

# Student-Parent Handbook



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## All About NSCA

### Our Mission

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

### Our Vision

Boldly reaching New Summits while positively influencing the world.

### We Believe

**We Believe:** Parents bear the primary responsibility for their children's education, while public schools should provide parents with viable choices to support this effort.

**We Believe:** All children are capable of learning and deserve a positive, caring environment, regardless of race, creed, color, or religion.

**We Believe:** Educational achievement is accomplished by elevating expectations for students, parents, and the school.

**We Believe:** Identifying and addressing learning challenges early maximizes student success.

**We Believe:** The lifelong pursuit of knowledge is essential for success in our rapidly changing world, and encouraging children to enjoy learning is vital for achieving that success.

### Contact Information

New Summit Charter Academy

7899 Lexington Drive

Colorado Springs, CO 80920

Phone: 719-749-4010 Fax: 719-297-9997

Website: <https://newsommitcharter.org/>

For questions, please email our school registrar:

[registrar@newsommitcharter.org](mailto:registrar@newsommitcharter.org)

## Leadership Team

Executive Director: Kim McClelland

Principal: Jenn Reissig

Assistant Principal & School Assessment Coordinator: Erin Rivera

School Security Director & Discipline Administrator: John Coppin

Business/Office Manager: Maureen Hilborn

Compliance Officer and Title IX Coordinator: James Ravetti

Communication/Website Manager: Nikki Reichert

Registrar: Sara Dean

## Bell Schedule

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

School Hours: 8:00 am - 3:10 pm

Drop Off Begins: 7:40 am

Carline Ends: 3:25 pm

## Middle School Schedule

Homeroom 7:45 - 8:00

Block 1 8:05 - 9:10

Block 2 9:15 - 10:20

Block 3 10:25 - 11:30

Block 4 11:35 - 12:40

Lunch/Recess 12:40 - 1:25

Yeti Time 1:30 - 2:00

Electives 2:05 - 3:00

Dismissal 3:00 - 3:05

## Cancellations/Snow Days or Delays

NSCA serves a broad geographical student population and follows Academy School District 20's decisions regarding school delays and closures due to inclement weather. If D20 closes or delays school, NSCA will do the same. In all cases of severe weather, parents are encouraged to use their best judgment when deciding whether to send

their child to school; all tardies and absences due to weather conditions will be excused on these days.

For middle school students, virtual learning will take place on snow days. Students are expected to complete assignments in their four core classes: English Language Arts (ELA), Math, History, and Science. To be marked present, students must submit their first block assignment by 11:00 a.m. All remaining assignments are due by 11:59 p.m. to receive full credit for the day.

If a delayed start is announced on an early release Wednesday, school will still be in session from 10:05 a.m. to 3:10 p.m. Dismissal will occur at the regular full-day time of 3:10 p.m., rather than the usual early release time of 1:10 p.m.

## Notification

A school closure or delayed start may be announced when hazardous weather conditions occur. Announcements will be made no later than 6:30 a.m. and shared through local radio and television stations. In addition, updates will be posted on the [Academy District 20 website](#), the [NSCA website](#), and communicated through [ParentSquare](#).

## District 20 Process and Considerations for Closures or Delays

The D20 Transportation Department considers many factors when making any weather-related decisions. Reference [Academy D20 Weather Policies page](#).

# Drop-off/Pickup Procedures

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

## CurbSmart

NSCA utilizes the CurbSmart application for afternoon pick-up to ensure a safe and efficient dismissal process. Each family is assigned a unique CurbSmart number, which must be clearly displayed on the vehicle dashboard during pick-up. This number allows staff to quickly notify classroom teachers when a parent or guardian has arrived, helping to streamline the process and keep students safe.

## Arrival & Dismissal Reminders:

**Arrive no earlier than 7:40 a.m.** Supervision is not available before this time for both elementary and middle school students.

**Always follow the designated drop-off and pick-up procedures.** These systems are in place for the safety and efficiency of all families. Failing to follow them can cause unnecessary delays and safety concerns.

**Remain in your vehicle during pick-up.** Parking and walking to meet your student at the school doors creates congestion and safety risks.

**Use the additional parking at Ford Frick Park if needed.** Please avoid parking in the Pepsi Center lot behind the school or along the street, as your vehicle may be towed.

**Clearly display your student's numbered placard** on your dashboard at pick-up time. Be sure to provide copies to anyone else who may be picking up your student.

**Let our staff assist your student during carpool.** Remaining in your vehicle helps keep the line moving safely and efficiently. If you have younger students, we encourage practicing seatbelt buckling at home to help them become more independent and keep carline running smoothly.

**Encourage siblings to meet at the appropriate exit.** This helps streamline dismissal and ensures all students are accounted for.

**Avoid sending older siblings across the building** to retrieve younger siblings. Siblings should meet at the designated exit to leave together.

## Walkers, Riders, and Carline

Students may ride bicycles/scooters to school if they are confident and able to do so safely. Once on school grounds, students must walk their bikes/scooters and park them in the designated bike racks. Bikes/scooters are not permitted inside the building or in the parking lot during school hours. Once parked, bikes/scooters should remain in the rack until dismissal. Each student is responsible for locking their bike or scooter.

For safety and liability reasons, **in-line skates, roller skates, shoe skates, hoverboards, and skateboards are not allowed on campus at any time**, including outside of school.

hours.

If your student will be walking home, please notify their teacher so they can be marked as a walker. Walkers are dismissed at 3:05 p.m. and are expected to use designated crosswalks when crossing the street.

## Emergency Drills

Students are expected to learn and follow all emergency procedures as directed by NSCA staff. To ensure the safety of our school community, NSCA conducts regular emergency drills throughout the year. These drills help students and staff practice how to respond quickly and appropriately in the event of an emergency.

Teachers will review and post clear procedures in each classroom, including instructions for primary and secondary evacuation routes. During all drills, students are expected to respond promptly, remain quiet, and follow directions in an orderly and respectful manner. Full cooperation is essential to ensure the effectiveness of these safety practices. Students should remember that the purpose of these drills is to protect their safety and well-being at all times.

### Standard Response Protocols

Standard Response Protocols (SRPs) for schools are emergency response plans designed to provide a consistent and clear framework for students, staff, and first responders during critical incidents. These protocols, while not replacing existing school safety plans, aim to ensure shared language and actions for all participants. They are based on five core actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in your area or room until the "All Clear" is announced  
Do business as usual

### **INSTRUCTORS AND STAFF**

Close and lock the door  
Account for students, visitors and others  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **INSTRUCTORS AND STAFF**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students, visitors and others  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **INSTRUCTORS AND STAFF**

Recover people from hallway if possible  
Close and lock the door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **INSTRUCTORS AND STAFF**

Lead evacuation to specified location  
Account for students, visitors and others  
Notify if missing, extra or injured people



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

| <b>Hazard</b> | <b>Safety Strategy</b>   |
|---------------|--------------------------|
| Tornado       | Evacuate to shelter area |
| Hazmat        | Seal the room            |
| Earthquake    | Drop, cover and hold     |
| Tsunami       | Get to high ground       |

### **INSTRUCTORS AND STAFF**

Lead safety strategy  
Account for students, visitors and others  
Notify if missing, extra or injured people

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[Revised: 07/16/2020] (<http://iLoveUGuy.org>)



## Parent Communication Policy

### NSCA Communication Guidelines

At New Summit Charter Academy, our Mission is to build a safe educational community that emphasizes a love of learning and inspires and empowers students to reach New Summits. Our focus within that mission is to support the three main elements of public education - parents, teachers, and students.

First, as a school, we believe that the parents are primarily responsible for the education of the child and that public schools are responsible to give viable choices to parents to assist in that endeavor. Second, our Teachers and Staff contribute significantly to that strategy as the primary delivery mechanism of that education. And finally, our students are the product of both parents and teachers working together collaboratively. This

strategy only works if we include our first school value – Respect. A value that is an outcome for all communications and engagements.

## Communication

To remain informed regarding announcements, events, and changes at NSCA we ask that all members of the learning community do the following:

- Keep up-to-date with our communication:
  - Check the school website ([newsummitcharter.org](http://newsummitcharter.org)) at least weekly for updated information
  - Check Infinite Campus frequently to stay apprised of your student's grades and attendance
  - Read every NSCA update (e-blast) and newsletter
  - Check your student's planner daily for important assignments and information
  - Please sign up and use the ParentSquare App for communication updates and information
- Treat our Board, Faculty, and Staff with respect. This includes at school events, through emails, during telephone conversations, and in the classroom, both during and outside of school hours. Our students are held to a high standard in this regard, and they need to see this modeled by all adults in their lives.

The NSCA Board of Directors maintains a zero-tolerance policy prohibiting any verbal, written, or electronic communications by parents or community members that are hostile, threatening, or otherwise inappropriate. Under no circumstances will a parent or community member be allowed to continue communications that the staff or a teacher perceives as aggressive, loud, abusive, disruptive, insulting, disrespectful, or threatening.

Both staff and teachers are authorized to immediately terminate such communications in a respectful but direct manner. If the interaction is in person on school property, the individual(s) will be directed to vacate the school property immediately. Failure to do so may include additional security measures to protect the school environment and its occupants.

New Summit Charter Academy maintains an open-door policy concerning communication with parents, students, staff, and our community. Be sure to follow the proper line of contact to address an issue.

1. The teacher, activity director, or personnel responsible or involved in your concern.

2. The Discipline Administrator (for discipline or bullying-related issues) and/or your child's School Counselor (for mental health-related concerns).
3. Assistant Principal
4. Principal
5. Executive Director
6. NSCA School Board
7. Academy School District 20
8. Colorado Department of Education

Parents or community members identified to have engaged in such behaviors towards staff or teachers will forfeit the right to communicate through the established chain of communication and will be directed to contact the active Board Director to request a scheduled call. Continuing the original communication with any staff member or teacher will not be allowed until a verbal conversation first occurs with one of the Board Directors. This conversation will not be an opportunity to discuss the original issue; rather, it is an opportunity for the Board Director to discuss school communication resolution and expectations for future communications. The intent is to immediately separate staff and teachers from unprofessional and non-congenial behavior and to limit the negative impact on the school atmosphere and the potential trauma caused by these interactions.

This pause provides an opportunity to reflect on courteous communication and fosters a productive engagement based on respect and focused on the student's best interests. Should this strategy not produce the intended outcome, or the behavior continue, alternative options will be considered and addressed by the school administration and the security team. During this pause in communication, if a parent has an imminent health or safety concern regarding their student, they may communicate it to the School Nurse or the Director of Safety and Security.

We believe this resolution will protect our staff and teachers while fostering a culture of respect and a love of learning. All issues and concerns communicated by parents and community members are taken seriously. This standard of respect will enable the best collaborative results for all involved.

Thank you for your cooperation.

## Class Changes and Teacher Requests

At NSCA, **we do not accept teacher placement requests for any reason.** Classroom

placements are carefully determined by a multidisciplinary team that considers a variety of factors to create balanced and effective learning environments for all students. Our goal is to place each student in a classroom where they can thrive both academically and socially.

While every effort is made to ensure that initial placements are a good fit, we recognize that unforeseen dynamics may occasionally arise. In rare cases, a classroom change may be considered. However, alternative placements are only made when there is a demonstrated, significant need and must be approved by school administration. Any such decision is made by a team of staff members who determine whether a change is in the best interest of the student(s) and the overall classroom environment.

We do not make classroom or teacher changes based solely on parent preference or request. At NSCA, we believe in teaching students important life skills such as resilience, conflict resolution, and respect for others, even in challenging situations. We encourage families to model these values and to support their child in navigating classroom dynamics constructively.

Requests for classroom changes will only be considered based on staff recommendations and classroom availability. Final decisions are made collaboratively by the placement team, including school administration.

## Enrollment and Placement Policy [\(Administrative Policy JG-NSCA\)](#)

NSCA is a non-profit, tuition-free public charter school in Academy School District 20, serving families with kindergarten through 8th grade students.

Students' attendance at NSCA begins with a process that is broken into three significant steps:

1. Admissions
2. Enrollment
3. Lottery Process

This document explains the distinction between these three steps and the process of enrolling students in NSCA.

State law prohibits undue barriers during admissions or enrollment that exclude students based on socioeconomic, family, language background, prior academic performance, special education status, or parental involvement. The process must be

conducted in these three parts to ensure prospective students do not face any discriminatory barriers.

## Admissions

The admissions process is the first stage in any student's access to NSCA. During this stage, a family applies to the school by completing the NSCA's admissions application, which can be found here: <https://newsummitcharter.org/enrollment/>. Students are offered available seats in our wait-listed order. Parents must accept the offer within the specified timeframe to begin enrollment. Once the offer has been accepted, parents will be provided instructions from our school's registrar to complete the required D20 registration or transfer process if necessary. Priority for admissions shall be granted in the following order: NSCA Preschool students, children of founding families, staff children, siblings of enrolled students, D20 Residents, and all other applicants. Within each of these categories, District 20 residents are prioritized over non-residents.

To start kindergarten, students must turn 5 years of age on or before August 15th of the intended enrollment year. In addition, students must also meet the age cut-off requirement for 1st grade. Accordingly, students must be 6 years of age on or before the August 15th deadline that precedes the academic year in which the student wishes to enroll in 1st grade. All cut-off dates will be upheld, with the only possible exceptions for administrative or grade-level approval.

If a seat offer is declined, the child will be removed from the waitlist. In addition, if the parent cannot be reached via the provided contact information on file and a response is not received by the deadline stated in the seat offer letter, the offer will be rescinded. In both cases, a new admission application must be submitted for the child to be considered for a future offer.

## Lottery Process

If the number of admission applications received exceeds the number of available seats for any grade (K-8) after priority admissions are applied, a lottery will be conducted to determine enrollment order. The lottery process will occur annually, no later than the first Monday in June, at noon, mountain time. It will be overseen by at least one member of the public who is neither a staff member nor a board member of NSCA.

The lottery will proceed as follows:

- Each applicant for an oversubscribed grade will be assigned a randomized identification number.
- The lottery will begin with the highest grade offered (8th grade) and proceed downward to kindergarten, filling available seats in each grade.

- Siblings of students already enrolled or selected in the lottery will be placed in their respective grades before the lottery for that grade, provided space is available. Multiple birth children (e.g., twins or triplets) will be enrolled together regardless of class size.
- Names not drawn in the lottery will be placed on a waitlist in the order of their randomized selection. This waitlist will be redrawn each year, and families must reapply annually to remain eligible for future seat offers.

## Enrollment

The enrollment process begins once the student seat offer has been accepted. During this stage, the family must provide further detailed information to complete the registration process with the district through the Central Registry. Providing all the necessary information is essential, as incomplete registrations will not be accepted, and enrollment cannot be guaranteed. If the student has a disability, a records review team, including the parents, NSCA personnel, and ASD20 personnel, will determine the accommodations and services the student needs.

Students new to NSCA will be enrolled conditionally until all school records have been reviewed and approved and registrations are completed.

## Grounds for Denying Enrollment

Final enrollment to NSCA may be denied when:

- If there is a lack of space or teaching staff in a particular program or school requested, priority will be given to resident students applying for admission to the program or school.
- The school requested does not offer appropriate programs, is not structured or equipped with the necessary facilities to meet the student's special needs, or does not offer the particular program requested.
- The student does not meet the established eligibility criteria for participating in a particular program, including age requirements, course prerequisites, and required performance levels.
- A desegregation plan is in effect for the school district, and denial is necessary to enable compliance with the desegregation plan.
- The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or the school.

# Academics

## Curriculum

NSCA uses the best available, age-appropriate, research-based materials in the classroom. Our curriculum is designed to teach mastery of essential skills in each subject area and to foster critical thinking.

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

| Subject/Curriculum                                                                                |
|---------------------------------------------------------------------------------------------------|
| <a href="#">Mathematics</a> - Eureka Math 2                                                       |
| <a href="#">Language Arts</a> - Amplify Core Knowledge Arts (K-5)                                 |
| <a href="#">English Language Arts</a> - Amplify ELA (6-8)                                         |
| <a href="#">Science</a> - Core Knowledge Scope and Sequence                                       |
| <a href="#">History/Geography</a> - Core Knowledge Scope and Sequence                             |
| <a href="#">Music</a> - Core Knowledge Scope and Sequence                                         |
| <a href="#">Art</a> - Core Knowledge Scope and Sequence                                           |
| <a href="#">Physical Education</a> - Colorado State Standards                                     |
| <a href="#">Library</a> - Core Knowledge and Literacy First Focus                                 |
| <a href="#">Social Emotional Learning</a> - Capturing Kids' Hearts & Leadworthy for Middle School |

## Homework Expectations

At NSCA, we believe in supporting a balanced school and home life for all students. As a general guideline, homework should not exceed 10 minutes per grade level each night (e.g., 30 minutes for a 3rd grader). This approach is designed to reinforce learning while still allowing time for rest, play, and family connections. If your child is spending an extended amount of time on homework or is consistently struggling, please don't

hesitate to email the teachers. We value open communication and are committed to partnering with you to support your child's success.

## Standardized Testing Information

### CMAS

The Colorado Measures of Academic Success (CMAS) testing is a state-mandated assessment program in Colorado designed to evaluate student proficiency in English Language Arts, Math, Science, and Social Studies. CMAS is administered to students in grades 3-8 in the spring of each school year.

### NWEA

NWEA (Northwest Evaluation Association) testing, specifically the Measures of Academic Progress (MAP) assessments, is designed to measure a student's academic growth and achievement in math, reading, and language usage. These adaptive, online tests help identify areas where students are excelling or may need additional support, providing valuable insights that allow teachers to adjust instruction accordingly. At NSCA, students take the MAP assessment three times a year to track growth over time and inform individualized instruction that meets each student's needs.

### DIBELS

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is a set of literacy assessments used to screen for reading difficulties and monitor student progress from kindergarten through fifth grade. These assessments help educators identify students who may benefit from additional support and tailor instruction to meet their needs. At NSCA, DIBELS data is used to guide reading instruction, form small groups, and provide targeted literacy interventions.

## Academic Support Programs

At NSCA, we are committed to meeting all students' diverse learning needs through various academic support programs. Our Multi-Tiered System of Supports (MTSS) provides a framework for identifying and addressing academic and behavioral needs at all levels, ensuring that each student receives the appropriate level of support. We offer targeted literacy pull-out instruction for students needing additional help strengthening foundational skills. Our English Language Support (ELS) program assists students in learning English as a second language, helping them develop language proficiency and academic confidence. We also provide Gifted and Talented services for students with an Advanced Learning Plan, offering enrichment opportunities and academic challenges for those with advanced abilities. Together, these programs create a supportive and inclusive learning environment where every student can thrive.

# Dress Code

The Board of Directors of NSCA (NSCA) has established the overarching dress code policy guidance in JICA-NSCA. The uniform policy, JICA-NSCA-R, is an essential hallmark of the NSCA academic culture. Wearing uniforms impacts the school positively by:

- Fostering a distinct and positive appearance.
- Decreasing distractions.
- Increasing wardrobe equity.
- Supporting easy identification of visitors or strangers.
- Giving parents and students an opportunity to demonstrate mutual support of NSCA's [core values and beliefs](#).
- Teaching students the importance of self-discipline and personal responsibility.

Uniforms are mandatory for all NSCA students. Wearing uniforms promotes safety, improves discipline, and enhances the learning environment. Proper wearing of the uniform also shows pride in oneself and NSCA. Students are expected to be in uniform from entering the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed. Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

## Uniform Wear Guidance

Students must present a neat appearance. Uniforms must be of an appropriate size/fit and must be worn as the policy intends. An appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Distracting wear includes clothing with statements, slogans, or conspicuous political or religious symbols or references.

## Parent and Staff Responsibilities

- Parents are responsible for ensuring their students arrive in the proper uniform.
- Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and administrators, who will make final decisions regarding uniform issues.
- Consistent compliance with the policy is expected by all.

## Consequences for Uniform Violations

Uniform violations will be documented on the uniform violation form. If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring in the appropriate uniform item(s), which will enable the student to comply with uniform policies.

### Colors

- Tops (shirts, sweatshirts (crew & hooded), sweaters)
  - navy, white, light blue, red
- Dresses
  - navy, light blue, or red
- Jumpers
  - Navy or Khaki
- Bottoms (shorts, skorts, skirts, capris)
  - Navy, black, or khaki only
- Leggings
  - Navy, black, white, or gray
- Tights
  - Approved uniform colors

### Shirts



- Short—or long-sleeved polo-style shirts in navy, white, light blue, or red (**no maroon, burgundy, forest green, or black**). Polos **may not** have any logos (e.g., Reebok, Nike, other name brands, or other school logos).
- Button-up long-sleeved dress shirts are acceptable in **light blue** and **white** only.
- Undergarments should not be visible.
- Shirts may be made of any material or blend, with the exception of denim, sheer, or spandex.
- A polo or turtle neck of approved school colors must be worn under a jumper dress.

## Sweatshirts and Sweaters

- Only solid-colored zip-ups, pullovers, or hooded sweatshirts and sweaters in approved school colors (see above) may be worn **without any logos or designs**. All other outerwear must be stored in designated areas during the school day and may only be worn outdoors during recess, not in the classroom. An approved uniform shirt must be worn under sweatshirts or sweaters.

*\*If the uniform item has a hood, no hoods will be worn in the school/classroom.*

## Pants, Capris and Shorts (Boys & Girls)

- Navy, black, or khaki only.
- No denim, sweat, or spandex material for pants or shorts.
- Zip-off pants are not allowed. Pockets must be on the inside, no cargo pants.
- All pants must be free from rips and tears and appear clean.

*\*Leggings may not be worn as pants.*

## Skorts, Skirts, Polo Dresses, Jumpers, and Capris (Girls)

- Skorts, polo dresses, jumpers, and skirts must be no more than halfway up the thigh.
- Skorts, capris, and skirts must be navy, black, or khaki in color.
- Jumpers and polo dresses may be worn in any school-approved uniform color (see above).
- Undergarments should not be visible while sitting or standing.

## Shoes

- Only closed-toe and closed-heel shoes, including boots and dress shoes, are permitted. Tennis, athletic, or running shoes may be any color and have manufacturer logos.
- Heelys are not allowed.
- Heels/Soles no higher than one inch.
- Flip flops, beach shoes, jellies, slippers, or swim shoes may not be worn.

## Hair/Accessories/Other Items

- Girls may wear hair accessories that match uniform colors and no patterns.
- A student's hair shall be worn in a manner that is not in the student's eyes.
- Boys are welcome to wear bow ties & ties in our approved school colors.
- Hats may not be worn in the classroom. Students may wear hats outdoors; however, they must be removed as soon as they enter the building. Students with medical requirements may wear a hat with medical documentation.
- Ear piercings are allowed in each ear. Permitted jewelry for students includes traditional watches without internet or cellular service, bracelets, small earrings, and necklaces. Necklaces may be worn but must be on the inside of the shirt.
- Lanyards and Pins on lanyards or clothing must not be controversial in nature.
- No other visible body piercings are allowed.
- No gauges or earlobe plugs will be allowed.
- Make-up may be worn but must be in natural tones.
- Hair color must be in natural shades and tones.
- Layering shirts can be in school colors.
- No animal ears or tails are allowed as an accessory unless it is for a dress-up or spirit day.

## Spirit Days

- Occasionally, Spirit Days may be held, featuring themes such as jeans, costumes, pajamas, or other creative outfits. All clothing must be free of holes and sheer materials. When selecting attire for these events, students should exercise good judgment and show respect for themselves and others. Any clothing that is disruptive or has the potential to disrupt the classroom environment is not allowed. Administrators have the discretion to determine whether an outfit may be disruptive to the school environment.
- School-purchased spirit wear or purchased house-color shirts may be worn with jeans or uniform pants, skirts, or shorts on Fridays and house assembly days. If you choose not to wear spirit wear or purchased house color shirts, a uniform polo must be worn.

## School Pictures

- Uniforms will not be required for individual student pictures taken in the fall, although they may be worn if desired. Students who do not wear uniforms are

expected to dress up. Students will be required to wear their uniforms for the class pictures taken in the spring.

# Attendance and Punctuality

## Absenteeism Reporting Procedure

Daily school attendance is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It isn't easy to replace learning in the classroom with studying outside. Excessive absences and/or tardies may hurt a student's education and grades, whether excused or unexcused. All absences must be reported to the school through our online absentee form. If a student is absent for more than two consecutive days, a doctor's note is required. The first two days will be excused if the absence is reported; additional days will only be excused with medical documentation.

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

## Excused vs. Unexcused Absences [Administrative Policy JE](#)

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

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

If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences. **At the Administration's discretion, absences may require suitable proof regarding the**

**above exceptions, including written statements from medical sources and agencies.**

## Truancy

If a student has **four or more unexcused absences** in one month, or **ten or more unexcused absences** in a school year, the student will be considered "habitually truant." [Administrative policy JH and C.R.S § 22-33- 102(3.5)]. Absences due to suspension or expulsion will not be counted in the total of unexcused absences. To reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. NSCA complies with all Colorado State laws concerning compulsory attendance.

### Unexcused Absences Process Before Truancy:

1. After **six unexcused** absences, students and parents will be notified with a warning of the outcome if there are any additional absences for the semester or year.
2. After four unexcused absences in 30 days or ten unexcused absences during any school year, the student will be placed on an attendance contract that will include parent and teacher input when possible. You will receive a letter of warning regarding your student's lack of attendance for more than four unexcused absences per month or ten unexcused absences during any school year and will potentially be referred for truancy.
3. Any student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent". [Administrative policy JH, JHB]. If a student is identified as "chronically absent," the student will be placed on an attendance contract that will include parent and teacher input when possible. You will receive a letter of warning regarding your student's lack of attendance for 10% or more of a quarter and will potentially be referred for truancy.
4. The school monitors individual unexcused absences with the Infinite Campus student information system. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel will make a reasonable effort to notify the parent/guardian by telephone.
5. When a student is declared habitually truant, the school will require a meeting with the student, their parent or guardian, and appropriate school personnel to review and evaluate the reasons for the student's habitual truancy. The attendance clerk and school administration will hold and schedule this meeting, and the student will be placed on an attendance contract.

Be aware that NSCA will first take steps to work with families to reduce truancy, but we will partner with local juvenile courts to intervene and address truancy. When a student has excessive absences, whether excused or unexcused, they negatively impact the student's academic success.

Excessive absences seriously disrupt continuity in the learning process and social adaptation. In most situations, the work and lessons missed cannot be made up adequately. Students with good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons, the Board believes that a student must satisfy two basic requirements to earn full class credit: 1) satisfy all academic requirements and 2) exhibit good attendance habits as stated in this policy.

## Other-Related Absences

Parents and guardians should limit appointments and other non-school-related activities to outside school hours whenever possible. When appointments must be made during school hours, or wherever a student must be absent from school for any portion of the school day, it will be the parent or guardian's responsibility to notify school officials in writing or by telephone stating the reason for their child's absence. Absences can be reported quickly through our website and parent communication app, Parent Square. When a parent/guardian fails to notify the school of their child's absence, it shall be recorded as unexcused. After missing three or more consecutive days, documentation will be required upon returning to school in order to excuse those absences. In addition, any absence that requires a student to be checked out early and/or checked in late will require documentation specifying the date and time of the student's appointment.

As determined by the administration, absences due to severe weather conditions may be considered excused. Such absences will not count against a student for the purposes of attaining a perfect attendance record or initiating judicial proceedings to enforce compulsory attendance.

If a student is in out-of-home placement (*as that term is defined by C.R.S. 22-32-138(1)(e)*), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned caseworker shall verify the student's absence was for a court appearance or court-ordered activity.

## Unexcused Absences

Absences that are not covered by the above exceptions will be considered

unexcused. Each unexcused absence shall be entered on the student's permanent record. All absences can be seen on Infinite Campus through the parent portal.

By Colorado State statutes, NSCA may impose academic penalties that relate directly to classes missed while unexcused. The administration has developed regulations to implement appropriate penalties. Students and parents/guardians may petition the administration of NSCA for exceptions to this policy, or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Any student who has been absent from class for **six** consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness, or death, is considered a "dropout" and shall be reported to the Department of Education by the school's Administration. However, if the student attends the end of the school year or enrolled in another school, home study course, or online program, such student is not considered a dropout and shall not be reported.

## Corrected/Missing Work

All corrected or missing work needs to be submitted to the teacher prior to the unit/topic assessment. Once the unit or topic assessment is complete, missing or late work will not be accepted.

## Make-Up Work

Make-up work shall be provided upon a student's return for any class in which the student is absent. Work will not be provided in advance. It is the responsibility of the student to make-up any missed assignments. They will be permitted two days for each day of absence to make up the work. If work is not turned in during that time frame they will receive a zero for the assignment(s). All missed exams will be taken within **two** days upon returning from an absence. Any exceptions to these guidelines would need to come from a school administrator prior to the excused absence. All make-up assignments must be submitted by the last day of the quarter to receive credit to enable timely reporting of quarter grades.

## Tardiness

Students will be considered tardy if they arrive for school after 8:05 without an acceptable excuse and/or arrive late to a specific class. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student

to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Punctuality is one of several self-disciplines that the school encourages in our students. Students arriving after 8:05 AM without a medical provider's note are considered tardy and unexcused. After **ten** tardies in a school year, penalties will be imposed as the unexcused absence policy, and the student will be placed on an **attendance contract**.

A student meeting with another staff member or administrator shall not be considered tardy, provided the student gives the student a pass to enter his/her next class. Teachers shall honor passes presented under this policy.

## Early Pick-Up from School

We discourage students from being picked up during school hours except for illnesses, scheduled therapies, or emergencies. We encourage parents to schedule all appointments during non-school hours whenever possible, so students do not miss valuable class time. Students will only be released to parents from the office or reception area. You will be asked to show your identification. Anyone other than a parent/legal guardian picking up a student must be listed as an emergency contact in your student's Infinite Campus account, or have a Pick Up Authorization completed for that school year on file with the school.. There is no exception, and the school must follow this process as a part of our safety and security plan.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:05 p.m. on regularly scheduled school days and 1:05 p.m. on early release school days. Early dismissal is detrimental to the learning process for both the student leaving and those who are disrupted by the interruption. Unavoidable situations will happen; however, excessive early dismissals will be documented as tardy in the student's permanent attendance record. After **ten** early dismissals in a school year, penalties will be imposed as the unexcused absence policy, and the student will be placed on an **attendance contract**.

## Leaving Campus During the Day

Students may not leave campus during school hours unless a parent or guardian signs them out at the receptionist desk and the parent accompanies them off-campus.

## Penalties

A student shall be given notification of his/her first truancy offense. The student and his or her parents or guardians may be subject to disciplinary or legal action.

## Withdrawal from School

If a parent/guardian decides to withdraw their student from school for any reason, the student must follow the checkout procedure and complete a withdrawal form with the NSCA Registrar. All outstanding fines must be paid, and all school property must be returned prior to the student's departure.

# Student Conduct

## Discipline Procedures: NSCA Discipline Model [Administrative Policy - JIC](#)

At NSCA, our discipline model is designed to promote a positive, respectful, and safe learning environment through building strong relationships and fostering student accountability. The goal is not just to manage behavior but to help students become self-managing and resilient in times of conflict or stress.

Our approach emphasizes **relational capacity**, **consistency**, and **calm de-escalation** of behaviors. We use the **Capturing Kids' Hearts EXCEL model** as a foundation for meaningful communication and relationship-building between staff and students.

A central part of our discipline model is the **Social Contract**, developed collaboratively by students and teachers to establish shared expectations for how we treat one another. The **Behave-In/Behave-Out** strategy further supports this contract by encouraging students to reflect, self-regulate, and re-engage as responsible team members.

This model empowers students by:

- Promoting ownership of their behavior
- Teaching conflict resolution and communication skills

- Creating a safe space for all learners
- Encouraging respectful and accountable behavior across campus

Through these strategies, NSCA aims to model and reinforce the life skills necessary for students to thrive both in and out of the classroom.

## Discipline Ladder & Administrator Ladder

At NSCA, we use a structured discipline model to ensure consistency, fairness, and a focus on student growth. The **Discipline Ladder** and **Administrator Ladder** outline clear steps for addressing behavioral concerns, supporting students in learning from their actions, and successfully reintegrating into the classroom.

These ladders help:

- Guide staff in handling misbehavior consistently
- De-escalate situations respectfully and calmly
- Support students in learning appropriate behaviors
- Communicate clear expectations to students and families

### Discipline Ladder

This ladder outlines steps taken by classroom staff when managing student behavior. It starts from the bottom (minor interventions) and progresses upward as behavior continues or escalates.

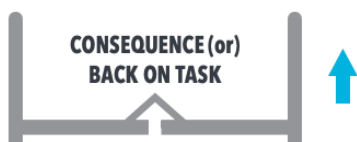
### Administrator Ladder

This ladder begins at the top when a student is referred to the office. It includes interventions, consequences, and expectations for students to re-enter the classroom environment successfully and respectfully.

The goal of both ladders is to **reduce behavior problems** by consistently applying the **Capturing Kids' Hearts EXCEL Model** and reinforcing the **Social Contract** throughout the school.

These ladders **do not replace classroom rules or consequences**, but rather, provide a unified school-wide framework that ensures clarity and consistency across all grade levels and situations.

### Discipline Ladder for Teachers



CAPTURING KIDS' HEARTS

### Discipline Ladder for Administrators



## Suspension and Expulsion ([Administrative Policy JKD/JKE](#)):

NSCA shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See D20 Administrative Procedures JKD/JKE-R1 and JKD/JKE-R2 for implementation details and for students with disabilities.) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

## Anti-discrimination Policies Administrative Policy - AC Policy

Under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the Americans with Disabilities Act, and the Boy Scouts of America Equal Access Act. By federal and state law, NSCA does not discriminate based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions. Administrative policy AC – Non-Discrimination/Equal Opportunity, and procedures AC-R and AC-R-2, outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

# Clubs

Clubs may be permitted at NSCA with prior approval from the school administration. A written proposal must be submitted and approved, and the school rental process must be completed through the business office. Most school clubs require a staff sponsor to supervise all meetings, and clubs must take place outside of instructional hours.

Some clubs may require a participation fee, which will be communicated at the start of the club. Transportation to and from club meetings is the responsibility of the parent or guardian. Students are expected to be picked up promptly at the end of each meeting. Repeated late pick-ups may result in withdrawal from the club and possible ineligibility for future clubs. Recurring behavior issues during clubs can also result in a student losing the opportunity to continue to participate in the club. Please note that participation may be limited due to adult-to-student supervision ratios.

## Student Organizations ([Administrative Policy JJA](#))

Middle school students at NSCA may hold meetings for student clubs or organizations on school premises during non-instructional time, in accordance with Administrative Policy JJA.

Curriculum-related student organizations serve as an extension of the academic program and must align directly with Colorado Academic Standards. These organizations are intended to enhance students' educational experiences and support classroom learning. Proposals for curriculum-related student organizations must clearly explain how the club's content and activities connect to and support the school curriculum and state standards.

Only student organizations that meet these requirements and are approved by NSCA Administration will be officially recognized as school-sponsored.

# Assemblies, Field Trips, Parties, & School Events

## Assemblies

Assemblies are a regular and important part of student life at NSCA. They will be scheduled in advance and posted on the monthly calendar. Students are expected to

attend and participate respectfully. During assemblies, students should remain attentive, quiet, and follow all expectations outlined in our school's Social Contract.

## Field Trips

A completed permission form, provided by the school, must be submitted by the parent/guardian for each scheduled field trip. Students without the required form will not be allowed to participate. Additionally, students who do not meet academic and/or behavioral expectations may be denied participation. Please note that refunds will not be issued for students who have paid for a field trip but are unable to attend due to behavior-related issues.

Parents wishing to serve as chaperones must complete all necessary volunteer training and background checks before the field trip. All adult chaperones will undergo a CBI background check. For more information regarding background checks, please refer to the Volunteer Section of this handbook.

Please note that adult chaperones may be excluded from field trip participation if their behavior or character does not align with the NSCA mission and values.

## Parties & Special Events

We love celebrating special moments with our students! Please review the following guidelines:

- **Birthdays** may be celebrated in class. Please contact the classroom teacher to coordinate. If birthday invitations are sent to be distributed in school for an outside celebration, all students need to be invited as not to exclude anyone.
- **Homemade food items are not permitted.** All treats must be store-bought, sealed in original packaging, and include a visible nutrition label and ingredient list.
- **Non-food treats** such as stickers, pencils, small toys, books, or light-up trinkets are encouraged alternatives.
- For special classroom or curriculum-based events:
  - All food and drink items must be **approved by the school nurse.**
  - If parents are assigned to bring food, it must be **store-bought in original packaging**, including ingredient lists and carbohydrate counts per serving.
  - Food from restaurants (pizza, donuts, cultural dishes, etc.) must be

accompanied by a **printed list of ingredients and carb count** from the restaurant.

- NSCA is committed to minimizing allergen exposure. While we cannot guarantee an allergen-free environment, your cooperation with these guidelines helps us ensure a safer space for all students

## Conduct at NSCA Social Events

NSCA-sponsored social events promote school spirit and community. All participants are expected to contribute positively. The following rules apply:

- Events require **NSCA staff and approved chaperones**; parent chaperones must undergo a background check and be approved in advance.
- **Inappropriate behavior or possession/use of drugs, alcohol, or tobacco** will result in immediate contact with a parent/guardian and law enforcement.
- All attendees are expected to **act responsibly and in alignment with NSCA values**, fostering a safe and respectful atmosphere.

## Personal Items, Food, and School Expectations

### Toys

To maintain a focused learning environment and support a positive peer culture:

- **Toys, trading cards, collectible cards** (e.g., Pokémon, Magic: The Gathering), and **electronic gaming devices** are not permitted at school, including during recess.
- If brought to school, these items may be **confiscated by a teacher** and held until the end of the school day.
- Parents may receive communication requesting that the item not be brought back to campus.
- Repeated violations may result in further consequences.

## Food and Water at Events

To maintain cleanliness and support student health, food and drink guidelines are as follows:

- **Food and drinks (other than water)** are not allowed in hallways, breakout rooms, or classrooms except during designated lunchtime or approved nutrition breaks.
- Students are encouraged to bring water bottles. These may be refilled with teacher permission and kept in classrooms (water only).
- **Sodas** are not permitted in classrooms.
- **Energy Drinks** are not permitted at school.
- Students with a medical accommodation plan may have food or drinks during the day as specified in their plan.

## Gum

Gum chewing is generally not permitted at school. Exceptions may be made if a student has a medical or educational accommodation that supports the use of chewing gum to manage specific symptoms. Otherwise, students should not bring gum to school.

## Additional Policies

Tobacco-Free Schools ([Administrative Policy ADC](#))

Drug/Alcohol Use - ([District Policy Policy JICH-R](#))

Penalties for Possession - ([District Policy JICH-R](#))

Screening and Testing of Students (and Treatment of Mental Disorders) ([Administrative Policy JLDAC](#))

Student Interrogations, Searches, and Arrests ([Administrative Policy JIH](#))

Sharing/Release of Student Information ([Administrative Policy JRCA](#))

## Technology Usage Guidelines

Personal Devices & Cell Phone Policy ([JICJ-NSCA-A](#))

Students are prohibited from using mobile devices—including smartphones, smartwatches, and online tablets—during school hours at NSCA (NSCA). *School hours* refer to any time students are on school premises, including class time, lunch, study hall, breaks, and school-sponsored activities, unless explicitly permitted by a teacher or school administrator for educational purposes.

Students may bring cell phones to school; however, they must remain **powered off and secured** in lockers, backpacks, or bags for the entire school day. Students are not permitted to access or use cell phones or smartwatches at any time from the start of their school day until dismissal, including as instructional tools in class, unless otherwise directed by a staff member.

If a staff member sees or hears a mobile device during the school day, this will be considered a violation of this policy and the device will be confiscated or the student will be asked to bring it to the front office. **Devices may be retrieved by the student at the end of the school day.** Persistent violations will result in disciplinary action in accordance with the NSCA Disciplinary Policy (JICJ-NSCA-R). This policy follows the approach: “*See it, hear it—take it.*”

Teachers and staff will enforce this policy consistently and fairly. Repeated non-compliance will lead to graduated consequences. Exceptions for medical reasons must be submitted through the **Medical Exemption Form for Student Use of Cell Phones (JICJ-NSCA-E)** and approved by the administration.

## Acceptable Use Policy for Technology

The utilization of the Internet, electronic communications, and digital media is integral to supporting educational curricula and substantially enriching the learning environment. Engagement with these resources facilitates critical thinking, information analysis, effective communication, proficient writing skills, problem-solving abilities, and the cultivation of digital competencies essential for current employment demands. Moreover, leveraging these tools fosters a mindset of continual learning and provides avenues for remote education participation, peer interaction, and access to educational informational resources. For this policy's purposes, "digital resources" means District network and any device, hardware, software, website, database, or other technology used to access the Internet.

### **Blocking or filtering obscene, pornographic, or harmful content**

Recognizing the dynamic nature of the digital landscape, wherein students may encounter materials of varying content, including potentially harmful content, the school will make reasonable measures to safeguard students from accessing material deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children’s Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using District digital resources to avoid exposure to inappropriate material.

### **No expectation of privacy**

NSCA-owned digital resources are intended for educational purposes and are subject to monitoring and oversight by NSCA. Students should be aware that there is no expectation of privacy when accessing or using NSCA digital resources or within the school network. Students' accounts may be investigated at any time for inappropriate use including all NSCA digital resources.

### **Unauthorized and unacceptable uses**

Students shall use NSCA technology devices in a responsible, efficient, ethical and legal manner. Unauthorized and unacceptable uses of digital resources encompass a spectrum of behaviors, including but not limited to accessing, creating, or transmitting material unrelated to educational objectives. All material and information accessed/received through the NSCA network shall remain the property of NSCA.

Because technology and ways of using technology are constantly evolving, every unacceptable use of NSCA technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to NSCA education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator
- uses Artificial Intelligence in an inappropriate manner
- engages in cyberbullying (policy JICDE)

## Security and safety

Ensuring the security and safety of digital resources is of paramount importance. Students must promptly report any security concerns they encounter while using digital resources to designated NSCA personnel. Additionally, students are prohibited from engaging in activities that compromise the integrity or functionality of NSCA networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier. Inappropriate use or vandalism against NSCA networks or digital resources are subject to disciplinary measures, including loss of the digital resource, loss of network privileges, suspension, expulsion, or civil or criminal liability under applicable laws.

In the interest of student safety and security, schools integrate digital citizenship skills into instruction as part of their accreditation process. Students are reminded to exercise caution if sharing personally identifiable information (PII) and to refrain from arranging in-person meetings with individuals encountered online.

## Student use is a privilege

NSCA emphasizes that the use of digital resources, including access to the Internet, electronic communications, school devices, and digital media services, is a privilege contingent upon responsible, respectful, and ethical conduct. Failure to adhere to established usage guidelines may result in the loss of access privileges, restitution for damages incurred, and disciplinary action in accordance with NSCA policy.

## Digital Citizenship Expectations

### User Security

Students are responsible for maintaining the security of their login credentials. Students must not share their usernames, passwords, or account access with others under any circumstances. Additionally, students are strictly prohibited from logging in using another student's or staff member's credentials, whether with or without their consent or knowledge. Misuse of login information may result in disciplinary action and loss of technology privileges.

### Use of AI

Students are expected to submit original work and demonstrate their own learning. Passing off work generated by artificial intelligence (AI) or any other source as one's own is considered academic dishonesty and is strictly prohibited. This includes using AI tools to complete assignments, essays, projects, or other academic tasks without proper attribution. Students found engaging in such practices will face disciplinary actions in

accordance with NSCA's academic integrity policies. It is essential for students to engage with their learning authentically, ensuring that all submitted work reflects their own understanding and effort.

## Computer Behavior

Any intentional act by a student that damages NSCA technology hardware, software, operating systems, or data will be considered **vandalism**. Such actions are subject to **school rules, disciplinary procedures, and may result in criminal prosecution**. This includes any behavior that requires the repair or replacement of NSCA technologies or data. Additionally, any act of **digital vandalism** that occurs outside of NSCA but uses or impacts NSCA digital resources will be addressed with the same level of disciplinary response and may also lead to legal consequences.

Middle school students will be issued their own specific Chromebook for the purpose of completing assignments. The expectations regarding those devices are outlined in the Student Chromebook Agreement that each student/parent will agree to and sign before the device is issued. The students are responsible for the care of their device. Devices should always be in their possession and neatly connected in provided carts to be charged. If a student device is rendered unusable due to misuse or uncharged enough for use, the student must inform their homeroom teacher. Teachers will communicate with Admin and IT to pursue temporary replacement. Students are never to help themselves to random computers found on tables or in charging carts.

All NSCA digital resources will be monitored with various tools to ensure appropriate usage. Inappropriate use is any activity that doesn't relate directly to an assignment. This includes, but is not limited to online gaming, social media, bullying, creation of shared digital documents for the purpose of "chatting", etc. Activities deemed inappropriate may be referred for disciplinary action including calls home, detention, suspension, revocation of the student device and/or suspension of the student's Google account. The digital landscape is constantly changing. NSCA's monitoring activities are regularly reviewed and updated, but can't always prevent inappropriate activity. NSCA reserves the right to modify this policy as new tools are acquired and new filters implemented.

# Parent Involvement and Volunteers

## Parent-Teacher Conference Procedures

Parent-teacher conferences are an essential part of fostering strong communication between families and the school. These meetings provide an opportunity to discuss student progress, celebrate growth, and identify areas where additional support may be needed. For students in kindergarten through fifth-grade, fall conferences are **mandatory** and serve as a valuable touchpoint early in the school year to set goals and ensure a strong home-to-school connection. Spring conferences for K–5 are **optional** or scheduled at the teacher's request, depending on the student's needs. For students in grades 6–8, conferences are **optional** in both the fall and spring or may be requested by the teacher. NSCA encourages all parents to attend when invited, as collaboration between families and educators is key to student success.

## Volunteer Opportunities

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

Volunteer service is subject to completion of the Volunteer Training program, adherence to the Volunteer Handbook, and full cooperation with the staff and teachers. We reserve the right to revoke the right to volunteer at NSCA at any time if the situation warrants.

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

## General Guidelines

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

- The teacher's individual teaching style sets the tone in the classroom, including the delivery of the educational program regarding classroom management. The teacher has primary responsibility for the classroom and student learning within the classroom.

- Parents who wish to be volunteers in the classroom need to learn the teaching style of the teacher they wish to assist. If the teacher's teaching style conflicts with the parent's volunteering style, the parent will need to adjust their style or find a more compatible volunteer role in the school.
- It is never acceptable for a parent or volunteer to confront a teacher or staff member about an issue when students are present.
- Please remember to respect the teacher's schedule and refrain from discussing your child's individual needs or other students until an appointment with your child's teacher has been scheduled.
- NSCA encourages parents to take a particular interest in their children's lives, act as mentors and tutors, and instill in every child a love of learning. Parents work alongside the staff to ensure the most effective education possible. To this end, parents are responsible for knowing and understanding the contents of the NSCA's Student/Parent Handbook. They are encouraged, but not required, to participate on school committees and provide other volunteer services as they are able.
- Volunteers must follow the school's Social Contract and attend our volunteer training before volunteering. All volunteer hours can be tracked through your Parent Square App.
- All volunteers must complete the volunteer training and registration and when required, the background checks, at the cost of the volunteer.

## Volunteer Code of Conduct

- Be respectful of the classroom by not disrupting a teacher's instructional time or student learning. Do not discuss your student(s) with staff during volunteer time.
- Please know that if any conduct is deemed inappropriate, the Administration will set limitations.
- Conduct yourself businesslike and fair, without partiality to individual students or personal beliefs.
- Respect and abide by the confidential nature of anything you see or hear while volunteering.
- Acknowledge the teacher as the authority in the classroom. It is not the role of a volunteer to correct students.
- Do not confront a teacher regarding disagreements/differences of opinion in the presence of children. Graciously accept direction and constructive criticism from staff members.
- Dress modestly and appropriately for a school environment (i.e. refer to Dress Code).

- Be on time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for NSCA.
- Motivate children in a positive way to work and help them succeed in school.
- Schedule all in-classroom volunteer hours through the classroom teacher.
- When volunteering at the school, sign in and out at the front desk. You will always be required to show your ID.
- Wear the volunteer name tag when volunteering at the school.
- Record all on and off-campus volunteer hours in Parent Square.
- You are not permitted to bring siblings or non-students on campus when volunteering. This is due to the hazards and liability of having small or unsupervised children on school grounds. When you are here to volunteer, we ask that you focus solely on that role and that you are not taking care of other children at the same time.

## YPC Information

Our Yeti Parent Committee (YPC) is a dedicated group of parent volunteers who help create events and opportunities that foster a strong sense of partnership and community among NSCA families. The YPC is committed to upholding the core values that NSCA strives to instill in our students every day. In the spirit of unity and shared purpose, our founding Board of Directors established a Social Contract that guides the behavior and interactions of all Board and Committee members. This contract serves as a reminder to uphold these values in every meeting, every volunteer opportunity, and every interaction—with each other and especially with our students.

All parents and guardians are welcome and highly encouraged to join the YPC. For more information, visit the YPC website: <https://www.newsummitcharter.org/ypc/>

# Student Support Services and Mandates

## Child Abuse and Mandatory Reporting

NSCA will follow D20 district policies and Colorado State laws regarding the reporting of suspected child abuse or neglect. Please note that every professional in the educational environment is a mandatory reporter by law. We do not investigate accusations, reports, or assumed child abuse, and we will never contact parents before a report is made. We will report any allegations or suspicions of child abuse. We are required by law to do our due diligence to make a mandatory report, and then the Department of Human Services does the investigation. Please respect the confidential

nature of this process and do not ask about a report or pressure any staff member into giving you details about a mandatory report that may have been made. We will not discuss these reports. Additionally, we will not reveal the details or content of any report or the staff member who made the report. Please visit the district website for an updated version of these policies.

## Suicidal Ideation and Harm to Self

We will also follow D20 policies and procedures regarding allegations, threats, or gestures involving harm to self or others. Regardless of the situation or factors involved, every threat or perceived threat of harm to self will be taken seriously. The counseling team and other qualified staff members are trained in the Columbia Assessment which is used as the suicide risk assessment in ASD20.

Parent/Guardian consent to administer the Columbia assessment is not required and we do not contact parents prior to an assessment to get permission for the assessment to be completed. Parent(s)/Guardian(s) may or may not be contacted prior to the administration of this assessment; however, they will be contacted afterwards to communicate that the assessment was administered and to discuss further recommendations. At times, administrators and counselors may make the decision to contact the city crisis team or emergency services to complete an assessment or further assessment of a student. We do not need to obtain parent consent to call the crisis team; however, you will be notified when this decision is made and the crisis team may contact you to speak with you further. In the event that there is belief that a student may be in immediate danger, 911 will be contacted. Following a Columbia Assessment, recommendations will be made. It is always a parent's right to follow-up on these recommendations or not. These recommendations are not mandates but are intended to keep you informed of available resources and help provide support to your child in their time of need.

## Counseling Services

At NSCA, we believe that student success is strengthened when families and educators work together. Our counseling program is designed to support students' academic growth, emotional development, and overall well-being within the educational environment. While school counselors operate under specific legal and ethical guidelines that govern confidentiality, safety, and mandatory reporting obligations, we are committed to maintaining open, respectful, and collaborative relationships with parents/guardians whenever appropriate and permitted by law.

Our goal is to provide students with a safe and supportive space at school while also partnering with families to promote consistency, stability, and positive outcomes for every child. NSCA employs two school counselors who are fully licensed as both clinical counselors and school counselors. It is unique for a school to have school counselors who are also clinically licensed. Despite expertise and extensive experience in mental health, school counselors do not provide ongoing or long-term therapy to students. We utilize our clinical experience to offer short-term support and crisis intervention. School counseling services are not a substitute for outside mental health therapy and do not constitute long-term clinical treatment.

In accordance with Colorado law and the role of school counselors within the educational setting, students have access to school counseling services to support their academic, social, emotional, and postsecondary development. Students may be referred by staff, parents/guardians, or may self-refer.

School counselors may meet individually or in small groups with students as part of the school's educational program. Consistent with Colorado statute and professional school counseling standards, prior parental consent is not required for school-based counseling services that are brief, solution-focused, and provided in support of a student's educational experience. School Counselors are also required to immediately respond to student crisis or safety concerns and this does not require prior parental consent.

Communication between students and the school counselor is handled with appropriate professional discretion. However, confidentiality is not absolute. The counselor's primary obligation is to student safety and compliance with applicable law. Parents/guardians will be contacted when:

- There are safety concerns, including risk of harm to self or others.
- A referral to community-based services may be appropriate.
- The student requests parent involvement.
- In the professional judgment of the counselor or administration, parent communication is appropriate and in the best interest of the student's safety, well-being, or educational progress.

In situations involving suspected abuse or neglect, school counselors and all educational professionals are mandated reporters under Colorado law. Reports are made directly to the appropriate authorities as required by law. In these circumstances, parents/guardians are not notified by the school prior to or following the filing of a mandatory report, in order to comply with legal obligations and to ensure student safety.

The timing and scope of parent communication regarding counseling matters are determined by the school based on legal requirements, safety considerations, and professional judgment. However, we value collaboration with families and seek to partner with parents/guardians whenever possible to ensure students receive consistent and supportive care across settings. Our goal is to work alongside families while maintaining the professional standards and legal responsibilities governing school-based counseling services.

If you would like your student to speak with a school counselor, you may reach out to one of our counselors via email or by phone.

Tiffany Fontenot, MSW, LCSW, LSC  
[tiffany.fontenot@newsomitcharter.org](mailto:tiffany.fontenot@newsomitcharter.org)  
719-639-7135

Cortnie Wise, MA, LPC, LSC  
[cortnie.wise@newsomitcharter.org](mailto:cortnie.wise@newsomitcharter.org)  
719-749-4007

## Identification

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

## Health Services

### General Health Room Procedures

When a student enters the health room, he/she will be evaluated by a delegated health assistant or the school nurse while utilizing the Colorado Emergency Guidelines for Schools. If the student has a minor injury or illness, he/she will be treated appropriately utilizing these guidelines and sent back to his/her classroom. If the student's illness or injury is more serious and after 15 minutes there is no improvement or there is a worsening of the student's condition, a call will be made to the parent or guardian first, then the emergency contact for that student if a parent or guardian cannot be reached.

At this point, the health assistant or nurse will request that the student be picked up from the school. If you are contacted to pick up your student, you or an authorized emergency contact must pick him/her up within 30 minutes of receiving a phone call

unless other arrangements have been made with the health assistant or nurse. If a parent or guardian is unable to pick the student up, the health team may need to follow emergency protocols depending on the illness or condition of the student if a parent/guardian or emergency contact is unable to be reached by the health team or is unable to pick up a student.

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

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

## Medications

NSCA must follow the requirements for Colorado schools, regarding the intake and distribution of medications in school. The administration of medication, both prescription and over-the-counter, requires permission from a licensed healthcare provider AND the student's parent or guardian. School nurses or a designated and delegated trained personnel can administer these medications, but only under specific guidelines.

Students may also be permitted to self-carry and administer certain medications, such as inhalers or EpiPens, under the discretion of the student's licensed healthcare provider, the school nurse and the student's parent. All three parties must agree that the student is able to responsibly self-carry and follow orders for that medication when needed. Self-Carrying requires a contract signed and agreed upon by the student, the parent or guardian and the school nurse. NO student shall carry any type of medication in the school without a self-carry contract. Self-carrying medications are typically reserved for middle school students only. It is under the school nurse's discretion to allow older elementary school students to self-carry responsibly.

All medications distributed to the school will be brought in by a parent or guardian and appropriately signed into the health room. Students are not able to check in medications to the health room. For safety reasons, no medications will be sent home

with students.

All medications checked into the health room must be in the original bottle, must not be expired, and must be properly labeled. The health room will not accept over-the-counter medications that are not in a new, unopened container. All prescription medications must be in the original bottle, must include the proper prescription label, and shall not be expired. All received medications will be secured in the health room. Emergency relief medications, such as a rescue inhaler or EpiPen, will remain unlocked and accessible to delegated school staff in case of an emergency. All medications must be accompanied by a "permission to administer medications" form. the health team will not accept medications without the proper paperwork or signed orders.

The Permission to Administer Medications form must be signed by a parent and a physician with prescriptive authority. One form per medication is required. In addition, the medication must come in the original container with the student's name on it or the labeled prescription bottle. The form must include:

1. Student's name
2. Name of medication
3. Amount of medication to be administered.
4. Time medication is to be administered.
5. Date medication is to be stopped.
6. Permission for the school to administer the medication.
7. For medications administered on an "as needed basis" the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.
8. A Physician's signature is not required for over the counter (OTC) with the presence of the district physician standing orders. Medications may be administered at a campus nurse's discretion, but a parent's signature will be required.

Medications will be administered by properly trained and delegated school staff members. Delegation of the staff members will be delegated by the school nurse.

All medications must be picked up by the last day of school and cannot be stored over the summer. Medications left after this day will be disposed of.

For all medications administered to students, nurses are accountable for knowing therapeutic effects, safe dosage, contraindications, and potential side effects. For this reason, nurses (or any TCA staff) will not administer non-FDA approved substances at

school, including herbs, supplements, essential oils, etc.

#### Mobility Devices and Immobilizers:

All students who return to school with an immobilizer including a cast, splint, brace, sling, or boot or a mobility device including crutches, scooter and wheelchair must have a licensed medical doctor's note which includes the following:

1. Date of visit, diagnosis, doctor/provider's signature, and stamp.
2. Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.).
3. Date(s) of restrictions.
4. For crutches, the doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches.

#### Immunization Requirements:

Required Colorado law requires students who attend a public school (grades K-12) to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. All students must be vaccinated against:

Diphtheria, tetanus, and pertussis (DTaP, DTP, Tdap)

Hepatitis B (HepB)

Measles, mumps, and rubella (MMR)

Polio (IPV)

Varicella (chickenpox)

Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering grade 6 must receive one dose of Tdap vaccine, even if they are under 11 years of age. Vaccine schedules can be found at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](http://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).

Vaccines are recommended for hepatitis A, influenza, meningococcal disease, and human papillomavirus, but are not required.

#### Exclusion from School:

Immunization records or exemption forms must be submitted to NSCA prior to the start of the school year, or a student may be excluded from school if the school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for the student on file. If someone gets sick with a vaccine-preventable disease or there is an outbreak at the student's school and a student has not received the vaccine for that disease, the student may be excluded from school activities if this is required by the local health department. For example, if a student has not received an MMR vaccine,

they may be excluded from school for twenty-one (21) days after someone becomes ill with measles.

If a student cannot get vaccines because of medical reasons, a parent/guardian must submit a Certificate of Medical Exemption to the school, signed by a health care provider licensed to give vaccines. The certificate needs to be submitted whenever a student's information changes or the student changes schools. The form is available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

If a parent chooses not to have a student vaccinated according to the current recommended schedule because of personal belief or religious reasons, the parent must submit a Certificate of Nonmedical Exemption to the school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30 of the following year).

There are two ways to file a nonmedical exemption.

File the Certificate of Nonmedical Exemption with a signature from an immunizing provider; or

File the Certificate of Nonmedical Exemption received upon the completion of the online education module.

Downloadable certificates and an online education module are available at: [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

Please contact the school nurse or health office if there are any questions regarding immunizations.

#### Illness Expectations

NSCA follows the Infectious Disease Guidelines for schools and childcare settings that includes the public guidance on communicable diseases in the "How Sick is too Sick?" document.

In situations in which a child does not have a diagnosed disease/condition but has signs or symptoms indicative of a potentially infectious disease, exclusion may also be warranted. Generally, if any of the following conditions apply, exclusion from child care or school should be considered:

The child does not feel well enough to participate comfortably in usual activities.

The child requires more care than the child care or school personnel are able to provide.

The child is ill with a potentially contagious illness, and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.

The child has signs or symptoms of a possible severe illness, such as trouble breathing.

The facility is experiencing an outbreak.

The chart below lists generalized common symptoms that could possibly be related to an infectious disease. The chart indicates whether it is recommended to exclude a child exhibiting a particular symptom from child care or school. If a child is excluded based on symptoms (and not a diagnosed illness), the child should be allowed to return to child care or school once symptoms have subsided, or a health care provider clears the child or determines the illness is not communicable, provided that the child can participate in routine activities. CDPHE has another tool called "How Sick is Too Sick" that can help school and child care staff, and parents/guardians/caregivers determine if a child should stay home due to respiratory and generalized illness symptoms.

| Generalized Symptom                                                                                                                                          | Exclusion guidelines                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cough                                                                                                                                                        | Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing.                                                                                                                                                                       |
| Diarrhea<br>(defined as stools that are more frequent and looser than usual)                                                                                 | Exclusion is recommended (for at least 24 hours after the last episode of diarrhea) if any of the following conditions apply: the child has other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in a toilet, there is blood or mucous in the stool, or the child is in diapers. Exclusion may be extended during a suspected outbreak. |
| Earache                                                                                                                                                      | No exclusion is necessary.                                                                                                                                                                                                                                                                                                                                                                                            |
| Fever<br>(defined as a body temperature from any site over 100.4°F for infants younger than 2 months and 101°F for infants and children older than 2 months) | No exclusion is necessary, unless the child has symptoms in addition to the fever, such as a rash, sore throat, abdominal pain, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, extreme fatigue, a feeling of generalized "not feeling well", etc.<br>NSCA may require pick up from school for a fever above 100.4 if the student ha                                                          |
| Headache                                                                                                                                                     | No exclusion is necessary, unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, fever, or behavior change.                                                                                                                                                                                                                                                          |
| Jaundice or unusual color of the skin, eyes, stool, or urine                                                                                                 | Exclusion is recommended until a medical exam indicates the child does not have hepatitis A.                                                                                                                                                                                                                                                                                                                          |

| Generalized Symptom                                  | Exclusion guidelines                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mouth sores                                          | Exclusion is recommended if the child is drooling uncontrollably.                                                                                                                                                                                                                                                                                                                                                          |
| Rash                                                 | Exclusion is recommended if the child has symptoms in addition to the rash, such as behavior change, fever, joint pain, or bruising not associated with injury, or if the rash is oozing or causes open wounds. NSCA may require for a parent or guardian to pick a student up to have a licensed professional evaluate the student for any undiagnosed communicable disease and provide clearance in returning to school. |
| Stomach ache/abdominal pain                          | Exclusion is recommended if the pain is severe, if the pain appears after an injury, or if the child had symptoms in addition to the stomach ache (such as vomiting, fever, diarrhea, jaundice, etc.).                                                                                                                                                                                                                     |
| Swollen glands (properly called swollen lymph nodes) | Exclusion is recommended if the child has symptoms in addition to the swollen glands, such as difficulty breathing or swallowing, fever, etc.                                                                                                                                                                                                                                                                              |
| Vomiting                                             | Exclusion is recommended (for at least 24 hours after the last episode of vomiting) if the child has vomited in 24 hours, if the vomit appears bloody, if the child has a recent head injury, or if the child has symptoms in addition to the vomiting (such as fever, diarrhea, abdominal pain, etc.).                                                                                                                    |

Please contact the health team if you are not able to find guidance information on a symptom or illness not listed in one of the above reference documents. Parents and guardians are expected to monitor a student's illness and determine if a student is able to come to and remain in school for the day. Appropriate school absentee procedures must be followed for all illnesses. A student being sent home from school by the health team for excluding illnesses and symptoms will be excused from school the rest of that school day. If the illness continues, parents must follow the appropriate absentee guidelines provided by NSCA.

### Health Team Contact Information:

Health Team general contact information:

[Health.team@newsommitcharter.org](mailto:Health.team@newsommitcharter.org)

Health Room & Health Assistant Phone #: 719-749-4009

School Nurse:

Denise Piciulo BSN, RN

[Denise.piciulo@newsommitcharter.org](mailto:Denise.piciulo@newsommitcharter.org)

(719)-639-7144

## **FERPA, CIPA, HIPPA, etc.**

Confidential Student Records - [\(FERPA\)](#)

Equal Educational Opportunity [\(Administrative Policy JB\)](#)

Free or Reduced Lunch [\(Admin Policy EF\)](#)

Homeless Students Notification [\(Admin Policy JFABD\)](#)

Approved