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## **NSS MISSION**

To provide a quality education for every child.

## **NSS VISION**

North New Summit School will become the leader in providing exceptional and innovative educational services with differences in learning.

## **NSS PHILOSOPHY**

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

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

North New Summit offers small classroom instruction by experienced teachers, who will focus on individual needs of each student. Essential core classes as well as electives and enhancement courses are incorporated. State-of-the-art technology and advanced resources are utilized to complement teacher instruction.

North New Summit School integrates co-curricular activities used to enhance the student's academic experience. Innovative teaching combined with field trips use of area resources; provide a comprehensive academic experience for all students. An important part of the process is meeting individual needs in all areas of the educational area. The School Administration may need to adapt some procedure for the advancement of students.

## **North New Summit School Beliefs**

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

## **Staff Listing**

<b>Position</b>	<b>Name</b>
School Director	Susan Floyd
School Principal	Carl Thach
School Counselor	Donna Yeargin
School Secretary	Beth Carroll
School Financial Clerk	Doris Long
Online Coordinator	Gay Mangum
Health Coordinator	Beth Purifoy
Lab/Teacher Assistant	Terry Jolly
Career Instructor/Jr. High Instructor	Margie Muse
Science Instructor	Jennifer Roden
English Instructor	Tori Haddon
Math Instructor	Howard Phillips
Art Teacher/Jr. High Instructor	Heather Williams
Upper Elementary	Sharon Frasier
Upper Elementary	Marley Phillips
Middle Elementary	Ann Bratton
Lower Elementary	Pam Cobb
Special Needs	Melanie Strain

**New Learning Resources School District  
North New Summit School  
School Calendar 2011-2012**

August 3-5	Teacher Orientation/Professional Dev.
August 4	District Convocation-North New Summit
August 8	First Day K- 12 (half day orientation-11:30)
September 5	Labor Day Holiday
October 7	End of 1 <sup>st</sup> Nine Weeks
October 10	Fall Break-School Holiday
October 12	Report Cards
October 21	NNSS Fall Festival
November 8	Health Fair
November 21-25	Thanksgiving Break
December 13-15	First Semester Exams
December 15	Students Dismissed
December 16	Make-up Exams
December 19-Dec. 30	Christmas Holidays
January 2	Faculty Professional Dev. /Workday
January 3	School Resumes for Students
January 4	Report Cards
January 16	Martin Luther King Holiday
February 9	NNSS Cookbook Tasting
February 20	Presidents Day – School Holiday
March 9	End 3 <sup>rd</sup> Nine Weeks
March 12-16	Spring Break
March 21	Report Cards
April 6-9	Easter Holiday (Friday and Monday)
May 7-9	Senior Exams
May 10	Senior Exams Make-up Day
May 10	Graduation/7:00 P.M.
May 18-22	Final Exam/Last Day for Students
May 23	Make-up Day for Exams
May 23	Final Report Cards Mailed
May 25	Last Day for Teachers

**North New Summit School – Daily Schedule**

7:30 a.m.	Duty Personnel	<u>Elementary</u>	
8:00 a.m.	Staff Reports		
8:15 a.m.	Bell for Homeroom	Break	10:00 – 10:15 a.m.
8:20 a.m.	Homeroom, Tardy – Absentee/Lunches	Lunch	11:25 – 11:55 a.m.
8:25 a.m.	First Period Begins		
9:25 a.m.	Second Period		
10:15 a.m.	Break		
10:30 a.m.	Third Period		
11:30 a.m.	Fourth Period		
12:20 p.m.	Lunch		
12:45 p.m.	Fifth Period		
1:40 p.m.	Sixth Period		
2:35 p.m.	Dismissal – Elementary – 2:20 p.m. High School – 2:35 p.m.		

## **North New Summit School Strategic Plan (2009-2013)**

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

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

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

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

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

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

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

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

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

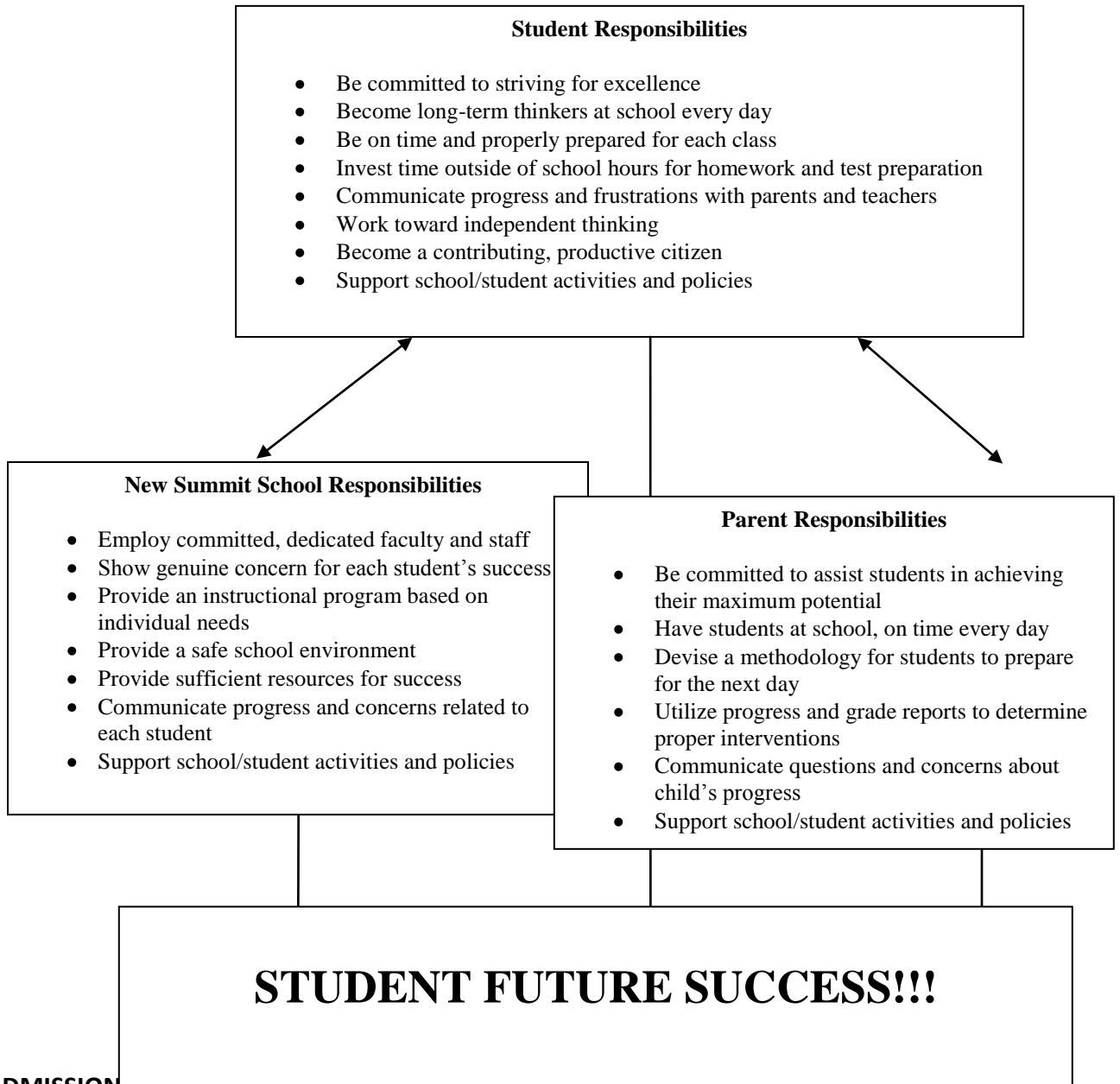
### **Goal 5: Provide appropriate educational facilities that promote learning, safety, and community pride.**

- Plan appropriately for student growth
- Create an efficient, educational environment through the effective use of technology
- Provide a conflict-free and safe school

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

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

### **Model of Foundation for Future Success**



### ADMISSIONS PROCESS

As a special purpose school, North New Summit School provides services to a variety of students. It is generally accepted that North New Summit School approaches admissions with

a great deal of flexibility, although we do not purport to be able to provide services for everyone. As such, a thorough admissions process is implemented.

In general, the admissions procedure involves an initial interview with the student and parents. The parents and student are provided with an overview and tour of the school and are given enrollment paperwork to complete if they are interested. Additional testing and evaluation processes are then explored and conducted to more accurately determine the needs of the student. Information from prior schools and other sources is also gathered. All staff involved in the admissions process discusses the prospective student and makes a decision on the student's appropriateness for North New Summit School services. If recognized that the student can not be helped at an acceptable level, a referral will be made to another educational setting, if known. Once a student enrolls and is admitted to the school, a schedule will be completed and teachers will be provided with background information on the student from the admissions director.

### **Non-Discriminatory Practices**

North New Summit School, in accordance with the Civil Rights Act of 1964, continues its non-discriminatory policy, admitting students of any race to all the rights, privileges, programs and activities made available to students. The school further declares that there will be no discrimination "on the grounds of race, color or national origin" in the administration of educational policies, applications for admission and co-curricular activities.

North New Summit School, in accordance with the requirements of Title IX of the Civil Rights Act, announces its compliance with the Civil Rights Act regarding discrimination on the basis of sex in their admission policies and treatment of students.

North New Summit School, in accordance with the Education of All Handicapped Children Act (Public Law 94-142), continues the availability of its educational programs to all handicapped and non-handicapped children. Handicapped and non-handicapped children are educated together to the appropriate maximum extent.

### **TOBACCO/ALCOHOL/DRUG-FREE ENVIRONMENT**

As a general policy, North New Summit School exists as a tobacco, alcohol and drug-free environment. The use of any banned substance on school grounds carries serious consequences for both staff and students.

#### **Tobacco Use**

Students may not use or possess tobacco products of any kind on school grounds. This includes going out to vehicles during school hours to use tobacco products. If a student is caught smoking, using or possessing other tobacco products at school, the student's parents will immediately be notified and the student may be suspended from school for a time period to be determined by school administration.

#### **ALCOHOL/ILLEGAL DRUG USE**

Students are not permitted to use, be in possession of, buy, or sell alcohol or drugs on campus or to be under the influence of such substances while on school grounds. Any student who is

caught with such substances will be expelled from North New Summit School. NNSS reserves the right to perform random drug testing as determined necessary by school administration in accordance with Mississippi Law 37-11-18. Drug testing may also be conducted if a student is suspected of using alcohol/illegal drugs. If a student has a positive drug screen, disciplinary action will be taken as determined by school administration.

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

### **PHONE USE**

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

### **Cell phones and Other Electronic Devices**

Students may NOT have cell phones, pagers, CD players, radios or any other electronic device during school hours (from the time they arrive in the morning until after the last bell). If a student needs to make a phone call, permission can be granted by the school principal or other school administrator to use a school phone. If any cell phone or other electronic device is found, it will be collected and turned into the principal. The principal will return the device to a parent/guardian. Repeat offenses will result in more serious consequences.

### **SCHOOL ACTIVITIES/SCHOOL CLUBS**

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

### **Field Trips**

All field trips must be approved by the school principal prior to planning for the trip. Once the field trip is scheduled, the staff member coordinating the trip will ensure that permission slips have been distributed and collected from parents. Students will not be permitted to attend a field trip without a signed permission form. Also, if the field trip requires drivers, the coordinator of the field trip will possibly ask parents to serve as chaperones/drivers. No students may drive to field trips. Field trips must be put on master calendar in the main office. Students will wear uniforms unless stated on permission slips for individual field trip.

### **Movies/Videos**

Any movie shown in class will have a direct link to a learning objective or planned activity. An activity sheet or listening skill activity may be used. All movies must meet prior approval from the school principal. As a general rule, only movies with a G or PG rating will be shown.

## **RULES/DISCIPLINE**

### **Student Attendance**

Regular and punctual attendance is expected from all students for successful achievement in school. Parents should encourage and are viewed as a vital source for ensuring regular school attendance. Unless illness or unforeseen emergency circumstances occur, students are expected to be in attendance at school every day. Research points out a high correlation between regular school attendance and student performance. After 20 days of absence an attendance committee will review excessive absence and make recommendation for correcting and/or developing necessary educational accommodations.

A doctor's excuse should be obtained for any absence related to illness which exceeds three days. For any absence, a note should be written by the parent/legal guardian detailing the reason for the absence. If a note is not written a phone call from the parent/legal guardian should be made to the school secretary detailing the reason for the absence. In case, of exceptional absentee reasons the administration may make limited adjustments.

### **Make-up Work**

Students are to request make-up work from their teachers upon return to school after any absence. All make-up work, including taking quizzes and tests, should be arranged within three days of the student's return to school. All make-up work will need to be completed, according to arrangements established between the student and the teachers. Make-up work for a specific grading period must be completed by the end of that grading period.

### **Leaving Campus**

Students may not leave school grounds for any reason until the end of the school day. Students who wait for rides after school may not leave the school grounds until their authorized ride has arrived—they may not walk to the Shell Station, ride with other students, go to the parking lot, etc. Because of school liability, students who violate this rule could face serious disciplinary action.

### **Early Dismissal**

Only in unavoidable circumstances should a student be dismissed from school before the close of the school day. Written permission from a parent/legal guardian should be provided prior to allowing a student to leave early. School administrative staff will determine whether a student may leave early in the event a note was not received, but a parent has made a phone call. Students must sign out in the principal's office if leaving campus prior to the end of the school day, regardless of the reason.

### **Tardiness**

Teachers will keep accurate records on student tardiness and inform parents if there is a recurring problem. Tardiness will be treated in much the same way as absences. If a student misses schoolwork because of a tardy, he/she may make up the work through arrangements

with the teacher. Consequences for tardiness are applicable on a nine-week basis. Students will get a fresh start at the beginning of each grading period. A record of tardies will be kept by each teacher for every period. Students arriving at school after 8:25 must sign-in in the principal's office and be given an admission slip. Consequences for having unexcused tardies will be assigned according to the following format:

- For first 4 tardies of a grading period, student will not have consequences
- For 5 tardies, the student will be given a one-day detention (2:40-3:15) for each tardy. Students will also lose their privilege of being exempt.

Detentions will be served on the day assigned or the next assigned day—parents will be notified. Students are to work on assigned material during the entirety of the detention period.

\*\*Students must sign in/out whenever tardy or dismissed early.

### **North New Summit School 7th Period Academic Enhancement Program**

North New Summit provides an enhancement program for students. This program is teacher initiated due to missed work on the part of the student caused by tardies, absences or failure to prepare assignments or because a teacher recommends that the student would benefit from additional assistance. The focus of the program is on academic enhancement to improve the individual performance of students with needs being unmet during regular school session dates. Session time is 2:40-3:15. Students will remain in the assigned classroom during enrichment period.

### **Detention**

Teachers will limit the use of detentions as a last resort classroom intervention when other approaches have been unsuccessful. Detentions are also used in connection with the Tardiness Policy discussed previously. Teachers will assign specific school work for students to complete during the detention period. Students who do not complete assigned work or cooperate with the rules of detention are subject to further disciplinary action. Detentions will be held from 2:40-3:15. Parents will be notified when their child receives a detention. Students that do not serve their detentions within a reasonable time will be awarded extra detentions.

### **In School Suspension Program (ISS)**

The ISS program has been designed for students whose behavior and or academic progress has been determined to be unacceptable. A student may be assigned to the ISS by a teacher and/or the Principal. The length of time a student may be assigned to ISS will be based on the behavior infraction or the degree of academic deficiencies. A student that has been assigned to the ISS program will automatically lose their exemption status for the current grading period.

### **Dress Code**

Due to the close relationship between academic performance and self-esteem, the appropriateness of student dress is emphasized at New Summit School. The purpose of the dress code is to maintain an optimal learning environment throughout the school day and at all school-sponsored activities. The following list serves as guidelines for the dress code:

- All clothes must be kept neat and clean
- Students will be required to purchase and wear New Summit School shirts which may be purchased at Parker Uniforms.

- Students must wear khaki pants or skirts from any vendor with the shirts they have purchased
- Pants that are baggy or have holes are NOT allowed
- Fleece, warm-up or sleepwear type pants are prohibited
- Pants or skirts are to be worn at the waist—any display of midriff skin is a violation of the dress code—Boys: any display of underwear is a violation of the dress code
- Pants and other dress cannot have grease or dirt stains/ Designs such as stitch patterns, glitter or and designs, cannot be worn (just plain pants)
- No other article of clothing may be worn to cover NNSS shirts (i.e. dress shirts, sweaters, coats/jackets) while a student is inside—coats and jackets may be worn outside if necessary due to weather conditions
- Students are not permitted to wear short, skirts, or skorts greater than 3 inches above the knee
- Shoes must be worn at all times and must be free of stains and/or holes – It is recommended that elementary students wear closed toe shoes
- Hair must be neat and clean at all times—Boys: hair should be out of the eyes in front—if hair is below the collar in back, it must be worn in a pony tail—all facial hair must be well-groomed (i.e., sideburns). Girls: hair should be of natural coloring (no distracting colors.)
- No caps or hats are permitted
- Boys—no earrings
- Girls—earrings may only be worn in the ear lobe, 2 earring maximum per ear
- No other excessive or inappropriate jewelry
- Other visible piercing, rings, or tattoos are not permitted other than those previously specified above

School administration will make the final decision on any questionable violations of the dress code. Each teacher will check for dress code violations immediately after the 8:00 AM bell and throughout the school day. Violators will be sent to the principal's office where they will either be sent home to change or parents called to bring appropriate clothing. Repeated violations of the dress code will result in further disciplinary action as determined necessary and appropriate by school administration. Parents should be aware of the student dress code and ensure students are adhering to it consistently. Work missed due to violations of the dress code must be made up.

### **Student Drivers**

Students who are permitted to drive should understand that this is a privilege that will be revoked if violations occur. Students will be assigned a parking space or area and should only park where assigned. All parking areas are considered part of North New Summit School grounds. As such, all school policies apply to parking areas. All student drivers should obey speed limits on and around school property—any evidence of reckless driving on or around school property could result in a loss of driving privileges.

Students may not go to their vehicles for any reason during the school day. Special permission may be granted for rare circumstances only by the school principal. Student drivers may not

drive other students unless prior notification has been received by the school office granting permission for such circumstances (i.e., parent of student who wants ride calls or sends written notice giving permission for student to ride with student driver).

### **Physical Contact**

Intimate physical contact between students is not allowed on campus or at school functions. Though the importance of dating relationships is recognized for individuals during their teenage years, the overt exhibition of this type of relationship at school is viewed as being inappropriate because it can be disruptive and distracting to the learning environment. Physical contact includes but is not necessarily limited to the following:

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

Physical contact is a difficult rule to enforce consistently so it is imperative that students follow this rule and parents help to emphasize it. Lack of cooperation with this rule can result in serious consequences because of its negative impact on the school environment.

### **Cheating**

Cheating is considered a serious violation and threat to any academic institution and is viewed as a serious behavioral offense at North New Summit School. Cheating also includes use of another student's work for homework or writing papers/essays, and plagiarism. Any incident of cheating holds with it serious consequences (zeros on work, at the least) as determined necessary and appropriate by school administration.

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

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

### **Hazing/Harassment/Bullying**

The hazing, harassment, or bullying of any student will not be tolerated. A student or a group of students who is suspected of such behavior will be reported immediately to the principal so that the behavior can be addressed and possible disciplinary action can be determined. RESPECT individual's space.

### **Computer Use**

Student computer use is limited to school related activities, such as on-line courses and research. Students who do not follow this policy are subject to losing computer privileges and other disciplinary action. Students working on online courses may only use the computer lab

when they are scheduled or after school as approved by Mrs. Mangum's. Students may not be dismissed from other classes to work on online courses in the computer lab. (See Computer and Internet Policy Appendix A)

### **Textbooks**

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

### **Lockers**

Lockers are provided for 7-12<sup>th</sup> grade students. Students are not to decorate with any non-removable stickers, etc. Students may be charged a cleaning fee for any damage left at the end of the year.

### **Student Discipline**

Students are expected to abide by all rules of North New Summit School. As a general rule, teachers will have the responsibility to maintain an effective and efficient learning environment in their classrooms by implementing interventions that work for them. Outside the classroom, staff will exercise consistency in dealing with behavior that disrupts the overall school environment. We expect student disciplinary problems to be minimal at North New Summit, but will deal actively and aggressively when problems do exist and/or persist. Serious discipline problems will be approached on an individual basis as determined most appropriate by school administration.

The following is a short synopsis of school rules for students. All have been addressed in more detail in other sections of this handbook:

- Attend all classes unless there is a legitimate excuse to miss
- Arrive at school on time and do not leave before the designated time
- Abide by all components of the dress code
- Cell phone use is prohibited during school hours
- Show respect for other students, staff, family members and all school property—no littering
- Eat and drink only in designated areas and at designated times
- Park in designated parking areas
- Weapons are prohibited on school grounds, including parking areas
- Use or possession of tobacco products on school grounds is prohibited
- Use or possession of alcohol or other drugs on school grounds is prohibited
- Complete all assigned work and cooperate with the directives of teachers and other school personnel
- Students are not allowed on campus or in school buildings without staff supervision
- Intimate physical contact is prohibited between students
- No fighting
- Use of profanity is prohibited. Engaging in inappropriate topics/conversations is prohibited
- Threatening behavior, bullying, or teasing is prohibited

### **Persistent/Serious Behavioral Problems**

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

### **STUDENT MEDICATIONS**

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

### **Illness or Accidents**

In cases of illness or accidents at school, parents will be notified immediately. In cases of emergency, staff will take measures to ensure the safety and well-being of the student. Information you provide the school regarding emergency contacts, including doctors, etc., is very important to the school in dealing with illnesses or accidents.

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

### **STUDENT LEADERSHIP ORGANIZATION**

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

### **STUDENT REWARDS AND INCENTIVES**

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

### **Attendance Incentive**

Students having perfect attendance and an 80 or above average in that subject for the 1<sup>st</sup> semester will be exempt from those 1<sup>st</sup> semester exams and will not have to attend those classes on test days. Students having perfect attendance and an 80 or above average in that subject for the 2<sup>nd</sup> semester will be exempt from those 2<sup>nd</sup> semester exams and will not have to attend school for exams from which they are exempt. Attendance will be kept on a class-by-class basis with students having to be in class for 45 of the 55 minute period to be counted present. Any absence, regardless of reason, will forfeit a student's opportunity for this incentive (possible exemption: seniors can have one or two days to visit a college campus with their parents). If a student receives 5 tardies during any grading period, he/she also forfeits the opportunity for this incentive. Exempt students wishing to improve their grades may take a test/exam with the assurance that results will not lower their average for the grading period. Students with a 90 average or above, with one absence per class, may be exempt from semester exams for the specific class. A student having all A's in a specific class may be exempt from semester exams for that specific class.

\*Students who have been removed from class (behavior or lack of academic progress), detention, or assigned to ISS (In School Suspension) will automatically lose exemption status for the nine week period involved.

### **Student of the Month**

Each month teachers may choose a student of the month from their classes, based on attitude, effort, and conduct. Students chosen as students of the month will be rewarded with a certificate and their picture placed in the local newspaper.

### **Perfect Attendance Award**

Students having perfect attendance at the end of each nine weeks will be recognized during the Awards Ceremony.

### **Citizenship Award**

Students who show exemplary acts of respect, courtesy/kindness, participate in community service activities or volunteer at North New Summit School events will have the opportunity to be awarded the North New Summit School Citizenship Award at the Awards Ceremony.

### **PARENT INVOLVEMENT**

Not only do we expect parents to be involved in the academic process and progress of their children, we also rely on parents to support the progress of the school by participating in school events and activities. There will be many opportunities for parental involvement throughout the school year and this participation helps parents to become a more active part of the overall North New Summit experience. Parent ideas for school activities and how we can engage parents and their children more effectively are always welcome.

### **Communication**

North New Summit School emphasizes the importance of positive communication, between staff and students and between staff and parents. Students and parents are expected to contribute to positive communication, recognizing that all of the responsibility can't be placed on school personnel for ensuring that effective communication takes place.

### **Communication with Students**

Staff will communicate with students in a professional manner that is conducive to the learning environment. If students are unclear on expectations from teachers and other staff it is important to ask questions. Homework assignments will be communicated clearly and will also be posted on the new STI computer system.

### **Communication with Parents**

Parents, if you have not heard from us, please feel free to contact us with questions and concerns. Elementary students will be receiving weekly packets. Progress reports will be given at the half way mark of the 9 weeks to all students. Progress reports should be signed and returned to the school so that we are assured that you are receiving this information. If, at any time, homework assignments are not clear to you, please let the principal know.

Communication with parents is one way we keep you involved. It is our goal to have regular communication that is not only prompted by student problems, but also utilized to share the many student successes we observe.

### **Parent Conferences**

Parents will be given the opportunity for planned parent conferences at various times during the school year. At any time a parent or student feels it would be beneficial to schedule a conference, for any reason, this can be arranged through the school counselor, teachers or principal.

### **Student Grades and Report Cards**

Each teacher is responsible for establishing his/her classroom grading system and communicating expectations and this system to students and parents. The grading system developed by each teacher will emphasize work completed during class sessions, completion of homework assignments, including projects, and performance on quizzes, tests and exams. Report cards will be sent home at the end of each 9 week grading cycle. Parents will be responsible for signing and returning the report card after they have had a chance to review grades.

### **Grading Scale**

A	93-100
B	85-92
C	75-85
D	70-74
F	69-and below
I	Incomplete work

### **Promotion/Retention Procedures –See Appendix B**

### **Student Lunches and Other Deliveries**

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

Microwaves are available in the school cafeteria for heating up foods. If students bring their own lunches, refrigerators are available for storage until the lunch period.

### **DROP OFF/PICK UP**

Students who do not drive should be dropped off at the front door. If a student is not present at pick-up time, please pull your vehicle forward as far as possible to allow other vehicles to pass.

Please pick up your child on time as teachers must attend to other responsibilities after 2:20 p.m. for elementary students and after 2:35 for high school students.

### **Additional Services**

North New Summit offers 7<sup>th</sup> period to all students needing extra help. 7<sup>th</sup> period will be held on Monday, Tuesday, and Thursday from 2:40-3:30 for any students needing extra help with any subject. All of our teachers will be available at this time. Please make prior arrangements with the school secretary if your child would like to stay with a certain teacher for 7<sup>th</sup> period.

Lunches may also be delivered by parents during the lunch hour. Lunch and other deliveries should be limited as to not disrupt or interfere with the normal operation of school activities. All deliveries, whether for lunch or other circumstances, should be approved by the school principal before the delivery is made. Late deliveries, after class resumes, will be saved for after school.

### **INDIVIDUAL COUNSELING SESSIONS**

It is the goal of the North New Summit School counselor to be able to offer students individual counseling sessions to address academic/career concerns as well as emotional concerns and issues. Counseling sessions should not interfere with the normal flow of a student's school day, unless a clear benefit for a session during classroom time can be determined. Scheduling sessions in advance causes the least disruption in the school day.

As a general rule, there is an open door for counseling services whenever such services are needed.

### **North New Summit School Senior Enrollment Guidelines 2011-2012 Term**

Based on space availability students that enroll during their Senior Year at North New Summit are provided options.

1. Option One – Students must be enrolled for a complete semester (one semester) in order to participate in the May Graduation Ceremony. To meet this criterion, a student classified as a senior must enroll during the first week of the second semester (January) in order to participate in the May Graduation Ceremony.
2. Option Two – Students who are unable to meet the criteria described in Option one can continue their education by enrolling in the North New Summit's Online High School Diploma Program. This program is designed to assist students who need the academic flexibility and complete courses at home. Upon completion of the North New Summit's online High School Diploma Program the Diploma will be awarded.

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

North New Summit School accredited as a Special Purpose School by the Mississippi Department of Education and the Southern Association of Colleges and Schools, offers to parents and their children a choice of two high school diploma tracks.

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

\* The Career/Occupational Diploma has been developed specifically for North New Summit students not working toward a standard diploma. Instructional modifications are based on individual student strengths, needs and future goals.

### **OPTION 1**

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

North New Summit School Diploma (Standard)

Prepares students for many post-school options:

- Accepted by all postsecondary institutions
- Accepted by the military
- Accepted by employers

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

<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
<b>English</b>	<b>4</b>	English I, II, III, IV
<b>Mathematics</b>	<b>4</b>	Algebra I, Geometry and/or Algebra II
<b>Science</b>	<b>4</b>	Biology I
<b>Social Studies</b>	<b>4</b>	MS Studies, World History, U.S. History, American Government
<b>Health</b>	<b>.5</b>	Comprehensive Health
<b>Business/Technology</b>	<b>1</b>	½ Keyboarding, ½ Computer Applications
<b>The Arts</b>	<b>1</b>	
<b>Advanced Electives</b>	<b>2</b>	Spanish I and either Spanish II or Advanced World Geography
<b>Electives/PE</b>	<b>5.5</b>	
<b>Total Units</b>	<b>24</b>	

- Evidence of proficiency in Keyboarding and Computer Applications may be accepted in lieu of required courses if the students earned 1 unit in any of the other computer courses offered.

- Choices for electives will vary from year to year allowing North New Summit students the opportunity for more diversity in their choices.

## OPTION 2

### Diploma Graduation Requirements for North New Summit School Career/ Occupational

Prepares students for competitive employment and limited post-school options:

- Accepted by most Community and Technical Colleges
- Accepted by employers
- Accepted by the military
- Accepted at some 4-year colleges on a per school basis

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

The North New Summit Career/Occupational Diploma provides a viable option to students with expectations in both academics and work experiences that will assist students to acquire and maintain the necessary competencies and skills needed to secure and retain competitive employment.

The North New Summit Career/ Occupational Diploma framework is composed of instructional strands and content standards incorporated in the core curriculum areas listed below.

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

Curriculum Area	Carnegie Units
Career English	4
Career Skills Math	4
Career Skill Science	4
Career Preparation Social Studies	4
Electives	8
<b>Total Units</b>	<b>24</b>

**SCHOOL SAFETY PROGRAM**

The school safety program of North New Summit School strives to provide comprehensive information that will assist in identifying and effectively responding to a variety of potential threat to safety. The school safety program is geared toward the following:

- Providing clear and useful policies and procedures
- Providing staff training related to safety issues and specific school procedures
- Utilizing outside resources to involve students in the concept of school safety
- Implementing general safety rules and staff responsibilities
- Implementing procedures for dealing with person-initiated threats to safety, such as fighting, visitor violations, etc.
- Implementing procedures for dealing with unpredictable threats to safety, such as those caused by weather, accidents, etc.

**NORTH NEW SUMMIT SCHOOL FEES**

Regular School Year

Enrollment Fee:	\$250.00 (non-refundable)
Option 1 Monthly Tuition:	\$425.00 (10 months)
Option 2 Monthly Tuition:	\$354.00 (12 months)
Total Fee:	\$4,500.00 (includes enrollment fee)

If total fees are paid in full at the time of enrollment, a 3% discount will be assessed, resulting in a total fee of: \$4,365.00.

Fees need to be paid through automatic monthly payments set up with a credit card or through a bank checking account. Any questions regarding fees should be directed to Business Office personnel.

\*Students over 30 days in arrears of payments will be released from school until payments are current.

## **Appendix A: Computer and Internet Policy**

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

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

#### Internet Use Standards

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

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

##### B. Unauthorized and Illegal Use

1. Any use, whether onsite or offsite, of the North New Summit School Internet facilities and connections, not authorized by, nor conducted strictly in compliance with North New Summit School policy, practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited. In addition, users are advised of the following specific unauthorized and illegal use:
  - (a) Copyright. Users are personally responsible for observing copyright laws in their use of the Internet. Users may face serious civil and/or criminal penalties for any violation of the copyrights of others. Users must obtain the consent of the copyright owner before they copy, download, transmit, retransmit, or alter copyrighted material, other than as permitted by the principle of fair use as defined in the copyright law.
  - (b) Obscene materials. There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of North New Summit School Internet facilities to make, transmit, or receive obscene materials is prohibited and will result in disciplinary or legal action against the violator.

- (c) Commercial activities. Users are prohibited from using the Internet/Electronic Mail to engage in the promotion or sale of any commercial or noncommercial products or services. Individual users are also responsible for refraining from acts that waste resources. These acts will include, but are not limited to, commercial or personal advertising, mass mailing for other than educational purposes, political fundraising, lobbying and other activities that detract from the educational mission of North New Summit School. These actions will result in denial of access.
- (d) Viruses and sabotage. No person may communicate any system virus through the Internet or engage in any activity intended to disrupt or damage hardware or software.
- (e) Social web sites of any nature are prohibited.

#### C. Internet Etiquette

1. Users of the Internet are expected to treat others with respect. This means:
  - (a) Use only the same polite and respectful language to communicate on the Internet as would be appropriate in fact-to-face communications in school. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive, and/or adult-oriented will be deemed a violation of this regulation which could result in disciplinary and/or legal action against the violator.
  - (b) Respect your own privacy and the privacy of others by not revealing your or anyone else's personal address, telephone number, or password without his/her authorization.
  - (c) Treat the communications, information, and data bases you may gain access to through the Internet as private property. Use them only in ways for which you are sure that you have permission.

#### D. Security of System

1. The Internet is a voluntary network with no central administration to maintain the security and integrity of the system. Each user is responsible for helping to maintain that security and integrity.
2. Any user who encounters a security problem must report it immediately to the Technology Coordinator or Principal. Do not attempt to repeat the problem or to identify the source.

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

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

- (c) Use software or other electronic means to monitor individual usage.
- (d) Examine all personal electronic files.

#### F. Loss of Internet Privileges

1. Any person who violates North New Summit School's Internet policy, practices and procedures, or the terms of the user agreement will have his/her Internet privileges revoked, suspended, or modified.
  - (a) Students. A student's privileges will be revoked, suspended, or modified by the principal, and/or the Executive Director. The principal and/or the Executive Director shall promptly notify the student and parents as necessary. The student and parents shall have the right to an informal conference with the principal / Executive Director to discuss the basis of the action taken. A student's conduct on the Internet which would be a violation of the North New Summit School student discipline code may result in disciplinary action in addition to a revocation, suspension, or modification of Internet privileges. Any such disciplinary action must be taken in accordance with the applicable due process of law and the North New Summit School policy, practices and procedures.
  - (b) Employees. An employee's privileges will be revoked, suspended, or modified by the employee's supervisor. Any employee's conduct on the Internet which would warrant disciplinary action in addition to a revocation, suspension, or modification of Internet privileges, will be taken in accordance with the North New Summit School Faculty Handbook and North New Summit School policy, practices and procedures.

PERMISSION FORM AND USER AGREEMENT

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

Parent:

\_\_\_\_\_ My child may use the Internet while at school according to the rules above.

\_\_\_\_\_ I would prefer that my child not use the Internet while at school.

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

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

Student:

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

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

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

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

**Appendix B: Promotion/Retention Procedures**

North New Summit School Promotion/Retention Procedures

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

Grade Structure  
Kindergarten – Twelfth

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

- Skill/Objective Mastery – 70 % of Skills Taught or Grade of 70
- Retention of the student will occur if the above subjects have not been passed

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

<b>Grade</b>	<b>Carnegie Units</b>
Ninth Grade	6 units
Tenth Grade	6 units
Eleventh Grade	6 units
Twelfth Grade	6 units

24 Total credits for Graduation

- A grade of 70 must be earned for credit
- Retention of the student will occur at the grade in which the 6 Carnegie Units are not achieved

**New Learning Resources Inc.  
North New Summit School  
Student/Parent Handbook  
Acknowledgement Form  
2011-2012**

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

Student's Signature: \_\_\_\_\_

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

Parent's/Guardian's Signature \_\_\_\_\_