in accordance with the manufacturer's quality assurance program.

If the EBT confirmation test result is different from the initial test result, the confirmation test result controls. As with the initial test, the BAT will show the result of the confirmation test to the student and will complete the testing form. Both the Student and the BAT must then sign the testing form. The BAT will then conduct an additional Air Blank test and, if the result is greater than zero, the confirmation test is invalid.

To be considered positive and in absolute violation, a student's confirmed alcohol level must be .04 or greater. Results between .02 and .04 are considered a stage 1 violation and subject to school policy.

Reporting Results

The result of the alcohol test is reported on a triplicate form, the format of which is required by the DOT regulations.

The school's designee will communicate with MEA's BAT on alcohol testing matters. If test results are initially communicated other than in writing, the BAT and the school's representative must have a system of identification before the information is provided. The initial oral report must be followed by delivery of the school's copy of the testing form and the school is responsible for maintaining this and all other required records in a secure manner.

Miscellaneous Provisions

As with drug testing, any suspicious behavior, failure to cooperate, inability to provide a specimen or other behavior which makes completion of an alcohol test impossible

shall terminate the test and shall be documented by the BAT. Similarly, if a test is interrupted or events occur which would render the test invalid, the test must be aborted and started over using new materials and new forms.

If a student is unable to provide a specimen of air suitable for testing, the school shall be so informed and the school will

select a physician to evaluate whether the failure to provide enough air is medically explainable. This is the same requirement as the “shy-bladder” evaluation performed by the MRO under the drug testing regulations and, as in drug testing, the physician’s report to The school must be in writing. If there is no valid medical

explanation for the failure to provide the specimen, it is treated as a refusal to cooperate and thus a positive test.

A breath alcohol test is considered invalid under the following circumstances: failure to observe the 15 minute waiting period; failure of EBT to pass calibration and tolerance tests at the next subsequent check; failure of the BAT to conduct Air Blank testing; failure of the BAT to sign the form or to note in the “remarks” section that the student failed or refused to sign the form; EBT fails to print a confirmation test result; disparity between the Student identification number or alcohol concentration as between the printed result from and the digital reading on the machine.

Computer and Internet Policy

New Summit School is pleased to offer student’s access to the Internet through a high speed wide area network. To gain access to the Internet, all students must obtain parental permission. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Internet Use Standards

1. Use Authorized by New Summit School Policy

Students shall be authorized to use the New Summit School Internet facilities and connections for study, research, and communications related to their assigned course work and approved co-curricular activities.

Use of data encryption techniques is prohibited.

Teachers, other members of the instructional staff, and administrators shall be authorized to use the New Summit School Internet facilities and connections for instruction, professional development and training, and research and communications related to curriculum and approved co-curricular activities.

Instructional use of the Internet is governed by the New Summit School policies, practices and procedures concerning the acquisition and use of textbooks, library books, and non-print media.

Administrators, supervisors, and support staff shall be authorized to use the New Summit School Internet facilities and connections associated with their assigned areas of responsibility.

2. **Unauthorized & Illegal Use**

Any use, whether onsite or offsite, of the New Summit School Internet facilities and connections, not authorized by, nor conducted strictly in compliance with New Summit School policy, practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited. In addition, users are advised of the following specific unauthorized and illegal use:

Copyright. Users are personally responsible for observing copyright laws in their use of the Internet. Users may face serious civil and/or criminal penalties for any violation of the copyrights of others. Users must obtain the consent of the copyright owner before they copy, download, transmit, retransmit, or alter copyrighted material, other than as permitted by the principle of fair use as defined in the copyright law.

Obscene materials. There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of New Summit School Internet facilities to make, transmit, or receive obscene materials is prohibited and will result in disciplinary or legal action against the violator.

Commercial activities. Users are prohibited from using the Internet/Electronic Mail to engage in the promotion or sale of any commercial or noncommercial products or services. Individual users are also responsible for refraining from acts that waste resources. These acts will include, but are not limited to, commercial or personal advertising, mass mailing for other than educational purposes, political fundraising, lobbying and other activities that detract from the educational mission of New Summit School. These actions will result in denial of access.

Viruses and sabotage. No person may communicate any system virus through the Internet or engage in any activity intended to disrupt or damage hardware or software.

Internet Etiquette

Users of the Internet are expected to treat others with respect.

This means:

Use only the same polite and respectful language to communicate on the Internet as would be appropriate in face- to-face communications in school. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive, and/or adult-oriented will be deemed a violation of this regulation which could result in disciplinary and/or legal action against the violator.

Respect your own privacy and the privacy of others by not revealing your or anyone else's personal address, telephone number, or password without his/her authorization.

Treat the communications, information, and data bases you may gain access to through the Internet as private property. Use them only in ways for which you are sure that you have permission.

Security of System

The internet is a voluntary network with no central administration to maintain the security and integrity of the system.

Each user is responsible for helping to maintain that security and integrity.

Any user who encounters a security problem must report it immediately to the Technology Coordinator or Principal. Do not attempt to repeat the problem or to identify the source.

Monitoring of New Summit School Internet Users

New Summit School provides access to the Internet for authorized instructional, personnel, business, and administrative purposes only. Personal privacy in the use of New Summit School Internet facilities and connections will not be guaranteed by the New Summit School. In an attempt to assure that School Internet facilities and connections are being used only for authorized purposes, New Summit School may

Limit usage of facilities and connections to assigned times and/or locations.

Require users to sign a log or to execute log-in procedures to create a record of their usage.

Use software or other electronic means to monitor individual usage.

Examine all personal electronic files.

Loss of Internet Privileges

Any person who violates New Summit School's Internet policy, practices and procedures, or the terms of the user agreement will have his/her Internet privileges revoked, suspended, or modified.

Students. A student's privileges will be revoked, suspended, or modified by the principal, and/or the Executive Director. The principal and/or the Executive Director shall promptly notify the student and parents as necessary. The student and parents shall have the right to an informal conference with the principal/ Executive Director to

discuss the basis of the action taken. A student's conduct on the Internet which would be a violation of the New Summit School student discipline code may result in disciplinary action in addition to a revocation, suspension, or modification of Internet privileges. Any such disciplinary action must be taken in accordance with the applicable due process of law and the New Summit School policy, practices and procedures.

Employees. An employee's privileges will be revoked, suspended, or modified by the employee's supervisor. Any employee's conduct on the Internet which would warrant disciplinary action in addition to a revocation, suspension, or modification of Internet privileges, will be taken in accordance with the New Summit School Faculty Handbook and New Summit School policy, practices and procedures.

New Summit After-School Care Program

The New Summit School after-school program has been designed to make a positive difference in the lives of students, improve academic performance and improve the climate for school success. **The after-school care program is for New Summit students from kindergarten through 8th grade only.**

Program will begin the first full day of school. The after-school program will follow the school calendar and will be available each afternoon- Monday- Friday of each week. Modified during holidays, etc.

Aftercare hours are from the completion of the school day to 5:15 p.m. Any late pick-up after 5:15 will be subject to late charges. A \$40 late fee penalty will be assessed for any portion of any 15 minute increment beyond the 5:15 pickup deadline. If a student has not been picked up by 6:00 pm, NSS may, at its discretion, contact Jackson Police Department to arrange for the safe pick-up of the child.

Parents will complete a registration process at the beginning of school or at the time of registration of the student.

In the event of inclement weather or other safety concerns, NSS Administration reserves the right to cancel after-school care. In the event of any cancellations, parents will be notified via email/text message as soon as decisions are made.

All rules and procedures as outlined in the New Summit School Student Handbook will be applicable. Students will be required to sign in and out each day to insure accountability and safety. Students who violate the rules of operation will be released from participation and returned to parents.

After-school services may be provided for students who are unable to be picked up at

the end of the school day. A fee will be charged for after-school services. The offering of this program depends on the number of students needing this service. This program does not accommodate a drop-in arrangement.

Fees for the after-school care program are \$50/week or \$15/day. Should a student above 8th grade not be picked up after the completion of the school day, or at the conclusion of an after-school activity, a drop-in rate of \$25/day will be assessed.

**New Learning Resources Inc.
New Summit School
Student/Parent Handbook
Acknowledgement Form
2019-2020**

I, _____, have read the New Summit School Student/Parent Handbook and agree to abide by the rules/procedures within. In addition, I acknowledge that there may be consequences, including but not limited to suspension or expulsion, should I violate these rules/procedures.

Student's Signature: _____

I, _____, have read the New Summit School Student/Parent Handbook and agree to abide by the rules/procedures within. In addition, I acknowledge that there may be consequences, including but not limited to suspension or expulsion, should I violate these rules/procedures.

Parent's/Guardian's Signature _____

*Please sign and turn in to the front office.