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## **NNSS Staff Listing**

<b>Position</b>	<b>Name</b>
Administrator/Headmaster	Keith Davis
Administrator/Student Services	Natalie McLellan
Career Programs Coordinator	Susan Floyd
Counselor	Sherry Toole
Information Technology	Matthew Moore
Administrative Assistant	Jerrika Goss
Financial Clerk	Doris Long
Online Coordinator (Home)	Gay Mangum
Health Coordinator	Comtrice Ingram
Project Search Instructor	Tori Haddon
Resource/Career Instructor	Margie Muse
High School History Instructor	John Mosley
High School Math Instructor	Pam Burns
High School Science Instructor	Freda MacIntosh
High School / Middle School English Instructor	Bridgette Brown
Middle School Reading Instructor	Sharon Draper
Middle School Science Instructor	Mandy Randall
Middle School History Instructor	Felicia Brooks
Middle School Math Instructor	Marly Phillips
Art Teacher/ English Instructor	Heather Williams

Elementary English Instructor	Brenda Pleasants
Elementary Math/Spelling Instructor	Ann Bratton
Elementary Science/History Instructor	Heather Harris
Lower Elementary Instructor	Emmie Daugherty
Lower Elementary Instructor	Elizabeth Hardin
Special Needs Instructor	Debbie Malouf
Resource/Special Needs Instructor	Melanie Strain
Resources Instructor	Kacey Reeser
Dyslexia Therapist	Stella Moses
Dyslexia Therapist	Tisha Frazier

**North New Summit School Calendar 2020-2021**

**August 2020:**

Monday August 3rd .....Teachers Return  
Monday August 10th .....First Day of School

**September 2020:**

Monday September 7th .....Labor Day Holiday (no school)

**October 2020:**

Friday October 9th .....End of 1st Nine Weeks Monday  
October 12th .....Fall Break (no school) Tuesday  
October 13th .....Teacher Conference Day (no school) Wednesday  
October 14th .....2nd Nine Weeks Begins

**November 2020:**

Monday November 23rd – Friday November 27th ..... Thanksgiving Holidays

**December 2020:**

Tuesday December 15th-Thursday December 17th.....Semester Exams Friday  
December 18th .....End of 1st Semester, Make Up Exams Monday  
December 21st- Friday January 1st.....Winter Holidays

**January 2021:**

Monday January 4th .....Professional Development (no students)  
Tuesday January 5th .....Students Return, 2nd Semester Begins  
Monday January 18th ..... MLK Day (no school)

**February 2021:**

Friday February 5th .....Dyslexia Symposium – Jackson Campus (no students)  
Monday February 15th.....Presidents Day (no school)  
Tuesday February 16th.....Teacher Conference (no students)

**March 2021:**

Friday March 12th ..... End of 3rd Nine Weeks  
Monday March 15th – Friday March 19th .....Spring Break (no school)  
Monday March 22nd.....Begin 4th Nine Weeks

**April 2021:**

Friday April 2nd.....Good Friday (no school)  
Monday April 5th.....Easter Monday (no school)

**May 2021:**

Friday May 21st – Tuesday, May 23rd .....Final Exams  
Wednesday, May 25t..... Make Up Exams, End of 2nd Semester

## **NNSS MISSION**

To encourage students from kindergarten through twelfth grades to reach their full potential while enhancing their personal growth.

## **NNSS VISION**

North New Summit School will become the leader in Mississippi for providing exceptional and innovative educational services for students with diverse learning styles.

## **NNSS PHILOSOPHY**

North 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.

North 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 North New Summit School determines each student's needs and custom-designs an educational plan suited to meeting those needs.

North 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.

North 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.

## **NNSS 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 functions as an integral member of the school personnel team and makes a highly significant contribution to the educational program.

### **North New Summit School Strategic Plan**

North 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 North New Summit School.

#### **Goal 1: Provide an instructional program that advances student achievement in all areas.**

- Improve student achievement as measured by the district assessment program.
- Provide an instructional program that prepares all students for success.
- Utilize technology and interactive lessons to expand student learning.

#### **Goal 2: Prepare all students to be proficient readers.**

- Collaborate with early childhood education providers within our community to ensure that all students enter kindergarten ready to learn.
- Provide effective intervention services to enhance reading skills
- Implement a research based, comprehensive and consistent reading program to prepare students to read at or above grade level.

#### **Goal 3: Recruit, develop, and maintain the highest quality administrators, instructors, and support staff.**

- Initiate a comprehensive professional development plan for administrators, instructional staff and support staff that ensures continuous improvement.
- Ensure administrators provide effective instructional leadership.
- Develop a recruitment, training and retention plan that will attract and retain quality employees.

#### **Goal 4: Create active school/community partnerships to ensure a quality education program.**

- Encourage parental participation.
- Collaborate with businesses, community organizations, and area leaders to promote the economic development of our region.
- Enhance community pride in North New Summit School.
- Establish an effective communications plan to better inform surrounding communities about North New Summit School and its services.

#### **Goal 5: Provide appropriate educational facilities that promote learning, safety, and community pride.**

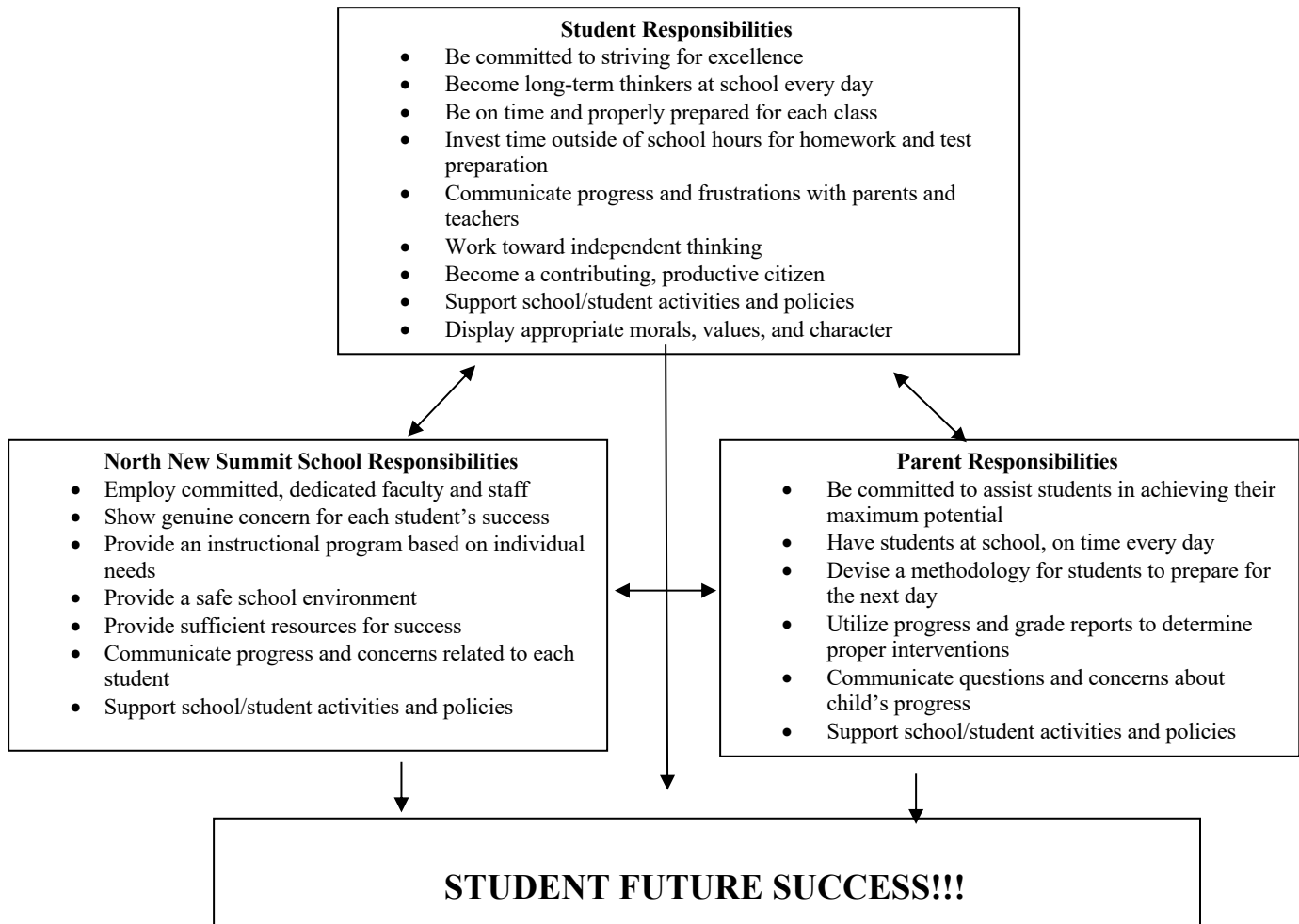
- Plan appropriately for student growth.



- Create an efficient, educational environment through the effective use of technology.
- Provide a conflict-free and safe school.

**NORTH NEW SUMMIT SCHOOL'S PARTNERSHIP(S) FOR SUCCESS**

The primary goal of North 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 North New Summit School, students and parents. Each component of this partnership must be committed to upholding its responsibilities.



## **STATEMENT OF PARENT EXPECTATIONS**

A positive and productive working relationship between North New Summit School, the student body, and the parent body is essential to achieve the goals adopted in the school's stated mission. North 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 North 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 North 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 North 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 NNSS parent/student handbook)

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

## Section One: Daily Procedures

### I. Hours of Operation

North New Summit School's hours of operation are 7:30 AM to 4:30 PM daily. When there are hazardous driving conditions due to weather conditions, and there is a question regarding school closings, students and parents should listen to local radio and television broadcasts for North New Summit School closings.

### II. Daily Schedule

#### Daily Schedule

1 <sup>st</sup> Period:	8:10 – 9:12		
2 <sup>nd</sup> Period:	9:15 – 10:10		
Break	10:10 – 10:25		
3 <sup>rd</sup> Period:	10:28 – 11:20	K-2 Lunch	10:50 = 11:15
4 <sup>th</sup> Period:	11:23 – 12:15	3-5 Lunch	11:20 – 11:45
5 <sup>th</sup> Period:	12:43 – 1:35	6-8 Lunch	11:50 – 12:15
6 <sup>th</sup> Period:	1:38 – 2:35	9-12 Lunch	12:20 – 12:45

- a. Students may be dropped off at 7:50 a.m. at the earliest. Upon arrival at school, students will have their temperature checked, and if cleared, report directly to their classroom. **No students will be allowed on campus prior to 7:50 a.m. for any reason.**
- b. Students shall be picked up at 2:30 p.m. daily unless other arrangements have been made with school administration. Students not picked up by 2:45 p.m. will be assessed a daily rate of \$20 an hour.
- c. Students will not be dismissed before the designated pick up time unless a parent enters the main building entrance and signs them out. Students must be in class for 45 of the 55-minute period to be counted present. No student can be checked out after 1:45. Any and all early dismissals for any reason except emergency situations will require a written note or phone call to the office no later than 9:00 a.m. on the day of dismissal.

### III. Student Lunches and Other Deliveries

- a. 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.

- b. 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.
- c. There will be no outside deliveries of lunch during the school day. Students should either bring their lunch from home or order lunch from the cafeteria daily.

#### **IV. School Safety Program**

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

#### **V. 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 North New Summit School and must be returned upon completion of a course or before a student can officially withdraw from North New Summit. Fines will be assessed and collected for damages to or loss of any textbook.

#### **VI. Student Medications**

- a. In order for a student to receive any type of medication (prescription or over-the-counter), written permission must be on file with the school office. No medication will be dispensed to a student without parental permission. The school also asks that a list of medications the student is taking be provided and updated as changes are made.
- b. It is the parent's responsibility to provide the school with specific written instructions regarding medication administration. The parent, not the student, must provide the medication to be administered.

#### **VII. Illness or Accidents**

- a. 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.
- b. 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.
- c. Additionally, special procedures have been put in place for the 2020-2021 school year to address the health and safety of students, parents, and staff during the COVID-19 pandemic. These procedures are provided in an addendum to this handbook.

## Section Two: Rules and Policies

### I. Student Discipline

- a. We expect student disciplinary problems to be minimal at North New Summit School, but when problems do exist and/or persist, they will be dealt with actively and aggressively. Students are expected to abide by all rules of North New Summit School. The following is a short synopsis of school rules for students. Some of these will be covered in more detail later in the pages that follow.
- Attend all classes.
  - Arrive at school on time and do not leave before the designated time.
  - Abide by all components of the dress code.
  - Cell phones and other electronic devices are prohibited in classrooms.
  - Show respect for other students, staff, family members and all school property—no littering or defacing / damaging school property.
  - Eat and drink only in designated areas and at designated times.
  - Park only in designated areas.
  - Weapons are prohibited on school grounds, including parking areas.
  - Use or possession of tobacco products on school grounds is prohibited.
  - Use or possession of alcohol or other drugs on school grounds is prohibited.
  - Complete all assigned work and cooperate with the directives of teachers and other school personnel.
  - Students are not allowed on campus or in school buildings without staff supervision.
  - Intimate physical contact is prohibited between students.
  - No fighting.
  - Use of profanity is prohibited. Engaging in inappropriate topics/conversations is prohibited.
  - Threatening behavior, bullying, or teasing is prohibited.

- b. **Persistent and serious behavioral problems will not be tolerated at North New Summit School, as a matter of policy, to safeguard the mission of the school and the academic and emotional well-being of other students.** A student may be considered a persistent/serious behavioral problem if his/her actions are detrimental to the school or classroom environment or for an isolated incident of serious behavior such as fighting or verbally threatening another person. In cases such as these, parents will be notified to attend a family conference for the purpose of discussing alternative interventions. The ultimate consequences of the student's behavior will be determined on an individual basis, based on student and parental response from the conference and the judgment of school administration.

## II. 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. 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 48 hours in advance of the absence. Documentation of excused absences must be submitted to school administration the day a student returns to school. Absences are considered **unexcused** if they do not fall under the guideline set forth above. Any **unexcused** absence will result in a one-point deduction from the student's overall average at the end of the grading period.

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 ten (10) 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 appropriate County Attendance Officer. The principal, or his/her designee, shall also 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 (30 minutes of a 50-minute 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.**

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 and events.

### III. Tardiness

a. 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<sup>st</sup> tardy - Free.
- 2<sup>nd</sup> tardy - Warning
- 3<sup>rd</sup> tardy - Student will receive detention.
- 4<sup>th</sup> tardy - Student will receive an unexcused absence.
- Any subsequent tardies will prompt a mandatory conference with school administration.

b. Students arriving at school after 8:15 must sign-in in the front office and be given an admission slip. There will be no EXCUSED tardies without written approval by school administration.

### IV. TOBACCO/ALCOHOL/DRUG-FREE ENVIRONMENT

**Tobacco Use/Nicotine Devices:** Students may not use or possess tobacco products of any kind on school grounds. This includes going out to vehicles during school hours to use tobacco products. If a student is caught smoking, using, or possessing other tobacco products at school, 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 NNS 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. Any student who is caught with such substances will be expelled and or subject to the provisions outlined in North New Summit School's Drug and Alcohol Policy. North New Summit School 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)

North 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.

#### **V. PHONE USE**

Students are permitted to use school phones when there is an appropriate reason for such use by students. Phone use should be limited to emergencies and should not disrupt classroom proceedings or should wait until the end of the school day. Phone use will be available in the main office.

#### **VI. Cell Phones and Other Electronic Devices**

The use of cell phones and electronic devices is a privilege that we offer our students at North New Summit School. However, this privilege can in no way interfere with the academic progress of our students, and may be suspended on an individual, class, or school-wide basis if it is determined by Administration that the use of said devices is disrupting teaching and learning.

While students are on campus, cell phones and other electronic devices are allowed in the cafeteria, gym, picnic areas, and on the playground (if approved by the teacher) during lunch, at break, and before school. These are the only times that use of cell phones or some type of electronic device is permissible during the school day. Please note that North New Summit School is **NOT** responsible for electronic devices of any kind that are brought to school by a student. It is the decision of a parent and a student to allow the student to bring a device to campus. Any device that is damaged, broken, or stolen while on campus is the **STUDENT'S RESPONSIBILITY**. It is the **STUDENT'S RESPONSIBILITY** to use the device according to our handbook policy, keep up with the device during the day, and make sure it is in a safe place where it cannot get broken.

Cell phones and other electronic devices (iPods, iPads, etc.) are prohibited in classrooms at all times, unless approved by the teacher for a special purpose. Teachers are encouraged, at their own discretion, to implement individual policies in their room such as taking up cell phones at the beginning of class and placing them in a box or basket, that will enhance learning and eliminate unnecessary distractions.

If any cell phone or other electronic device is found during class, it will be confiscated by the classroom teacher, and the student will be given a warning. The confiscated phone or device will be kept in the school office for the remainder of the school day and then returned to the student. Please note that North New Summit School is **NOT** responsible for confiscated devices while in the office. As stated earlier this is a privilege for our students so parents and students assume all responsibility for the device while it is on campus.



If the classroom teacher takes up cell phone for a second time, it will be turned into the office and the following steps will be taken:

- **1<sup>st</sup> Office Violation**- Electronic device will be confiscated and parents will be notified to pick up phone – **warning of fine.**
- **2<sup>nd</sup> Office Violation**- Electronic device will be confiscated, a \$25.00 fine will be charged in order to have phone returned, and parents will be notified.
- **3<sup>rd</sup> Office Violation**- Electronic device will be confiscated, a \$50.00 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.
- **4<sup>th</sup> Office Violation** - Any further violations of this policy after the 3<sup>rd</sup> Office Violation will result in another \$50.00 fine and the loss of cell phone (electronic device) privileges at North New Summit School for the remainder of the school year.

## **VII. Field Trips**

- a. 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.
- b. In order for students to participate in the field trip the following criteria must be met: **A parental permission form must be signed, and students must have a clear behavior/discipline record and be cleared by administration.** Also, if the field trip requires drivers, the coordinator of the field trip may ask parents to serve as chaperones/drivers. No students may drive to field trips. Field trips will be placed on a master calendar in the main office.

## **VIII. Suspensions / Detentions**

**Detentions:** Detentions can be issued for behavior and on the 4<sup>th</sup> tardy of a grading period. Detentions will be served before school (from 7:30 – 8:00 a.m.) on Wednesday mornings. Students who do not complete assigned work or cooperate with the rules of detention are subject to further disciplinary action and parents will be contacted.

### **Detention Rules:**

1. The student will report to detention during the appointed time. The detention will be served as close to the day of the infraction as possible.
2. During the detention period, work will be given to the students by the teacher that issues the detention.

3. There will be no talking or using phones or electronic devices of any kind 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** may 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. Furthermore, students who serve OSS cannot be exempt from any exams.

## **IX. Student Drivers**

- a. 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 North New Summit School grounds. As such, all school policies apply to parking areas. All student drivers should obey speed limits on and around school property—any evidence of reckless driving on or around school property could result in a loss of driving privileges.
- b. 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).

## **X. Dress Code**

- a. The purpose of the dress code is to maintain an optimal learning environment throughout the school day and at all school-sponsored activities. Uniform shirts must be purchased through TC's Uniforms (<https://www.tcsums.com>) by clicking the "Private School Website" link in the upper right hand corner of the page and then selecting New Summit at the bottom of the page and then North New Summit School. Please contact the school office for more information.
- b. Uniform pants, shorts, skirts, or skorts may be purchased from a vendor of your choice. Plaid skirts and skorts can be purchased online from TC's Uniforms (<https://www.tcsums.com>) by clicking the "Private School Website" link in the

upper right hand corner of the page and then selecting New Summit at the bottom of the page and then North New Summit School.

c. The following serves as guidelines for the dress code:

- All students must be in the approved North New Summit School uniform in order to attend class each day.
- All clothes must be kept neat and clean.
- Pants or skirts are to be worn at the waist.
- No other article of clothing may be worn to cover NNSS shirts
- Zip-up jackets & fleece may be worn if necessary due to weather conditions. **Only items purchased from the school store can be worn.**
- 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 – Elementary shoes are recommended to have closed toes, to be suitable for play and P.E.
- Hair must be neat and clean at all times—Boys: hair should be out of the eyes in front— if hair is below the collar in back, it must be worn in a ponytail—all facial hair must be well-groomed (i.e., sideburns). Girls: hair should be of natural coloring (no distracting colors).
- No caps or hats are permitted.
- Boys—no earrings.
- Girls—earrings may only be worn in the ear lobe, 2 earrings 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 knee cap. Tops should not cover skorts and skirts.
- Shorts should not be altered in any fashion including the rolling of the waistband and maintain the original manufactured hem.

d. 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 if violations are observed. A warning will be given upon the second offense and parents will be called to bring appropriate clothing. If a third Dress Code offense occurs, other

disciplinary procedures, including but not limited to detentions, will be implemented.

#### **XI. Physical Contact**

- a. At no time is intimate physical contact between students 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.
- b. Lack of cooperation with this rule will result in serious consequences because of its negative impact on the school environment.

#### **XII. Cheating**

Cheating is considered a serious violation and threat to any academic institution and is viewed as a serious behavioral offense at North New Summit School. Cheating includes use of other students work for tests and quizzes, daily assignments, projects, homework, or writing papers/essays, or plagiarism. Any incident of cheating holds with it serious consequences as determined necessary and appropriate by school administration.

#### **XIII. Use of Profanity / Inappropriate Topics of Discussion**

The use of any and all profanity is prohibited at North 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.

#### **XIV. Bullying 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 North New Summit School Administration.

#### **XV. 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 in Appendix B)

#### **XVI. Make-up Work**

- a. Make-up work for students will be posted in Google Classroom each day. It is the student's responsibility to check for the work and be sure it is completed and submitted through Google Classroom in a timely manner. All make-up work should be submitted within three days of the student's return to school unless arrangements are made with the teacher.
- b. All make-up quizzes and tests will need to be completed during the Wednesday morning detention time in accordance with arrangements established between the student and teachers.
- c. 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.

#### **XVII. Leaving Campus**

- a. Students may not leave school grounds for any reason until the end of the school day.
- b. Students who wait for rides after school may not leave the school grounds until their authorized ride has arrived.

#### **XVIII. Classroom Time**

Students are to remain in their classrooms during the entirety of a class period. Students should use the restroom between classes and during breaks. During class time, restroom use will only be given in cases of emergency or where there is a personal reason verified from parents for more frequent restroom breaks.

## Section Three: Academics

### I. STUDENT LEADERSHIP ORGANIZATION

North 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.

### II. STUDENT REWARDS AND INCENTIVES

North 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 North New Summit will be able to earn privileges:

#### 1. Exemptions

- Students having perfect attendance and an 80 or above average in that subject for the 1<sup>st</sup> semester will be exempt from 1<sup>st</sup> semester exams and will not have to attend those classes on test days. Students having perfect attendance and an 80 or above average in that subject for the 2<sup>nd</sup> semester will be exempt from 2<sup>nd</sup> semester exams and will not have to attend those classes on test days.
- Any student having all A's for 1<sup>st</sup> and 2<sup>nd</sup> 9 weeks may be exempt from 1<sup>st</sup> semester exams.
- Any student having all A's for 3<sup>rd</sup> and 4<sup>th</sup> 9 weeks may be exempt from 2<sup>nd</sup> semester exams.
- Attendance will be kept on a class-by-class basis with students having to be in class for 45 of the 55-minute period to be counted present. Any absence, regardless of reason, will forfeit a student's opportunity for this incentive (possible exemption: seniors can have one or two days to visit a college campus with their parents).
- Students who have been removed from class (behavior or lack of academic progress), excessive detentions, or assigned to ISS (In School Suspension) will automatically lose exemption status for the semester exams.
- No student will be eligible for exemption who has:
  - Less than an 80 average.

- Been suspended.
  - Been removed from class by administration because of behavior issues.
  - Been in detention more than 4 times per semester.
  - Any other reason deemed appropriate by administration.
- Exemption students wishing to improve their grades may take an exam with the assurance that results will not lower their average for the grading period.

**2. Eagle Awards**

Each month teachers will nominate students who go above and beyond the call of duty in helping others or that have significant positive impact on school life. An Eagle Award Winner will be chosen from elementary, middle school, and high school, based on attitude, effort and conduct. These students will be recognized for their accomplishments.

**III. Grading Scale**

Below is North New Summit School’s grading scale. 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	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

**IV. CURRICULUM**

**a. 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, Library, Computer Learning, Culinary Arts, and Music will be incorporated into the structure of the Elementary program.

**b. 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, Physical Education/ Health, and Culinary Arts.

## **V. North New Summit School Graduation Requirements**

North 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 and their children a choice of two high school diploma tracks.

1. The Standard Diploma has been designed to include 24 Carnegie units as required by North 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 North New Summit School as outlined below.
2. In the event that students are unable to meet the requirements of the standard diploma, the North New Summit School Administration will discuss the Career Preparatory graduation pathway in an attempt to meet the student's post-secondary educational needs.

### **OPTION 1:**

#### **Graduation Requirements North New Summit School Diploma (Standard)**

The North New Summit School Diploma (Standard) prepares students for many post-school options and is accepted by the following:

- All postsecondary institutions.
- The United States Military.
- Employers.



Each student enrolled (Grades 9-12) during the 2019-2020 school year planning to graduate with a Standard Diploma from North New Summit School is required to complete 24 total Carnegie Units as outlined below.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, II, III, IV
Mathematics	4	Algebra I, Geometry
Science	4	Biology I
Social Studies	4	1 World History, 1 U.S. History, ½ Geography, ½ U.S. Government, ½ Economics, ½ Mississippi Studies
Health	.5	Comprehensive Health
Physical Education	.5	Physical Education
Business/Technology	1	1 Computer Discovery, ½ Keyboarding, ½ Computer Applications
The Arts	1	
Advanced Electives	2	Foreign Language I and II, Advanced World Geography and a Foreign Language I or any combination of English, Mathematics, or lab-based Science courses of comparable rigor and content to those required above
Electives	3	
<b>Total Units</b>	<b>24</b>	

During this school year (2019-2020), each student entering the ninth grade that is planning to graduate with a Standard Diploma from North New Summit School is required to complete 24 total Carnegie Units as outlined below.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3.5	1 World History, 1 U.S. History, ½ U.S. Government, ½ Economics, ½ Mississippi Studies
Health	.5	Comprehensive Health
Physical Education	.5	Physical Education
Technology or Computer Science	1	
The Arts	1	
Electives	5.5	
College and Career Readiness	1	Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
<b>Total Units</b>	<b>24</b>	

**OPTION 2:**

**Graduation Requirements for North New Summit School Career Preparatory Pathway**

Prepares students for competitive employment and limited post-school options and is accepted by the following:

- Most Community and Technical Colleges.
- Employers.
- The United States Military.
- Some 4-year colleges on a per school basis.

Students choosing to participate in this career course of study must have 24 course credits, and the career/technical requirements. The course credits and / or the equivalent to the 24 units may be required through a portfolio containing a collection of evidence of the student’s knowledge, skills and abilities related to the career core curriculum. The primary postgraduate goal for these students is competitive employment and technical/career training.

The North New Summit Career Diploma provides a viable option to students with expectations in both academics and work experiences that will assist students to acquire and maintain the necessary competencies and skills needed to secure and retain competitive employment. The North New Summit Career Diploma framework is composed of instructional strands and content standards incorporated in the core curriculum areas listed below.

**Each student enrolled (Grades 9-12) during the 2019-2020 school year planning to graduate with a Diploma from North New Summit School is required to complete 24 total Carnegie Units as outlined below.**

<b>Curriculum Area</b>	<b>Carnegie Units</b>
<b>Career English</b>	<b>4</b>
<b>Career Math</b>	<b>4</b>
<b>Career Science</b>	<b>2</b>
<b>Career Social Studies</b>	<b>2</b>
<b>Physical Education</b>	<b>0.5</b>
<b>Health</b>	<b>0.5</b>
<b>Art</b>	<b>1</b>
<b>Vocational Readiness</b>	<b>4</b>
<b>Life Skills Development</b>	<b>4</b>
<b>Electives</b>	<b>2</b>
<b>Total Units</b>	<b>24</b>

During this school year (2019-2020), each student entering the ninth grade that is planning to graduate with a Standard Diploma from North New Summit School is required to complete 24 total Carnegie Units as outlined below.

Curriculum Area	Carnegie Units
Career English	4
Career Math	4
Career Science	3
Career Social Studies	3
Physical Education	0.5
Health	0.5
Art	1
Career Readiness	4
Life Skills Development	4
<b>Total Units</b>	<b>24</b>

### **Promotion/Retention Procedures**

As a Special Purpose School, it is recognized that students enroll with a variety of learning issues. In order to accommodate the set of diverse instructional circumstances the following promotion/retention procedures are followed.

#### Grade Structure – Kindergarten through Eighth Grade

<b>K-5</b>	<b>6-8</b>
English	English
Math	Math
Reading	Reading
Spelling	Spelling
Social Studies/Science (Reading Comprehension)	Social Studies
	Science

- Skills/Objectives Mastery – 60% of Skills Taught or Grade of 60
- Retention of the student will occur if the above subjects have not been passed

Student progress in grades 9-12 is based on Carnegie Units earned. The following chart describes the promotion category.

Grade Structure – Ninth through Twelfth Grades

<b>Grade</b>	<b>Carnegie Units</b>
Ninth Grade	6 Units
Tenth Grade	6 Units
Eleventh Grade	6 Units
Twelfth Grade	6 Units
24 Total Credits for Graduation	

- A grade of 60 must be earned for a credit
- Retention of the student will occur at the grade in which the 6 Carnegie Units are not achieved.

## **Section Four: School Services**

### **I. SCHOOL ACTIVITIES, CLUBS**

- a. Students will have the opportunity to participate in several activities throughout the year. Some of these may be limited to an individual's classroom and others will be school-wide activities.
- b. 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.

### **II. North New Summit School 7<sup>th</sup> Period Extended Day Program**

- a. North New Summit School 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.
- b. 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 2:40-3:15 p.m. Students will remain in the assigned classroom during enrichment period.

### **III. Individual Counseling Sessions**

- a. It is the goal of the North 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.
- b. 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

### **IV. Dyslexia Therapy**

North New Summit School offers a full-time, year-round Dyslexia Therapy Program for students in K-12<sup>th</sup> grades. For more information, please contact Stella Moses via email at [smoses@northnewsummit.com](mailto:smoses@northnewsummit.com) or Tisha Frazier via email at [tfrazier@northnewsummit.com](mailto:tfrazier@northnewsummit.com) or call 662-451-5398

## **Section Five: Parent Information**

### **I. PARENT INVOLVEMENT**

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

### **II. Communication**

- a. North 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. If you ever need to speak with your child's teacher or your child, please contact the main office, and we will arrange contact in an orderly fashion.
- b. Many teachers, students, and parents have social media accounts such as Facebook, Instagram, etc. Please do not contact your child's teacher about a school issue using social media. North New Summit School and its employees are **NOT** responsible for communicating through social media about school issues or concerns. Please email your child's teacher at their school email address or call the school office and speak to someone to arrange a time for a parent-teacher conference if it is needed.

### **III. 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.

### **IV. Communication with Parents**

In our effort to improve communication between parents and Administration, we have implemented a texting system, provided by RenWeb, 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, progress reports, attendance, discipline information, report cards, and transcripts at any time.

### **V. Parent Conferences**

- a. 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.
- b. 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.

## **Appendix A: North 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 North 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.

### **DRUG AND ALCOHOL TESTING POLICY**

**Overview of Policy.** North 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.

**1. 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.

**2. Mandatory or Required Testing.** For the welfare of North New Summit School students and the School and to promote the School's position and policies regarding illegal drugs and alcohol, North 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:

- a. Observed behavior or change in performance;
- b. Reckless driving or speeding on campus;



- c. Any major disciplinary infraction as defined by the Administration;
- d. Chronic tardiness or absences from School;
- e. Information that a student has caused or contributed to an accident while at school, or during a school sponsored event.
- f. Being off campus without permission;
- g. Violation of any civil or criminal law;
- h. Excessive detention hours;
- i. 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;
- j. Conduct on or off campus which, in the opinion of the Administration, reflects poorly on the reputation of the School.

**3. 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.

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

1. A certain percentage of all students in each of grades 7-12 will be randomly tested during the academic year.
2. Any student testing positive on the initial or a subsequent test will be retested in approximately 100 days and again thereafter at the discretion of the Administration. All follow up testing will be at the expense of the student's family.
3. 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.

**5. 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 by 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. 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.
3. 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.
2. A third positive test (regardless of the year in which it occurs) will result in a student being expelled from the School immediately.

**Contesting a Positive Result.** 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. Student's 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:

- a. 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.
- b. Students and their parents understand the purpose and reason for the tests, and give their consent thereto.
- c. Students and their parents will hold harmless North New Summit School and any other professional agency or business that the School deems necessary to carry out this policy.
- d. 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:

- A. 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.
- B. 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.
- C. 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.
- D. 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 North 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.
- D. 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.
- F. 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:

- A. 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);
- B. 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;
- C. 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
- 2. 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 logbook 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 logbook 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 North New BAT will perform the confirmation test, the North New BAT must re-perform the Student identification steps and must explain the testing procedures to the Student. In addition, the North 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 North New mouthpiece 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 has designated Sherry Toole, Natalie McLellan, and/or Keith Davis to 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 North New materials and North Newforms.

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 co-operate 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.

## **Appendix B: Computer & Internet Policy**

### North New Summit School Computer and Internet Acceptable Use Policy

North 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

##### A. Use authorized by North New Summit School Policy

1. Students shall be authorized to use the North New Summit School Internet facilities and connections for study, research, and communications related to their assigned course work and approved co-curricular activities.
2. Use of data encryption techniques is prohibited.
3. Teachers, other members of the instructional staff, and administrators shall be authorized to use the North 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 North New Summit School policies, practices and procedures concerning the acquisition and use of textbooks, library books, and non-print media.
4. Administrators, supervisors, and support staff shall be authorized to use the North New Summit School Internet facilities and connections associated with their assigned areas of responsibility.

##### B. Unauthorized and Illegal Use

1. Any use, whether onsite or offsite, of the North New Summit School Internet facilities and connections, not authorized by, nor conducted strictly in compliance with North 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:
  - (a) 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.

- (b) Obscene materials. There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of North 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.
- (c) 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 North New Summit School. These actions will result in denial of access.
- (d) 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.

### C. Internet Etiquette

- 1. Users of the Internet are expected to treat others with respect. This means:
  - (a) 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.
  - (b) 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.
  - (c) 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.



#### D. Security of System

1. 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.
2. 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.

#### E. Monitoring of North New Summit School Internet Users

1. North New Summit School provides access to the Internet for authorized instructional, personnel, business, and administrative purposes only. Personal privacy in the use of North New Summit School Internet facilities and connections will not be guaranteed by the North New Summit School. In an attempt to assure that School Internet facilities and connections are being used only for authorized purposes, North New Summit School may:
  - (a) Limit usage of facilities and connections to assigned times and/or locations.
  - (b) Require users to sign a log or to execute log-in procedures to create a record of their usage.
  - (c) Use software or other electronic means to monitor individual usage.
  - (d) Examine all personal electronic files.

#### F. Loss of Internet Privileges

1. Any person who violates North 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.
  - (a) 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 North 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 North New Summit School policy, practices and procedures.

- (b) 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 North New Summit School Faculty Handbook and North New Summit School policy, practices and procedures.

## **Appendix C: Social Media Guidelines**

In accordance with the rules and policies section of the handbook, we expect North 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 North 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. North New Summit asks students to use discretion when posting to the internet.
- North 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.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
- 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.
- 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.
- 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.

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

**New Learning Resources Inc.  
North New Summit School  
Student/Parent Handbook  
Internet Use Policy  
2019-2020**

As the parent of this student, I have read the North New Summit School Internet Acceptable Use Policy, I understand that the Internet is to be used only for educational purposes. I recognize it is impossible for the North New Summit School to restrict access to all controversial materials and acknowledge that the ultimate responsibility for internet use is the responsibility of the user. I will not hold North New Summit School or its employees responsible for materials acquired on the network.

**Parent:**

My child, \_\_\_\_\_, **MAY** use the Internet while at school according to the rules above.

My child, \_\_\_\_\_, **MAY NOT** use the Internet while at school.

Parent Name(s) (please print): \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student:**

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (please print): \_\_\_\_\_

Your Current Grade Level \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please sign and turn in to the front office.

**New Learning Resources Inc.  
North New Summit School  
Student/Parent Handbook  
Acknowledgement Form  
2020-2021**

I, \_\_\_\_\_, have read the North 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 North 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.