New Summit Charter Academy — Student/Parent Handbook 2026–2027

Board approved: Oct 7, 2026 · Revision 1.0 · Adopted by the NSCA Board of Directors

New Summit Charter Academy — Student/Parent Handbook 2026–2027 1
At a Glance 6
Language Assistance and Alternate Formats 6
How to Use This Handbook 6
Who Governs NSCA — and Who Decides What 7
Who to Contact 7
How to Raise a Concern 8
All About NSCA 9
Our Mission 9
Our Vision 9
We Believe 9
Contact Information 9
Bell Schedule 9
Middle School Schedule 9
Part 1 — School Operations 10
1.1 Attendance and Punctuality 10
1.1.1 Absenteeism Reporting Procedure 10
1.1.2 Excused vs. Unexcused Absences (D20 Administrative Policy JE, revised 6/12/2023) 10
1.1.3 Truancy 11
1.1.4 Unexcused Absences Process Before Truancy 11
1.1.5 Other Related Absences 12
1.1.6 Unexcused Absences 13
1.1.7 Corrected/Missing Work 13
1.1.8 Make-Up Work 13
1.1.9 Tardiness 13
1.1.10 Early Pick-Up from School 14
1.1.11 Leaving Campus During the Day 14
1.1.12 Penalties 14
1.2 Withdrawal from School 14
1.3 Cancellations, Snow Days, and Delays 15
Notification 15
District 20 Process and Considerations for Closures or Delays 15
1.4 Drop-off and Pickup Procedures 15
CurbSmart 15
Arrival and Dismissal Reminders 15
Walkers, Riders, and Carline 16
1.5 Visitors and Campus Access 16
1.6 Emergency Drills 16
Standard Response Protocols 17
1.7 Transportation 17
1.8 School Meals 17
1.9 School Fees 17

Approved

1.10 Recess, Physical Activity, and Outdoor Weather 18
1.11 Custody, Parenting-Time Orders, and Student Release 18
Part 2 — Academics 18
2.1 Curriculum 18
2.2 Homework Expectations 19
2.3 Grading, Report Cards, Promotion, and Retention 19
2.4 Standardized Testing Information 19
2.4.1 CMAS 19
2.4.2 NWEA 19
2.4.3 DIBELS 20
2.4.4 Your Right to Excuse Your Student from State Assessments 20
2.4.5 READ Act — Reading Support in Kindergarten through Third Grade 20
2.5 Academic Support Programs 20
2.6 Special Education, Child Find, and Section 504 21
2.6.1 Child Find. 21
Part 3 — Student Rights, Conduct and Required Notices 22
3.1 Discipline Procedures: NSCA Discipline Model (D20 Administrative Policy JIC, revised 8/11/2025) 22
3.2 Discipline Ladder and Administrator Ladder 22
3.3 Conduct Expected of Students 23
3.3.1 Alcohol, Tobacco, and Controlled Substances 24
3.3.2 Dangerous Weapons 24
3.3.3 Bullying Prevention and Reporting 24
3.3.4 Searches of Students and School Property 25
3.3.5 Gang-Related Activity 25
3.3.6 Physical Intervention, Restraint, and Seclusion 25
3.3.7 Corporal Punishment Is Prohibited 26
3.4 Suspension and Expulsion (D20 Administrative Policy JKD/JKE, revised 8/11/2025) 26
3.4.1 Grounds and Required Considerations 26
3.4.2 Limits on Suspension and Expulsion for Students in Preschool through Second Grade 26
3.4.3 Length, Notice, and Appeal 27
3.4.4 Discipline of Students with Disabilities 27
3.5 Anti-discrimination Policies (D20 Administrative Policy AC) 28
3.6 Clubs 28
3.7 Student Organizations (D20 Administrative Policy JJA) 28
3.8 Assemblies, Field Trips, Parties, and School Events 29
3.8.1 Assemblies 29
3.8.2 Field Trips 29
3.8.3 Parties and Special Events 29
3.8.4 Conduct at NSCA Social Events 29
3.9 Personal Items, Food, and School Expectations 30
3.9.1 Toys 30

Approved

3.9.2 Food and Water at Events 30
3.9.3 Gum 30
3.10 Additional Policies 30
3.10.1 Tobacco-Free Schools — D20 Policy ADC. 30
3.10.2 Drug and Alcohol Use and Penalties for Possession — D20 Policies JICH and JICH-R. 30
3.10.3 Screening and Testing of Students, and Treatment of Mental Disorders — D20 Policy JLDAC. 31
3.10.4 Student Interrogations, Searches, and Arrests — D20 Policy JIH. 31
3.10.5 Sharing and Release of Student Information — D20 Policy JRCA. 31
3.11 Annual Notice of Rights Under FERPA 31
3.12 Directory Information and How to Opt Out 32
3.13 Notice Under the Protection of Pupil Rights Amendment (PPRA) 32
3.14 Notice Regarding Personal Beliefs and Student Information (C.R.S. 22-1-123) 32
3.15 Equal Educational Opportunity (D20 Policy JB, revised 3/17/2025) 33
3.16 Asbestos Management Plan Notice (AHERA) 33
3.17 Pesticide Application Notice 33
3.17 Annual Notice of Homeless Student Rights (McKinney-Vento) 33
3.18 Students in Foster Care 33
3.19 Military Family Notice 33
3.20 Free and Reduced-Price Meals (D20 Policy EF, revised 7/22/2024) 34
3.20 Student Records and Sharing of Student Information (D20 Policy JRCA) 34
Part 4 — Parent Rights and Responsibilities 34
4.1 Communication Guidelines 34
4.1.2 Staying Informed 34
4.1.2 Respectful Interaction 34
4.2 Class Changes and Teacher Requests 35
4.3 Parent-Teacher Conference Procedures 36
4.4 Volunteer Opportunities 36
4.5 General Guidelines 36
4.5 Volunteer Code of Conduct 37
4.6 YPC Information 37
4.7 Child Abuse and Mandatory Reporting 38
4.8 Suicidal Ideation and Harm to Self 38
4.9 Counseling Services 39
Appendix A — Dress Code and Uniform Standards 41
A.1 Uniform Wear Guidance 41
A.2 Parent and Staff Responsibilities 41
A.3 Consequences for Uniform Violations 42
A.4 Colors 42
A.5 Shirts 42
A.6 Sweatshirts and Sweaters 42
A.7 Pants, Capris, and Shorts (Boys & Girls) 42

Approved

A.8 Skorts, Skirts, Polo Dresses, Jumpers, and Capris (Girls) 42
A.9 Shoes 43
A.10 Hair, Accessories, and Other Items 43
A.11 Spirit Days 43
A.12 School Pictures 44
Appendix B — Technology Usage Guidelines 44
B.1 Personal Devices and Cell Phone Policy (JICJ-NSCA-A) 44
B.2 Acceptable Use Policy for Technology 45
B.2.1 Blocking or filtering obscene, pornographic, or harmful content 45
B.2.2 No expectation of privacy 45
B.2.3 Unauthorized and unacceptable uses 45
B.2.4 Security and safety 46
B.2.5 Student use is a privilege 46
B.3 Digital Citizenship Expectations 46
B.3.1 User Security 46
B.3.2 Use of AI 46
B.3.3 Computer Behavior 47
Appendix C — Health Services 47
C.1 General Health Room Procedures 47
C.2 Medications 48
C.3 Mobility Devices and Immobilizers 49
C.4 Immunization Requirements 50
C.5 Exclusion from School 50
C.6 Illness Expectations 50
Exclusion Guidelines by Symptom 51
C.7 Health Team Contact Information 52
Appendix D — Enrollment and Placement Policy (Administrative Policy JG-NSCA) 53
D.1 Admissions 53
D.2 Lottery Process 54
D.3 Enrollment 54
D.4 Grounds for Denying Enrollment 54
Appendix E — Quick Reference: Policies Cited in This Handbook 55
Appendix F — Glossary 55
Appendix G — Handbook Acknowledgment 56
Appendix H — Revision Log 56

Approved

At a Glance

New Summit Charter Academy ·
7899 Lexington Drive ·
Colorado Springs, CO 80920

Main phone: 719-749-4010 · Fax: 719-297-9997

Website: https://newsummitcharter.org/

Office hours: 7:30 a.m. – 3:30 p.m.

School hours: 8:00 a.m. – 3:10 p.m.

Drop-off begins: 7:40 a.m.

Car line ends: 3:25 p.m.

Report an absence: https://www.newsummitcharter.org/report-an-absence/

Registrar: registrar@newsummitcharter.org

Health team: health.team@newsummitcharter.org

Communication tools we use: ParentSquare (announcements and messaging), Infinite Campus (grades, attendance, records, annual handbook acknowledgment), CurbSmart (afternoon pick-up).

- Ten things to know in your first week: (1) arrive no earlier than 7:40 a.m.; (2) display your CurbSmart placard; (3) report absences the same morning; (4) uniforms are required from arrival to dismissal; (5) cell phones stay off and away all day; (6) check ParentSquare daily and Infinite Campus weekly; (7) medications require a signed form and must be brought in by an adult; (8) immunization records are due before the first day; (9) volunteers must complete training before helping in a classroom; (10) start every question with your child's teacher.

Language Assistance and Alternate Formats

Free language assistance is available. If you need this handbook, any school form, a grievance procedure, or a discipline notice explained or translated into another language, contact the front office at 719-749-4010. There is no charge to you, and you will never be asked to have your child or another family member interpret.

Free paper copies and alternate formats. Every document referenced or linked in this handbook is available as a free printed copy on request from the front office. Large print and other accessible formats are also available on request.

How to Use This Handbook

This handbook summarizes the rules, expectations, and legally required notices that apply at New Summit Charter Academy. It is written for families in plain language and organized into four parts: Part 1: School Operations; Part 2: Academics; Part 3: Student Rights, Conduct, and Required Notices; and Part 4: Parent Rights

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and Responsibilities. Appendices at the back hold detailed reference material: the full uniform standards, technology policy, health procedures, and enrollment process.

This handbook is a summary, not a contract. It does not create a contract or a guarantee of any kind, and NSCA may amend it during the school year. Where this handbook conflicts with a policy adopted by the NSCA Board of Directors, with Academy School District 20 policy that applies to NSCA under our charter contract, or with state or federal law, the policy or the law controls. Amendments will be communicated through ParentSquare and posted on the school website.

Where you see a policy code, for example JIC, JKD/JKE, or JG-NSCA, that is the official policy behind the rule. The code and the date the policy was last revised are printed with each summary, so you can confirm you are reading the current version. The full text is available free of charge on request from the front office.

Who Governs NSCA — and Who Decides What

NSCA is a tuition-free public charter school authorized by Academy School District 20. We are governed by our own NSCA Board of Directors, which adopts NSCA's policies, approves the budget, and hires the Executive Director. Academy District 20 is our authorizer: it holds our charter contract, monitors our performance, and certain D20 policies apply to us through that contract. The Colorado Department of Education oversees the state's public education system and administers state and federal programs; CDE does not decide individual school-level complaints.

Who to Contact

Leadership Team

- Executive Director: Kim McClelland
- Principal: Jenn Reissig
- Assistant Principal and School Assessment Coordinator: Erin Rivera
- School Security Director and Discipline Administrator: John Coppin
- Business/Office Manager: Maureen Hilborn
- Director of Compliance/IT: James Ravetti
- Communication/Website Manager: Nikki Reichert
- Registrar: Sara Dean

Required Coordinators and Liaisons

- Title IX Coordinator — James Ravetti, Director of Compliance/IT, 7899 Lexington Drive, Colorado Springs, CO 80920, james.ravetti@newsummitcharter.org, 719-749-4010
- Section 504 Coordinator — Cortnie Wise, Counselor, 7899 Lexington Drive, Colorado Springs, CO 80920, cortnie.wise@newsummitcharter.org, 719-749-4010
- Special Education Contact — Andrea Kidd, Special Education Coordinator, 7899 Lexington Drive, Colorado Springs, CO 80920, andrea.kidd@newsummitcharter.org, 719-749-4010
- McKinney-Vento Homeless Liaison — Aubrey Ranson, Special Population Specialist, ASD20, 1110 Chapel Hills Dr, Colorado Springs, CO 80920, aubrey.ranson@asd20.org, 719-234-1362

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- Child Welfare Education Liaison (students in foster care) — Aubrey Ranson, Special Population Specialist, ASD20, Counselor, 1110 Chapel Hills Dr, Colorado Springs, CO 80920, aubrey.ranson@asd20.org, 719-234-1362
- Designated person for harassment and discrimination reports (C.R.S. 22-1-143) — James Ravetti, Director of Compliance/IT, 7899 Lexington Drive, Colorado Springs, CO 80920, james.ravetti@newsummitcharter.org, 719-749-4010
- Safe2Tell — report anonymously at 1-877-542-7233, safe2tell.org, or the Safe2Tell mobile app, 24 hours a day.

How to Raise a Concern

Step 1 — Start with the person closest to the issue: your child's teacher, the activity sponsor, or the staff member directly involved. Most concerns are resolved here. Expect a response within two school days.

Step 2 — Contact the Discipline Administrator for discipline or bullying concerns, or your child's School Counselor for mental-health concerns. Expect a response within three school days.

Step 3 — Assistant Principal.

Step 4 — Principal.

Step 5 — Executive Director. At each step, expect an acknowledgment within three school days and a written response within ten school days.

Step 6 — NSCA Board of Directors. Submit your concern in writing to the Board through the Board Secretary: Tara Jennings; tara.jennings@newsummitcharter.org. The Board addresses matters of policy and governance; it does not re-decide routine day-to-day operational matters.

Step 7 — Academy School District 20, as NSCA's charter authorizer. However, if the previous steps have not been taken, they ask that those be completed before contacting the district as our authorizer.

Formal complaints of discrimination or harassment, including complaints under Title IX, Title VI, Section 504, or C.R.S. 22-1-143, may be filed at any time with the designated person listed above and do not have to follow the steps in order. NSCA will acknowledge a formal complaint in writing within five school days, complete its investigation promptly, and provide a written outcome. Retaliation against anyone who makes a report in good faith is prohibited and is itself a disciplinary violation.

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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

- Parents bear the primary responsibility for their children's education, while public schools should provide parents with viable choices to support this effort.
- All children are capable of learning and deserve a positive, caring environment, regardless of race, creed, color, or religion.
- Educational achievement is accomplished by elevating expectations for students, parents, and the school.
- Identifying and addressing learning challenges early maximizes student success.
- 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://newsummitcharter.org/. For questions, please email our school registrar: registrar@newsummitcharter.org

Bell Schedule

Office Hours: 7:30 am - 3:30 pm. School Hours: 8:00 am - 3:10 pm. Drop-off Begins: 7:40 am. Car line 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 - 3:10.

Yeti Time is our daily block for intervention, enrichment, and advisory. See the Glossary at the back of this handbook for definitions of Yeti Time, houses, the Social Contract, the Capturing Kids' Hearts EXCEL model, MTSS, ELD, ALP, IHP, YPC, CurbSmart, and Behave-In/Behave-Out.

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Part 1 — School Operations

1.1 Attendance and Punctuality

1.1.1 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 classroom learning with studying outside the classroom. Classroom learning is difficult to replace with work done outside of school. 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 the same morning at https://www.newsummitcharter.org/report-an-absence/. 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)).

1.1.2 Excused vs. Unexcused Absences (D20 Administrative Policy JE, revised 6/12/2023)

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. Absences due to a behavioral health concern for the student. Consistent with C.R.S. 22-33-104(2)(b), an absence for a behavioral health concern is treated the same as an absence for a physical illness and is excused when reported by the parent or guardian. Medical or behavioral health documentation is required on the same terms as for a physical illness.
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 advance approval by the Administration. Absences to participate in educational activities or sporting events, with advance approval by the Administration.
7. Absences due to a death in the family.
8. Religious event(s) or holidays not observed by the school.
9. Absences for a student in out-of-home placement due to a court appearance or court-ordered activity, verified by the student's caseworker (C.R.S. 22-32-138).

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10. Absences of a student who is a child of an active-duty service member for deployment, leave, or return activities.
11. Absences due to severe weather, as determined by the Administration.

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.

A student who is excused from school is entitled to make up any missed work. See the Make-Up Work section below.

1.1.3 Truancy

If a student has four or more unexcused absences in one month, any one 30-day period, or ten total unexcused absences or more unexcused absences during a school year, the student will be considered "habitually truant" (D20 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. Unexcused absences are only counted during a specific school year.

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.

This handbook section, distributed to every family at the start of the school year, serves as that annual written notification.

1.1.4 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. After four total days of unexcused absence in any one month or ten total days during any school year, the student will be placed on an attendance contract developed with parent and teacher input where possible. The family will receive a written notice of the attendance concern, the specific dates at issue, the supports available, and the possibility of a truancy referral.
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 attendance, noting more than four unexcused absences per month or ten unexcused absences during any school year, and your student may be referred for truancy. Before four days in a month or ten days in a year is reached, NSCA will make earlier contact. After three unexcused absences, the school will notify the family in writing and offer to meet to identify barriers to attendance and connect the family with support.
3. Any student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" (D20 Administrative Policy JH and 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 attendance of 10% or more for a quarter.
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

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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 the school administration will schedule this meeting, and the student will be placed on an attendance contract.

Before initiating any court proceeding, NSCA will develop a written plan with the family to improve attendance, consistent with C.R.S. 22-33-107(3). The plan will consider whether the absences relate to a disability, a health condition, housing instability, or another barrier, and whether a referral for evaluation under Section 504 or IDEA, or a referral to the McKinney-Vento liaison, is warranted.

Be aware that NSCA will first work with families to reduce truancy, but we will also partner with local juvenile courts to intervene and address it.

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 adequately made up. 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.

1.1.5 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 when a student must be absent from school for any portion of the school day, it is the parent's or guardian's responsibility to notify school officials in writing or by telephone, including the reason for the absence. Absences can be reported quickly through our website and the Parent Square app. 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 to excuse those absences. In addition, any absence that requires a student to be checked out early and/or checked in late must be documented with the student's appointment date and time.

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.

Students experiencing homelessness. A student who lacks a fixed, regular, and adequate nighttime residence has rights under the McKinney-Vento Homeless Assistance Act, including the right to remain enrolled at NSCA, to enroll immediately without records or proof of residency, and to receive support with transportation and school supplies. Absences related to housing instability will be handled with those rights in mind. Contact NSCA's homeless liaison, listed in the front of this handbook. Governing policy: D20 JFABD, Homeless Students (revised 7/1/2023).

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1.1.6 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. Under Colorado State statutes, NSCA may impose academic penalties for unexcused class absences. 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 at the end of the school year or is enrolled in another school, a home study course, or an online program, such student is not considered a dropout and shall not be reported.

1.1.7 Corrected/Missing Work

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

1.1.8 Make-Up Work

Make-up work shall be provided upon a student's return for any class the student is absent from. Work will not be provided in advance. It is the student's responsibility 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. A school administrator must approve any exceptions to these guidelines before 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.

1.1.9 Tardiness

Students will be considered tardy if they arrive for school after 8:00 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 tardiness penalties. Punctuality is one of several self-disciplines that the school encourages in our students.

Students arriving after 8:00 AM without a medical provider's note, or arriving late without an acceptable excuse, are considered tardy and unexcused.

After ten tardies in a school year, penalties will be imposed as under 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 that the staff member gives the student a pass to enter the student's next class. Teachers shall honor passes presented under this policy.

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1.1.10 Early Pick-Up from School

We discourage students from being picked up during school hours, except in cases of illness, 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 handled the same way as tardiness. Students are expected to be in school until dismissal, which is 3:10 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 under the unexcused absence policy, and the student will be placed on an attendance contract.

1.1.11 Leaving Campus During the Day

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

1.1.12 Penalties

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

1.2 Withdrawal from School

If a parent/guardian decides to withdraw their student from school for any reason, Families are asked to return all school property and settle any outstanding fees. NSCA will transfer the student's records promptly regardless of any outstanding balance.

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1.3 Cancellations, Snow Days, and 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 1:05 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 and NSCA websites 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. Refer to the Academy D20 Weather Policies page.

1.4 Drop-off and 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 current procedures, please refer to our website at https://newsummitcharter.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, streamlining the process and helping keep students safe.

Arrival and 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.
- 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.

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- 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. If you have younger students, we encourage practicing seatbelt buckling at home to help them become more independent.
- Encourage siblings to meet at the appropriate exit. Avoid sending older siblings across the building to retrieve younger siblings.

Walkers, Riders, and Carline

Students may ride bicycles or scooters to school if they are confident and able to do so safely. Once on school grounds, students must walk their bikes or scooters and park them in the designated bike racks. Bikes and scooters are not permitted inside the building or in the parking lot during school hours. 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 3:10 p.m. and are expected to use designated crosswalks when crossing the street.

1.5 Visitors and Campus Access

All visitors must enter through the main entrance, present photo identification, sign in at the front desk, and wear a visitor badge at all times while on campus. Visitors must sign out when leaving. 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.

Parents and members of the NSCA Board of Directors may observe classes and school activities on reasonable advance notice to the Principal, consistent with C.R.S. 22-32-109.1(7). Observations are scheduled so that they do not disrupt instruction.

Service animals. A service animal, individually trained to perform work or tasks for a person with a disability, is welcome on campus, consistent with the Americans with Disabilities Act. Contact the Principal in advance so we can plan for your student's or your visit. Pets and comfort animals are not permitted on campus without prior administrative approval.

Video surveillance. Common areas of NSCA's buildings and grounds, including entrances, hallways, and parking areas, are monitored by video surveillance for safety and security. Recordings may be used in student discipline matters and may become part of a student record.

1.6 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. 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.

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Standard Response Protocols

Standard Response Protocols (SRPs) provide a consistent and clear framework for students, staff, and first responders during critical incidents. They are based on five core actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

Reunification. If students must be released from an alternate location following an emergency, NSCA will communicate the reunification site through ParentSquare and local media. Only adults listed in Infinite Campus as a parent, guardian, or emergency contact with photo identification will be permitted to take a student from a reunification site.

1.7 Transportation

NSCA does not provide daily home-to-school transportation. Families are responsible for arranging transportation to and from school.

Field trip transportation. Students traveling to a field trip are transported by chartered bus or by approved adult drivers. Any parent transporting students other than their own child must be an approved volunteer with a current background check on file, must provide proof of a valid driver's license and current automobile insurance meeting Colorado minimums, and must transport students in properly restrained seating consistent with Colorado child passenger safety law.

Transportation to and from clubs, athletics, and after-school activities is the responsibility of the parent or guardian.

1.8 School Meals

NSCA participates in the National School Lunch Program and Colorado's Healthy School Meals for All program. Information about meal service, menus, and pricing is available on the school website and from the Business Office.

Free and reduced-price meal benefits. Household income eligibility guidelines are announced publicly before the start of each school year, and an application is provided to every family. Applications may be submitted at any time during the year and are treated confidentially. A child is never identified, treated differently, or denied a meal because of eligibility status. Contact the Business Office at 719-749-4010 for an application or for help completing one. Governing policy: D20 EF, Child Nutrition (revised 7/22/2024).

1.9 School Fees

NSCA is a tuition-free public school. We do not and may not charge tuition.

A published fee schedule for the current school year is available on the school website and from the Business Office. For each fee, the schedule states the amount, whether it is voluntary or mandatory, and what happens if it is not paid. No student will be denied enrollment, denied attendance, denied participation in a credit-bearing course, or denied a report card or records transfer because of an unpaid fee.

Economic hardship waiver. Any family may request a reduction or waiver of any fee, including uniform, club, and field trip fees, by contacting the Business Office. Requests are handled confidentially, granted routinely, and will

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not affect any student's participation. Families qualifying for free or reduced-price meals are automatically eligible for a fee waiver.

1.10 Recess, Physical Activity, and Outdoor Weather

Students in kindergarten through fifth grade receive at least 600 minutes of physical activity each month, averaging at least 30 minutes per school day, through physical education, recess, and classroom movement, consistent with C.R.S. 22-32-136.5. Physical activity is not withheld as a disciplinary consequence.

Outdoor recess. Students go outside daily whenever conditions allow. Recess is held indoors when the temperature or wind chill is below 20°F, when air quality is rated unhealthy, or when lightning, ice, or other conditions make outdoor play unsafe. Please send your student with a coat, hat, and gloves in cold months.

1.11 Custody, Parenting-Time Orders, and Student Release

Absent a court order on file with the school, NSCA will release a student to either parent and will provide either parent with access to the student's education records, consistent with FERPA.

If a court order limits a parent's contact with a student, access to records, or right to pick up a student, the parent seeking to enforce that order must provide the Registrar with a complete, current, file-stamped copy. NSCA will follow the order as written. School staff cannot interpret, mediate, or enforce disputed provisions of a custody order and will refer such disputes to the parties and, where safety is at issue, to law enforcement.

Students will be released only to a parent, guardian, or an adult listed as an emergency contact in Infinite Campus or named on a current Pick Up Authorization. Photo identification is required every time.

Part 2 — Academics

2.1 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. NSCA's 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 Measures of Academic Success (CMAS), Northwest Evaluation Association (NWEA) MAP, and Dynamic Indicators of Basic Early Literacy Skills (DIBELS or Acadience), specifically in mathematics, reading, and language.

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

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Curriculum review and parent inspection. Parents may review instructional materials, curriculum, and assessment instruments used at NSCA. Contact the Principal to arrange a review. Under 20 U.S.C. 1232h(a), parents have the right to inspect any instructional material used as part of the educational curriculum.

2.2 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.

2.3 Grading, Report Cards, Promotion, and Retention

Grading scales for all grades can be provided by request. Please contact the Principal: Jenn Reissig, jenn.reissig@newsummitcharter.org, 719-749-4010.

Report cards are issued at the end of each quarter through Infinite Campus. Progress reports are issued at the midpoint of each quarter. Parent-teacher conferences are held during Fall and Spring semesters. Families may view grades and assignments at any time through the Infinite Campus parent portal.

Promotion and retention. Promotion to the next grade is based on academic progress toward grade-level standards, and the Principal makes decisions in consultation with the student's teachers and family. A retention decision is never made without a meeting with the family. For students in kindergarten through third grade, any retention decision related to reading is governed by the Colorado READ Act and the process described in the READ Act section of this handbook.

2.4 Standardized Testing Information

2.4.1 CMAS

The Colorado Measures of Academic Success (CMAS) is a state-mandated assessment program 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.

2.4.2 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.

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2.4.3 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.

2.4.4 Your Right to Excuse Your Student from State Assessments

Parents may excuse their student from any state assessment. To do so, submit a written request to the School Assessment Coordinator. NSCA will not impose a negative consequence on a student or a parent for exercising this right, and will provide a supervised alternate location and activity for a student who is excused.

Advance notice of assessments. Before the start of each assessment window, NSCA will provide written notice listing each state and district assessment to be administered that year, the affected grade levels, the approximate testing dates, and the estimated time each assessment will take, consistent with C.R.S. 22-7-1013(8). NSCA's written assessment excusal policy is available on the school website and free on request from the front office.

2.4.5 READ Act — Reading Support in Kindergarten through Third Grade

NSCA screens every student in kindergarten through third grade for reading proficiency using an approved assessment. If your child is identified with a significant reading deficiency as defined by the Colorado READ Act, NSCA will meet with you and provide, in writing: a description of the specific deficiency identified and the assessment data supporting it; the READ plan we propose, including the targeted interventions and the amount of instructional time; an explanation of why reading at grade level by the end of third grade matters; specific strategies you can use at home; and an explanation of the possibility of retention and how the retention decision would be made.

Your child's READ plan is reviewed and updated at least annually and remains in effect until the deficiency is resolved. You will receive a written report each year describing your child's reading progress and the interventions provided. You are a member of your child's READ plan team, and no plan is developed without you. Contact the Principal with any questions about your child's reading progress or READ plan.

2.5 Academic Support Programs

At NSCA, we are committed to meeting the diverse learning needs of all students through a range of 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.

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2.6 Special Education, Child Find, and Section 504

2.6.1 Child Find.

NSCA, in coordination with Academy School District 20 as our administrative unit, has an ongoing obligation to identify, locate, and evaluate all students who may have a disability and need special education and related services, regardless of the severity of the disability. If you suspect your child has a disability, you may request an evaluation at any time, at no cost to you, by submitting a written request to the Principal or to the special education contact listed in the front of this handbook. Your request does not have to go through MTSS first.

2.6.2 Referral and evaluation.

NSCA will respond to a referral in writing. If NSCA proposes an evaluation, we will obtain your written consent before evaluating. If NSCA declines to evaluate, we will give you written notice explaining why and provide you with a copy of your procedural safeguards under the Individuals with Disabilities Education Act.

2.6.3 Procedural safeguards.

Parents of students with disabilities have rights under IDEA, including the right to participate in all meetings about identification, evaluation, and placement; the right to prior written notice before NSCA proposes or refuses to change your child's identification, evaluation, or placement; the right to consent to or refuse evaluation and initial services; the right to an independent educational evaluation; and the right to mediation, a state complaint to CDE, and a due process hearing. A copy of the Notice of Procedural Safeguards is available free from the special education contact and is provided at least once each year.

2.6.4 Section 504.

A student who has a physical or mental impairment that substantially limits a major life activity is protected under Section 504 of the Rehabilitation Act and may be eligible for a Section 504 plan of accommodations. To request a 504 evaluation, contact NSCA's Section 504 Coordinator, listed at the front of this handbook. Parents have the right to notice, to examine records, to participate in the process, and to an impartial hearing with a right of review.

2.6.5 Discipline of students with disabilities.

See the Student Conduct section of this handbook for the additional protections that apply when a student with an IEP or a Section 504 plan is subject to suspension or expulsion.

Nothing in this handbook, including the Parent Communication section, limits a parent's right to participate in an IEP or Section 504 meeting or to communicate with the IEP or 504 team.

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Part 3 — Student Rights, Conduct and Required Notices

3.1 Discipline Procedures: NSCA Discipline Model (D20 Administrative Policy JIC, revised 8/11/2025)

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.

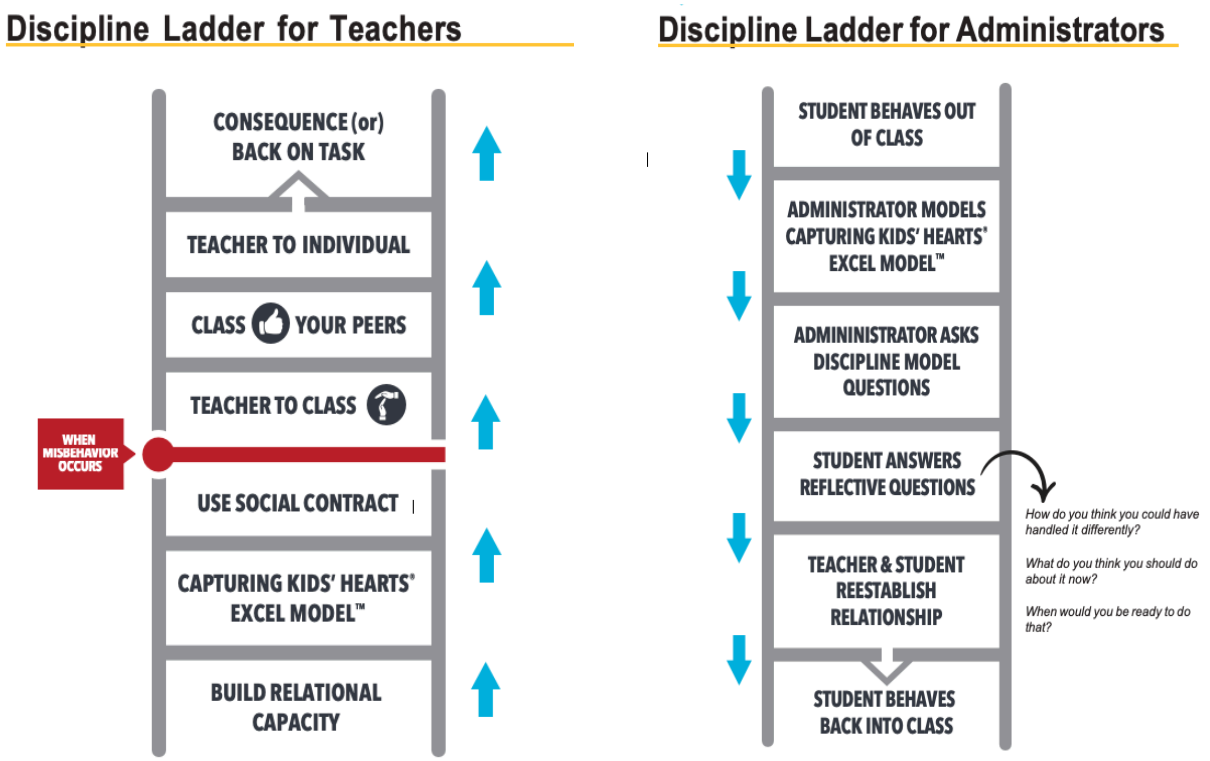
This model empowers students by promoting ownership of their behavior, teaching conflict resolution and communication skills, creating a safe space for all learners, and encouraging respectful and accountable behavior across campus. Through these strategies, NSCA aims to model and reinforce the life skills necessary for students to thrive both in and out of the classroom.

3.2 Discipline Ladder and 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, and communicate clear expectations to students and families.

The Discipline 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. The Administrator Ladder begins at the top when a student is referred to the office. It includes interventions, consequences, and expectations to help students re-enter the classroom environment successfully and respectfully.

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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 supersede or replace classroom rules or consequences; rather, they provide a unified, school-wide framework that ensures clarity and consistency across all grade levels and situations.

3.3 Conduct Expected of Students

Students are expected to follow the Social Contract, follow staff directions, treat every member of the school community with respect, and use school property responsibly. The following conduct is prohibited on school grounds, in school vehicles, at school-sponsored activities and events, and off school grounds where the conduct has a reasonable connection to school or any school curricular or non-curricular activity:

- Causing or attempting to cause damage to school property or the property of another person; stealing or attempting to steal property.
- Causing or attempting to cause physical injury to another person, except in self-defense.
- Threatening another person, including any threat of violence directed at the school.
- Committing any act that, if committed by an adult, would be robbery or assault.
- Possessing, handling, transmitting, or using a dangerous weapon. See the Dangerous Weapons section below.
- Possessing, using, selling, distributing, or being under the influence of alcohol, tobacco or nicotine products including electronic cigarettes and vaping devices, marijuana, or any controlled substance, or any drug paraphernalia. See the Alcohol, Tobacco, and Controlled Substances section below.
- Bullying, harassment, intimidation, hazing, or cyberbullying. See the Bullying Prevention section below.
- Discrimination or harassment based on any protected characteristic, including sexual harassment.

- Repeated interference with the school's ability to provide educational opportunities to other students, or persistent defiance of lawful staff authority.
- Lying, cheating, plagiarism, or other academic dishonesty, including passing off work generated by artificial intelligence as one's own.
- Making a false report of an emergency, or falsely activating a fire alarm.
- Violating the dress code, the technology acceptable use policy, or the personal-device policy.
- Violation of the criminal law that has a reasonable connection to the school.
- Behavior on a school vehicle that is detrimental to the safety or welfare of other passengers.

3.3.1 Alcohol, Tobacco, and Controlled Substances

NSCA is a tobacco-free and nicotine-free campus for all students, staff, and visitors at all times, including school-sponsored events off campus, consistent with C.R.S. 25-14-103.5 and D20 Policy ADC. The possession, use, sale, distribution, or being under the influence of alcohol, marijuana in any form, nicotine or tobacco products including electronic cigarettes and vaping devices, or any controlled substance is prohibited. It may result in suspension, a recommendation for expulsion, and referral to law enforcement. Students prescribed medication must follow the medication procedures outlined in the Health Services section of this handbook. Governing policies: D20 JICH and JICH-R, Drug and Alcohol Use by Students.

3.3.2 Dangerous Weapons

Students may not bring, possess, use, or threaten to use a dangerous weapon on school property, in a school vehicle, or at a school activity. A dangerous weapon includes a firearm, a firearm facsimile that could reasonably be mistaken for an actual firearm, any pellet, BB, or air gun, a fixed-blade knife with a blade over three inches, a spring-loaded knife or a pocket knife with a blade over three and one-half inches, and any object used or intended to be used to inflict death or serious bodily injury. Bringing a firearm to school will result in a recommendation for expulsion for at least one calendar year, as required by state and federal law, subject to the Executive Director's authority to modify the expulsion length on a case-by-case basis. Other dangerous weapons may result in suspension or a recommendation for expulsion.

3.3.3 Bullying Prevention and Reporting

Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern of them, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student, and is specifically prohibited when it is directed at a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry, or need for special education services. Cyberbullying, bullying through electronic means, whether or not it occurs on school property, is prohibited when it materially affects the school environment.

How to report. Any student, parent, or staff member may report bullying to any staff member, to the Discipline Administrator, to a School Counselor, or anonymously through Safe2Tell at 1-877-542-7233 or safe2tell.org. Reports may be made in person, in writing, by phone, or by email. A report may be made anonymously, and NSCA will not discipline a student solely based on an anonymous report.

What happens next? NSCA will promptly review every report, take immediate steps to protect the reporting student where needed, investigate, and communicate the outcome to the families involved to the extent permitted by FERPA.

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Retaliation is prohibited. Retaliation against a student who reports bullying, is the subject of a report, or participates in an investigation is itself a violation of this conduct code and will result in disciplinary consequences, up to and including suspension or a recommendation for expulsion.

Prevention and education. NSCA's bullying prevention education is delivered through the Capturing Kids' Hearts EXCEL model, the Social Contract, and the school counseling program.

3.3.4 Searches of Students and School Property

Lockers, desks, cubbies, and other storage spaces are the property of NSCA and are provided to students for their convenience. Students have no expectation of privacy in them, and school officials may search them at any time with or without notice.

A student's person and personal belongings, including backpacks, purses, and personal electronic devices, may be searched when a school official has reasonable suspicion that the search will produce evidence that the student has violated the law or a school rule. The scope of any search will be reasonably related to its objectives and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

Interrogations and arrests. NSCA will make reasonable efforts to notify a parent before a law enforcement officer questions a student at school about a matter unrelated to school discipline, except where the investigating agency in a child abuse investigation prohibits notification. Governing policy: D20 JIH, Student Interrogations, Searches, and Arrests.

3.3.5 Gang-Related Activity

Gangs and gang-related activity are prohibited at NSCA. Students may not wear, carry, or display gang paraphernalia; use gang-related gestures, signals, or language; solicit membership in a gang; or engage in any conduct in furtherance of gang activity on school grounds, in school vehicles, or at school activities. Because gang indicia change over time, the administration will determine what constitutes gang paraphernalia in consultation with law enforcement. It will notify families when a specific item or symbol is identified.

3.3.6 Physical Intervention, Restraint, and Seclusion

NSCA uses restraint only as a last resort when a student's behavior presents a serious, probable threat of imminent physical harm to the student or others, and less restrictive alternatives have been exhausted or are inappropriate. Restraint is never used as a disciplinary consequence, as punishment, or for staff convenience. Prone restraint and any restraint that restricts a student's breathing are prohibited. Chemical and mechanical restraint are prohibited. NSCA's use of restraint is governed by the Colorado Protection of Persons from Restraint Act, C.R.S. 26-20-101 through 26-20-111, and by C.R.S. 22-32-147.

Notification. If restraint is used on your child, NSCA will notify you the same day and will provide a written report within five calendar days describing the incident, the antecedents, the intervention used, its duration, and staff involved. A review meeting will be offered.

Complaints. A parent who believes restraint or seclusion was used improperly may file a complaint with the Executive Director and with the Colorado Department of Education under C.R.S. 22-32-147. Contact the Executive Director for the complaint form and procedure.

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3.3.7 Corporal Punishment Is Prohibited

NSCA does not use corporal punishment. No school employee, contractor, or volunteer may inflict physical pain on a student as a disciplinary consequence, consistent with C.R.S. 22-1-140.

3.4 Suspension and Expulsion (D20 Administrative Policy JKD/JKE, revised 8/11/2025)

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 result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and, to the greatest extent possible, involved in the disciplinary procedures.

3.4.1 Grounds and Required Considerations

Grounds for suspension or expulsion are set out in C.R.S. 22-33-106 and include continued willful disobedience or open and persistent defiance of proper authority; willful destruction or defacing of school property; behavior that is detrimental to the welfare, safety, or morals of other students or school personnel; declaration as a habitually disruptive student; and carrying, bringing, using, or possessing a dangerous weapon.

Before suspending or recommending expulsion, and except where expulsion is mandatory, NSCA will consider the following factors, as required by C.R.S. 22-33-106(1.2): the student's age; the student's disciplinary history; whether the student has a disability; the seriousness of the violation; whether the violation threatened the safety of any student or staff member; and whether a lesser intervention would properly address the violation. Suspension and expulsion are used as a last resort.

Habitually disruptive student. A student may be declared habitually disruptive only after being suspended three or more times during a school year for causing a material and substantial disruption in the classroom, on school grounds, in a school vehicle, or at a school activity, as provided in C.R.S. 22-33-106(1)(c.5). Before the third such incident, NSCA will notify the student and the parent in writing of each incident, of the definition of a habitually disruptive student, and of the potential consequences.

3.4.2 Limits on Suspension and Expulsion for Students in Preschool through Second Grade

For students enrolled in preschool through second grade, NSCA may impose an out-of-school suspension only if the student's conduct involved a dangerous weapon, the sale or distribution of drugs or controlled substances, or behavior on school grounds that endangered others' health or safety. An out-of-school suspension for a student in these grades may not exceed three school days unless the Executive Director determines in writing that a longer suspension is necessary to prevent risk of harm.

A student in preschool through second grade may be expelled only for conduct involving a dangerous weapon, the sale or distribution of drugs, or conduct that endangered the health or safety of others, and only after NSCA has made reasonable efforts to provide behavioral supports and has determined that failure to remove the student would create a safety risk that cannot otherwise be addressed.

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3.4.3 Length, Notice, and Appeal

A suspension by the Principal or Executive Director may not exceed five school days for a single incident, and total suspensions for a single incident may not exceed twenty-five school days, consistent with C.R.S. 22-33-105(2)(c).

Before any suspension, the student will be given oral or written notice of the charges and, if the student denies them, an explanation of the evidence and an opportunity to present the student's side. NSCA will notify the parent by telephone or in writing as promptly as possible and will provide written notice of the suspension stating the grounds, the length, and the date on which the student may return.

A recommendation for expulsion entitles the student to a hearing before the Executive Director or a designated hearing officer. The student and parent will receive written notice of the hearing at least five days in advance, stating the charges and the date, time, and place of the hearing. At the hearing, the student may be represented by counsel or another advisor at the family's expense, may present evidence and witnesses, and may question witnesses. The decision may be appealed to the NSCA Board of Directors.

Educational services during removal. A student who is suspended or expelled remains entitled to educational services, and NSCA will provide an opportunity to make up work. For an expelled student, NSCA will cooperate with the district to provide an educational alternative consistent with C.R.S. 22-33-203.

3.4.4 Discipline of Students with Disabilities

If your child has an IEP or a Section 504 plan, additional protections apply when the school proposes to remove your child from school for disciplinary reasons.

Manifestation determination. If NSCA removes your child for more than ten consecutive school days, or imposes a series of removals that constitute a pattern amounting to a change in placement, the IEP or 504 team — including you — will meet within ten school days of the removal decision to determine whether the conduct was caused by, or had a direct and substantial relationship to, your child's disability, or was the direct result of NSCA's failure to implement the IEP or plan. If the conduct is a manifestation of the disability, your child returns to placement unless you agree otherwise, and the team will conduct or review a functional behavioral assessment and implement or revise a behavior intervention plan.

Educational services continue. A student with a disability who is removed for more than ten school days in a school year continues to receive educational services enabling participation in the general curriculum and progress toward IEP goals.

Special circumstances. NSCA may place a student in an interim alternative educational setting for up to 45 school days, regardless of the manifestation determination, for conduct involving weapons, drugs, or the infliction of serious bodily injury, consistent with 34 CFR 300.530(g).

Students not yet identified. A student who has not been determined eligible for special education may assert these protections if NSCA knew about the student's disability before the conduct occurred, consistent with 34 CFR 300.534.

You may request an expedited due process hearing to challenge a disciplinary placement or a manifestation determination. Contact the special education contact listed in the front of this handbook.

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3.5 Anti-discrimination Policies (D20 Administrative Policy AC)

Policy under Title VI, Title IX, Section 504, the 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 and Title IX Coordinator James Ravetti, James.Ravetti@newsummitcharter.org, 7899 Lexington Drive, Colorado Springs, CO 80920, 719-749-4010.

Inquiries may also be directed to the Office for Civil Rights, U.S. Department of Education, Denver Office, 1244 Speer Boulevard, Suite 310, Denver, CO 80204, 303-844-5695, OCR.Denver@ed.gov.

How to report discrimination or harassment. Any student, parent, or employee may report discrimination or harassment, including sexual harassment, to the Title IX Coordinator named above, to any school administrator, or through the reporting channels listed in the Bullying Prevention section. NSCA will respond promptly, will take steps to stop any harassment found, and will prohibit retaliation against anyone who reports in good faith or participates in an investigation.

3.6 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. Any club fee is listed in the school's published fee schedule, is voluntary, and may be waived upon request under the economic hardship waiver described in the School Fees section. 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.

3.7 Student Organizations (D20 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.

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3.8 Assemblies, Field Trips, Parties, and School Events

3.8.1 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.

3.8.2 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.

Field trip costs are covered by the economic hardship waiver described in the School Fees section. No student will be excluded from a field trip because of inability to pay.

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 participation in field trips if their behavior or character does not align with the NSCA mission and values.

3.8.3 Parties and Special Events

- Birthdays may be celebrated in class. Please contact the classroom teacher to coordinate. If birthday invitations are sent to be distributed at school for an outside celebration, all students need to be invited to avoid excluding 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.

3.8.4 Conduct at NSCA Social Events

- 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.

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3.9 Personal Items, Food, and School Expectations

3.9.1 Toys

- 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.

3.9.2 Food and Water at Events

- 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.

3.9.3 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.

3.10 Additional Policies

Tobacco-Free Schools (Administrative Policy ADC). Drug/Alcohol Use - (District 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).

3.10.1 Tobacco-Free Schools — D20 Policy ADC.

NSCA is a tobacco-free and nicotine-free campus at all times for students, staff, and visitors, on school property and at school-sponsored events. Summarized in the Alcohol, Tobacco, and Controlled Substances section of this handbook.

3.10.2 Drug and Alcohol Use and Penalties for Possession — D20 Policies JICH and JICH-R.

Possession, use, sale, distribution, or being under the influence of alcohol, marijuana, nicotine or tobacco products, or any controlled substance is prohibited. It may result in suspension, a recommendation for expulsion, and law enforcement referral. Summarized in the Alcohol, Tobacco, and Controlled Substances section of this handbook.

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3.10.3 Screening and Testing of Students, and Treatment of Mental Disorders — D20 Policy JLDAC.

NSCA does not administer a psychological, psychiatric, or behavioral health screening to a student without prior written parental consent, except in an emergency involving risk of harm to the student or others. Suicide risk assessment following a safety concern is addressed in the Suicidal Ideation and Harm to Self section of this handbook.

3.10.4 Student Interrogations, Searches, and Arrests — D20 Policy JIH.

Summarized in the Searches of Students and School Property section of this handbook.

3.10.5 Sharing and Release of Student Information — D20 Policy JRCA.

NSCA discloses personally identifiable information from a student's education record only with written parental consent or as permitted by FERPA. Summarized in the Student Records and FERPA section of this handbook.

The full text of each policy is available on the Academy District 20 policy website and free in print on request from the NSCA front office.

3.11 Annual Notice of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 certain rights with respect to the student's education records.

1. The right to inspect and review the student's education records within 45 days after NSCA receives an access request. Submit a written request to the Registrar identifying the records you wish to inspect. NSCA will notify you of the time and place where the records may be inspected.
2. The right to request amendment of an education record you believe is inaccurate, misleading, or in violation of the student's privacy rights. Submit a written request to the Principal identifying the part of the record you want changed and why. If NSCA decides not to amend the record, you will be notified of your right to a hearing.
3. The right to provide written consent before NSCA discloses personally identifiable information from the education records, except to the extent FERPA authorizes disclosure without consent. One exception permits disclosure to school officials with a legitimate educational interest — including administrators, teachers, support staff, board members, contractors, consultants, volunteers, and other parties to whom NSCA has outsourced institutional services. NSCA also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NSCA to comply with FERPA. Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.
5. The right to obtain a copy of NSCA's student records policy. Contact the Registrar.

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3.12 Directory Information and How to Opt Out

NSCA designates the following as directory information, which may be disclosed without your consent: student name; grade level; participation in officially recognized activities; dates of attendance; awards received; and photographs and video of the student in school activities.

To opt out. If you do not want NSCA to disclose any or all of this information, notify the Registrar in writing within thirty days after the start of the school year, or within thirty days of enrollment if your student enrolls later. Specify which categories you are withholding. An opt-out remains in effect for the school year and must be renewed annually.

A directory information opt-out does not prevent NSCA from requiring a student to disclose their name or identification card in class. It does not apply to disclosures otherwise permitted by law.

3.13 Notice Under the Protection of Pupil Rights Amendment (PPRA)

PPRA gives parents rights regarding NSCA's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. You have the right to:

- Consent before your student is required to submit to a survey funded by the U.S. Department of Education that concerns any of eight protected areas: political affiliations or beliefs; mental or psychological problems; sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of others with whom the student has a close family relationship; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs; or income other than as required to determine program eligibility.
- Receive notice and an opportunity to opt your student out of any other survey concerning those protected areas; any non-emergency, invasive physical examination or screening that is required as a condition of attendance, other than a hearing, vision, or scoliosis screening; and any activity involving collection, disclosure, or use of personal information collected from students for marketing.
- Inspect, upon request and before administration or use, any protected information survey, any instrument used to collect personal information for marketing, and any instructional material used as part of the educational curriculum.

NSCA will notify you at least annually of the approximate dates of any covered activity and provide an opportunity to opt out. Complaints may be filed with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

3.14 Notice Regarding Personal Beliefs and Student Information (C.R.S. 22-1-123)

NSCA will not administer to your student any survey, analysis, or evaluation that reveals information concerning political affiliations; mental or psychological problems; sexual behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of family members; legally recognized privileged relationships; or religious practices, affiliations, or beliefs, without providing you advance written notice, an opportunity to review the instrument, and obtaining your written consent, consistent with C.R.S. 22-1-123.

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3.15 Equal Educational Opportunity (D20 Policy JB, revised 3/17/2025)

Every student at NSCA has an equal opportunity to participate in and benefit from every program, activity, and service the school offers, without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Concerns should be directed to the Title IX Coordinator and Compliance Officer listed in the front of this handbook. Full policy: D20 JB, available on the D20 policy website and free in print from the front office.

3.16 Asbestos Management Plan Notice (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act, NSCA maintains an asbestos management plan for our facility. The plan is available for review during regular business hours in the front office at no cost. Contact the Business/Office Manager, the school's designated AHERA person, at 719-749-4010 with any questions about the plan or about asbestos-related activities planned or completed during the school year.

3.17 Pesticide Application Notice

Families who wish to be notified in advance of any pesticide application on school grounds may add their name to NSCA's pesticide notification registry by contacting the front office.

3.17 Annual Notice of Homeless Student Rights (McKinney-Vento)

A student who lacks a fixed, regular, and adequate nighttime residence — including a student sharing housing due to loss of housing or economic hardship, living in a motel, shelter, campground, car, park, or public space, or awaiting foster care placement — has the right to immediate enrollment at NSCA even without the records normally required, to remain at the school of origin when in the student's best interest, to transportation to the school of origin, to participate fully in all school activities, and to free school meals. Contact NSCA's homeless liaison, named in the front of this handbook. Governing policy: D20 JFABD, revised 7/1/2023.

3.18 Students in Foster Care

A student in out-of-home placement has the right to remain in the school of origin when in the student's best interest, to immediate enrollment, to partial credit for coursework completed, and to excused absences for court appearances and court-ordered activities, consistent with C.R.S. 22-32-138. Contact NSCA's child welfare education liaison, named in the front of this handbook.

3.19 Military Family Notice

NSCA participates in the Interstate Compact on Educational Opportunity for Military Children, C.R.S. 22-97-101 and following, which provides for expedited enrollment, placement, and records transfer for children of active-duty service members. Given NSCA's location, this applies to a substantial number of our families. Contact the Registrar.

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3.20 Free and Reduced-Price Meals (D20 Policy EF, revised 7/22/2024)

See the School Meals section in Part 1 of this handbook for eligibility, application, and confidentiality information.

3.20 Student Records and Sharing of Student Information (D20 Policy JRCA)

NSCA discloses personally identifiable information from a student's education record only with your written consent or as permitted by FERPA. Requests to inspect, review, or amend a record go to the Registrar. See the FERPA notice above.

Part 4 — Parent Rights and Responsibilities

4.1 Communication Guidelines

4.1.2 Staying Informed

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

- Check the school website (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

Staff response expectations. Staff will acknowledge parent emails and voicemails within two school days. Staff are not expected to respond outside of contract hours, on weekends, or during school breaks.

4.1.2 Respectful Interaction

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 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 are aggressive, abusive, disruptive, demeaning, or threatening. Both staff and teachers are authorized to terminate such communications immediately, 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 result in 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.

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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, as NSCA's charter authorizer

If a parent or community member engages in the conduct described above, NSCA will respond progressively. First, the Principal or Executive Director will provide written notice describing the specific conduct, the expectation going forward, and the consequence of continued conduct. If the conduct continues, the Executive Director may, by written notice, designate a single administrator as the parent's point of contact for routine school business for a stated period, and may require that communication occur in writing or at scheduled meetings. The written notice will state the duration of the restriction, the specific conduct that prompted it, and the process for requesting its lifting. A parent may appeal the restriction in writing to the NSCA Board of Directors, which will review it at its next regular meeting.

The purpose of these measures is to protect staff from abusive conduct while preserving every family's access to the school. Restricted communication is a limit on channel and format only. It is never a limit on a parent's right to information about their own child.

A communication restriction never limits, delays, or conditions any of the following: participation in an IEP or Section 504 meeting and all related communication with the IEP or 504 team; access to and requests for the student's education records under FERPA; communication with the School Nurse or the Director of Safety and Security about a health or safety concern; enrollment, registration, and records-transfer business with the Registrar; filing a report or complaint of discrimination, harassment, or bullying; or reporting an absence.

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.

4.2 Class Changes and Teacher Requests

At NSCA, initial requests for classroom and teacher placement are not accepted. 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 made only when there is a demonstrated significant need and must be approved by the 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

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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.

4.3 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 strengthen the 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.

4.4 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 the strong emphasis on parent volunteers in this school with the establishment of a learning environment that best serves all our students. Volunteering is welcome but never required. No family is required to volunteer.

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

CDE STANDARDS FOR CHARTER SCHOOLS Rule 2.02(E) states: The Charter School does not establish undue barriers to students applying for enrollment, such as mandated testing before acceptance, that have the effect of excluding students based on socioeconomic, family, or language background, prior academic performance, special education status, or parental involvement.

4.5 General Guidelines

- 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 for student learning within it.
- Parents who wish to volunteer in the classroom need to learn the teacher's teaching style before assisting. If the teacher's teaching style conflicts with the parent's volunteer style, the parent will need to adjust their approach or find a more compatible volunteer role at 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.

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- 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 NSCA's Student/Parent Handbook. They are encouraged, but not required, to participate in 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 ParentSquare App.
- All volunteers must complete the volunteer training, registration, and background check. A CBI background check is required for any volunteer who will have unsupervised contact with students, including all field trip chaperones and drivers. The volunteer pays the cost; a fee waiver is available on request to the front office. Apply well before the activity you plan to support, as we cannot control or predict the time required.

4.5 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 in a businesslike and fair manner, without partiality toward individual students or personal beliefs.
- Respect and abide by the confidential nature of anything you see or hear while volunteering. Student information you learn while volunteering is protected under FERPA and must not be shared or discussed outside the school.
- 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 or 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 (refer to the Dress Code).
- Be on time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for NSCA.
- Motivate children positively 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 ParentSquare.
- 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 not take care of other children at the same time.

4.6 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

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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/

4.7 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, under C.R.S. 19-3-304. We do not investigate accusations, reports, or suspected 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 conduct due diligence and submit a mandatory report; the Department of Human Services then conducts 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 disclose the details or contents of any report or the name of the staff member who made it. The governing policy is D20 JLF, Reporting Child Abuse and Neglect, available on the D20 policy website and free in print from the front office.

To report suspected child abuse or neglect directly, call the Colorado child abuse and neglect hotline at 1-844-CO-4-KIDS (1-844-264-5437), available 24 hours a day.

4.8 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 before an assessment to obtain permission. Parent(s)/guardian(s) may or may not be contacted before the administration of this assessment; however, they will be contacted afterward to communicate that the assessment was administered and to discuss further recommendations. A Columbia assessment is administered only in response to a specific safety concern, as an emergency safety intervention. NSCA does not administer routine or universal mental health screening without prior written parental consent.

At times, administrators and counselors may contact the city crisis team or emergency services to complete an assessment of a student. We do not need to obtain parental consent before calling 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. If there is reason to believe 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.

Crisis resources for families: Colorado Crisis Services at 1-844-493-8255 or text TALK to 38255, available 24 hours a day. 988 Suicide and Crisis Lifeline: call or text 988. Safe2Tell: 1-877-542-7233.

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4.9 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 and guardians whenever appropriate and permitted by law. Our goal is to provide students with a safe and supportive school environment while 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 their expertise and extensive experience in mental health, school counselors do not provide ongoing or long-term therapy to students. We draw on our clinical experience to provide 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 or parents and 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 respond immediately to student crises 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 and 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 and guardians are not notified by the school before or after the filing of a mandatory report to comply with legal obligations and ensure student safety.

The school determines the timing and scope of parent communication regarding counseling matters based on legal requirements, safety considerations, and professional judgment. However, we value collaboration with families and seek to partner with parents and 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.

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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. Counselor - Cortnie Wise, MA, LPC, LSC, cortnie.wise@newsummitcharter.org, 719-749-4007; Social Worker - Tiffany Fontenot, MSW, LCSW, LSC, tiffany.fontenot@newsummitcharter.org, 719-639-7135.

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Appendix A — Dress Code and Uniform Standards

The Board of Directors of 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.
- Allowing parents and students 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 the time they enter 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.

Cost should never be a barrier. If the cost of uniforms is a hardship for your family, contact the front office. NSCA maintains a uniform exchange and will provide uniform items at no cost, confidentially. No student will be excluded from class, penalized, or sent home for a uniform issue arising from financial hardship.

A.1 Uniform Wear Guidance

Students must present a neat appearance. Uniforms must be of an appropriate size and fit and worn as intended by the policy. 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 references.

Clothing may not display profanity, violence, hate speech, or references to drugs, alcohol, tobacco, or sexual content. It may not display anything that causes or is reasonably likely to cause a substantial disruption to the school environment. Religious dress, headwear, and articles of faith are permitted, and NSCA will grant religious and medical accommodations to any provision of this dress code upon request to the Principal. No accommodation request requires documentation of the sincerity of a religious belief.

A.2 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 of all.
- The uniform policy is enforced consistently and equitably for all students, regardless of sex, gender, gender identity, gender expression, race, body type, or hair texture or style. Enforcement will not involve measuring a student's body or clothing, and students will not be removed from instruction for a dress code issue except where the clothing cannot be corrected and presents a genuine disruption.

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A.3 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 corrected immediately, the student may be asked to call their parent or guardian to bring in the appropriate uniform item(s), thereby enabling the student to comply with the uniform policy.

A.4 Colors

- Tops (shirts, sweatshirts (crew and 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

A.5 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 brand names, or 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, except denim, sheer fabrics, or spandex.
- A polo or turtleneck of approved school colors must be worn under a jumper dress.

A.6 Sweatshirts and Sweaters

- Only solid-colored zip-ups, pullovers, or hooded sweatshirts and sweaters in approved school colors 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 or classroom.

A.7 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.

A.8 Skorts, Skirts, Polo Dresses, Jumpers, and Capris (Girls)

Any student may wear any garment listed in this dress code.

- 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.

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- Jumpers and polo dresses may be worn in any school-approved uniform color.
- Undergarments should not be visible while sitting or standing.

A.9 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 and soles no higher than one inch.
- Flip-flops, beach shoes, jellies, slippers, or swim shoes may not be worn.

A.10 Hair, Accessories, and Other Items

- Girls may wear hair accessories if they match uniform colors and are without patterns.
- A student's hair shall be worn in a manner that is not in the student's eyes. Hair must be worn so that it does not obstruct the student's vision.
- Boys are welcome to wear bow ties & tiesBow ties and ties may be worn 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. Head coverings worn for religious reasons are permitted at all times and do not require documentation or approval.
- 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 must be a naturally occurring human hair color. Colors such as blue, green, pink, purple, or neon shades are not permitted.
- 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.

A.11 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.

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A.12 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.

Appendix B — Technology Usage Guidelines

B.1 Personal Devices and Cell Phone Policy (JICJ-NSCA-A)

Students are prohibited from using mobile devices, including smartphones, smartwatches, and online tablets during school hours at 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.

Confiscated devices are stored securely in the front office and returned to the student at the end of the school day or to a parent upon request. NSCA staff will not search the contents of a confiscated device except as permitted under the Searches of Students and School Property section of this handbook.

Exceptions. This policy does not apply where a student's individualized education program requires the use of a communication device, a Section 504 plan, an individualized health plan, or a documented medical need — for example, a continuous glucose monitor or another medical monitoring device. Requests for a medical exception are submitted through the Medical Exemption Form for Student Use of Cell Phones (JICJ-NSCA-E) and approved by the administration. An exception required by an IEP, 504 plan, or IHP is granted automatically and does not require a separate form. This policy also does not restrict the use of a device in an emergency or when use is required by law.

Reaching your child during the day. Call the front office at 719-749-4010, and we will get a message to your student. In an emergency or lockdown, follow instructions from ParentSquare rather than calling or texting your child directly.

B.2 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

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critical thinking, information analysis, effective communication, proficient writing, problem-solving, and the cultivation of digital competencies essential to current employment demands. Moreover, leveraging these tools fosters a mindset of continual learning and provides avenues for participation in remote education, peer interaction, and access to educational resources. For purposes of this policy, "digital resources" means the NSCA network and any device, hardware, software, website, database, or other technology used to access the Internet.

B.2.1 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 take 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 NSCA digital resources to avoid exposure to inappropriate material.

Disabling the filter. NSCA's technology protection measure may be disabled by an authorized adult for bona fide research or another lawful purpose. Requests should be directed to the Director of Compliance/IT.

B.2.2 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.

B.2.3 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 or received through the NSCA network shall remain the property of NSCA. Because technology and its use 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 NSCA'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 damage another person's reputation purposely
- in violation of any federal or state law or NSCA or D20 policy, including but not limited to copyrighted material and material protected by trade secret

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- 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
- that uses artificial intelligence in an inappropriate manner
- that engages in cyberbullying (D20 Policy JICDE)

B.2.4 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, such as using another person's password or any other identifier. Inappropriate use of or vandalism to NSCA networks or digital resources is subject to disciplinary measures, including loss of access to 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.

B.2.5 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. Where a device is required for coursework, an alternative means of completing the work will be provided.

B.3 Digital Citizenship Expectations

B.3.1 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.

B.3.2 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 who engage in such practices will face disciplinary action in accordance with NSCA's academic integrity policies. Students need to engage authentically with their learning, ensuring that all

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submitted work reflects their own understanding and effort. When AI is permitted, instruction will be provided on proper uses and citations.

B.3.3 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 and 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 Chromebooks for completing assignments on campus. The expectations for those devices are outlined in the Student Chromebook Agreement, which each student and 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 to the provided carts for charging. If a student device is rendered unusable due to misuse or is not charged enough for use, the student must inform their homeroom teacher. Teachers will communicate with Admin and IT to consider temporary replacement. Students are never to help themselves to random computers found on tables or in charging carts. Families will be held financially responsible for repairs and/or replacement of devices damaged or lost due to misuse or negligence.

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 "chatting," and similar activities. Activities deemed inappropriate may be referred for disciplinary action, including a call home, detention, suspension, revocation of the student's 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.

Student data privacy. NSCA and its online educational service providers handle student personally identifiable information in accordance with the Colorado Student Data Transparency and Security Act, C.R.S. 22-16-101 and following. A list of the on-demand and contracted online educational service providers NSCA uses. The categories of student information they collect are posted on the school website and updated annually.

Appendix C — Health Services

C.1 General Health Room Procedures

When a student enters the health room, they 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, they will be treated appropriately utilizing these guidelines and sent back to their classroom. If the student's illness or injury is more serious and, after 15 minutes, there is no improvement or the student's condition worsens, a call will be made to the parent or guardian first, then to 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.

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If you are contacted to pick up your student, you or an authorized emergency contact must do so 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 up the student, the health team may need to follow emergency protocols, depending on the student's illness or condition. Please provide the school with at least TWO emergency contact telephone numbers 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 they can continue with their education for the day, and send them back to their 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 the school nurse to arrange any concerns regarding a student's health. Students with certain medical diagnoses, such as diabetes, may require or may benefit from an IHP or Individual Health Care Plan.

Students with asthma, food allergy, anaphylaxis, diabetes, seizure disorder, or another chronic health condition should have an Individual Health Care Plan on file. Contact the school nurse before the first day of school to develop one. A student with a health condition that substantially limits a major life activity may also be eligible for a Section 504 plan — contact the Section 504 Coordinator listed in the front of this handbook.

C.2 Medications

NSCA must follow Colorado school requirements for the intake and distribution of medications at school. The administration of medication, both prescription and over-the-counter, must be included in the standing order distributed by the ASD20 medical advisor, or requires permission from a specific licensed healthcare provider AND the student's parent or guardian. School nurses or 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, consistent with C.R.S. 22-1-119.3. All three parties must agree that the student can self-carry the medication responsibly and follow medication instructions 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, not expired, and properly labeled. The health room will not accept over-the-counter medications unless they are 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. A parent and a physician with

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prescriptive authority must sign the Permission to Administer Medications form. 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) medication 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. The school nurse will make the delegation of the staff members. 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 responsible for understanding the therapeutic effects, safe dosages, contraindications, and potential side effects. For this reason, nurses (or any NSCA staff) will not administer non-FDA-approved substances at school, including herbs, supplements, essential oils, and similar products.

C.3 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 or provider's signature, and stamp.
2. Any restrictions (P.E., sports, recess, weight-bearing, stairs, and so on).
3. Date(s) of restrictions.
4. For crutches, the doctor or provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches.
5. A student with a temporary mobility impairment may be entitled to accommodations under Section 504 and the ADA, and families should be directed to the Section 504 Coordinator.

C.4 Immunization Requirements

Colorado law requires students in public schools (grades K-12) to be vaccinated against many of the diseases that 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); and varicella (chickenpox).

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

C.5 Exclusion from School

Immunization records or exemption forms must be submitted to NSCA before 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, a certificate of exemption, or an in-process plan on file for the student.

If someone gets sick with a vaccine-preventable disease, or if there is an outbreak at the student's school and the student has not received the vaccine for that disease, the student may be excluded from school activities if 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 receive vaccines for medical reasons, a parent or guardian must submit a Certificate of Medical Exemption to the school, signed by a health care provider licensed to administer 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.

If a parent chooses not to have a student vaccinated according to the current recommended schedule for personal 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. Please contact the school nurse or health office if there are any questions regarding immunizations.

Immunization rates. Colorado law requires each school to make its aggregate student immunization and exemption rates available to families upon request and to notify parents annually that this information is available. Contact the school nurse to request NSCA's rates.

C.6 Illness Expectations

NSCA follows the Infectious Disease Guidelines for schools and childcare settings published by the Colorado Department of Public Health and Environment, which includes the public guidance on communicable diseases in the "How Sick is Too Sick?" document. ChildCare_How_Sick_Is_Too_Sick_English (r2505).pdf

In situations in which a child does not have a diagnosed disease or 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 child care or school personnel can provide.

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- 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 common symptoms that may 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.

Exclusion Guidelines by Symptom

Cough. Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, has difficulty breathing, becomes red or blue in the face, makes high-pitched whooping sounds after coughing, or vomits after coughing.

Diarrhea (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, or jaundice), the diarrhea cannot be contained in a toilet, there is blood or mucus in the stool, or the child is in diapers. Exclusion may be extended during a suspected outbreak.

Earache. No exclusion is necessary.

Fever (a body temperature from any site over 100.4°F for infants younger than 2 months and 101°F for 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, or a general feeling of not being well. NSCA may require pick-up from school for a fever above 100.4°F if the student has additional symptoms or is unable to participate comfortably in usual activities. A student sent home with a fever should remain home until fever-free for 24 hours without fever-reducing medication.

Headache. No exclusion is necessary unless the headache is severe and accompanied by additional symptoms such as vision problems, a stiff neck, fever, or behavioral changes.

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.

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 behavioral changes, fever, joint pain, or bruising not associated with injury, or if the rash is oozing or causing open wounds. NSCA may require a parent or guardian to pick up the student for a licensed professional to evaluate the student for any undiagnosed communicable disease and provide clearance to return to school.

Stomach ache or abdominal pain. Exclusion is recommended if the pain is severe, if it appears after an injury, or if the child has symptoms in addition to the stomachache (such as vomiting, fever, diarrhea, or jaundice).

Swollen glands (swollen lymph nodes). Exclusion is recommended if the child has symptoms in addition to the swollen glands, such as difficulty breathing or swallowing, or fever.

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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, or abdominal pain).

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

C.7 Health Team Contact Information

Health team general contact: Health.team@newsummitcharter.org. Health Room and Health Assistant phone: 719-749-4009. School Nurse: Denise Piciulo, BSN, RN, Denise.piciulo@newsummitcharter.org, 719-639-7144.

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Appendix D — 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. Lottery Process
3. Enrollment

This document explains the distinctions among these three steps and the process for enrolling students in NSCA. State law prohibits undue barriers during admissions or enrollment that exclude students based on socioeconomic status, family status, 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.

NSCA does not charge tuition, require an application fee, or require a family volunteer commitment as a condition of admission or continued enrollment. C.R.S. 22-30.5-104(3) prohibits a charter school from limiting admission on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, need for special education services, or a student's academic or athletic ability.

D.1 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, available here: https://newsummitcharter.org/enrollment/. Students are offered available seats in our wait-listed order. Parents must accept the offer and complete the D20 registration process to begin enrollment. Once the offer has been accepted, parents will receive 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, Haven Forest School students, D20 Residents, and all other applicants.

A founding family includes children in the household of any member of the board and children in the household of any family or person that provides at least 25 hours of approved volunteer service towards the establishment of NSCA. Families completing their 25 hours of service to the school will be deemed a founding family after an application is made to the Founding Board with appropriate evidence. No families will be designated a founding family after December 1, 2017. This will not exceed 20% of our enrollment in each grade level. Staff is defined as any full- or part-time employee enrolled for the current school year. This will not exceed 20% of our enrollment in each grade level. Haven Forest School students are students enrolled in Haven Forest School who wish to enroll in New Summit.

To start kindergarten, students must turn 5 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 preceding the academic year in which they wish to enroll in

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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 contact information on file and no response is 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.

D.2 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 noon on the first Monday in June, 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.

D.3 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.

D.4 Grounds for Denying Enrollment

- If there is a lack of space or teaching staff in a particular program or school, priority will be given to resident students applying for admission to that 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 requested program. The IEP team makes placement decisions for students with disabilities in coordination with D20 as the administrative unit, and that need for special education services is never a basis for denying admission.
- The IEP team makes placement decisions for students with disabilities in coordination with D20, the administrative unit, and the need for special education services is never a basis for denying admission.

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- The student does not meet the established eligibility criteria for participating in a particular program, including age requirements, course prerequisites, and required performance levels.
- 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.
- Denial of admission on either of the two grounds above is subject to the due-process procedures in C.R.S. 22-33-105 and D20 Policy JKD/JKE, including the right to a hearing.

Appendix E — Quick Reference: Policies Cited in This Handbook

Columns: Policy Code · Title · Adopted By · Last Revised · Where Summarized in This Handbook · Link

Rows to include: AC Non-Discrimination/Equal Opportunity (D20) · ADC Tobacco-Free Schools (D20) · EF Child Nutrition (D20, rev. 7/22/2024) · JB Equal Educational Opportunity (D20, rev. 3/17/2025) · JE Student Absences and Excuses (D20) · JFABD Homeless Students (D20, rev. 7/1/2023) · JG-NSCA Enrollment and Placement (NSCA) · JH Student Absences and Excuses/Truancy (D20) · JIC Student Conduct and Discipline Code (D20) · JICA-NSCA and JICA-NSCA-R Dress Code and Uniform (NSCA) · JICDE Bullying Prevention (D20) · JICH and JICH-R Drug and Alcohol Use (D20) · JICJ-NSCA-A, -R, -E Personal Devices and Cell Phones (NSCA) · JIH Student Interrogations, Searches, and Arrests (D20) · JJA Student Organizations (D20) · JKD/JKE Suspension and Expulsion (D20, rev. 8/11/2025) · JLDAC Screening and Testing of Students (D20) · JRCA Sharing/Release of Student Information (D20) · JRCB Student Records (D20, rev. 7/1/2025)

Appendix F — Glossary

ALP — Advanced Learning Plan, the written plan for a student identified as gifted and talented. · Behave-In/Behave-Out — the reflection and re-entry strategy used with the Social Contract. ·

Capturing Kids' Hearts EXCEL — the relationship-building framework NSCA uses school-wide. ·

CurbSmart — the afternoon pick-up application. ·

D20 or ASD20 — Academy School District 20, NSCA's charter authorizer. ·

ELS — English Language Support. · Houses — the multi-grade student communities students belong to. ·

IHP — Individual Health Care Plan. ·

Infinite Campus — the student information system for grades, attendance, and records. ·

MTSS — Multi-Tiered System of Supports. ·

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ParentSquare — the school's communication app. ·

READ plan — the reading intervention plan required for a K-3 student with a significant reading deficiency. · Social Contract — the shared behavior agreement developed by each class. ·

YPC — Yeti Parent Committee. ·

Yeti Time — the daily intervention, enrichment, and advisory block.

Appendix G — Handbook Acknowledgment

By completing the handbook acknowledgment in Infinite Campus at annual registration, you confirm that you have received the NSCA Student/Parent Handbook, that you have reviewed it with your student, and that you understand you may request a free printed copy or a translated copy at any time. Acknowledging receipt does not waive any right you or your student have under this handbook or under state or federal law.

Student name:_____

Grade:_____

Parent/guardian name:_____

Date:_____

Appendix H — Revision Log

Date	Revision Details	Revised By
5/15/2024	Approved	Board, Executive Director
9/14/2026	Comprehensive revision: added required state and federal notices, expanded conduct and discipline code, reorganized into four parts with appendices.	Compliance Officer
10/7/2026	Approved	Board of Directors

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