

The New School

Student Handbook

Elementary Grades K-5

Middle School Grades 6 & 7

The New School staff is pleased to welcome you to our school. We have provided this handbook to give students and parents a clear understanding of the policies and procedures of our school. It is our request that each student and parent carefully read this booklet and comply with our policies in order to make our school run as smoothly and efficiently as possible.

We know our students and parents will want to help maintain a pleasant atmosphere and help us provide the best quality of education for our children.

Mission Statement

The New School, an independent school, is dedicated to inspiring a love of learning and empowering students to reach their potential for academic achievement, creativity, and citizenship.

The New School is committed to:

- Building confidence and a positive sense of self in every child;
- Instilling respect for others, beginning with respect for oneself;
- Creating an environment that encourages inquiry and initiative;
- Partnering teachers and parents in the educational process;
- Maintaining a low student-teacher ratio;
- Providing enrichment and discovery beyond the traditional curriculum;
- Setting academic standards that challenge each student to excel and
- Supporting and developing the highest quality of professional staff.

Attendance Policies

Regular attendance and punctuality are critical to the education of children and are therefore encouraged.

Morning Schedule

Kindergarten Breakfast Served	8:30 a.m.
Grades 1-7 Breakfast Served	8:00 a.m.
Pledge of Allegiance	8:15 a.m.
<i>(grades 3-7 will gather in gym for pledge)</i>	
Transition to Upper Building	8:20 a.m.
Class Instruction Begins	8:30 a.m.

Tardiness

It is important that students arrive each morning on time. Students arriving late disrupt the morning routine and interfere with the teachers' planned activities. In addition, students may feel embarrassed when arriving late.

Students should arrive in time to be settled into their classrooms and ready for instruction to begin at 8:30 a.m. Students who need to eat breakfast at school should arrive by 8:00 a.m. Parents who need to speak to their child's teacher should see the teacher before the instructional period begins at 8:30 a.m.

Tardies will be recorded on the student report card. We hope that every parent will make a conscientious effort to get his/her child to school on time.

Absences

If a student is absent more than 10 days per semester, he/she may not receive credit for that semester, especially if his/her grades do not show the expected degree of progress for that class. The administration will decide if extenuating circumstances are to be considered.

Early Dismissal

Please realize that almost every period of the school day has a designated purpose. When a student misses class time, the teacher must re-teach the subject or lesson missed, taking valuable time

away from other students or other subjects. When possible, parents need to schedule appointments during after-school hours to prevent their child from missing important instruction. If a student must leave early due to an appointment or other circumstance, please let the teacher know in advance so that arrangements can be made for make-up.

Pick-Up

When parents pick up their child at the end of the day, they must be responsible for their child as soon as the child is removed from the group. Please escort your child to his/her classroom to get papers, retrieve coats, etc. We request that all students observe school rules even after parents have arrived (i.e. no running inside the building, no leaving the building without an adult, etc.).

Pick up times for the Walker Annex Parking Lot are as follows:

3 rd Grade	3:15 pm
4 th Grade	3:20 pm
5 th Grade	3:25 pm
6 th Grade	3:30 pm

Students will not be called out of class until their specific pick-up time.

Snow Day Policy

The New School will be closed when Fayetteville Public schools close for snow. Parents can listen to local TV or radio stations for school closings to determine which days The New School will be closed.

A s s i g n m e n t P o l i c i e s

Class periods are designed to give students enough time to complete their assigned work during class time. We prefer for students to do their work at school where teachers can supervise and assist when needed, leaving their evenings for family activities.

Some students, however, will not manage to complete all their work during class time. These students will need to go to Study Hall (see Study Hall section on the following page) or take work home.

Please notify your child's teacher if your child is bringing home an uncomfortable amount of work.

All students will, on occasion, be assigned reading materials, reports or projects to be done outside of school hours. Spelling lists are assigned beginning at first grade and older students will need to study for tests in core subject areas. We ask that parents watch carefully for project due dates and for test dates. We need to work together to impress upon our students the importance of managing time and preparing for tests.

Binders

Students in grades 4-7 are given individual binders that they are to use for all core classes. We request that students use the provided binders and organize them according to each teacher's criteria. Students will be graded on the organization of their binders.

Assignment Sheets

Beginning in 2nd grade, students will complete assignment sheets each day during class time. The assignment sheet will designate assignments which need to be completed in Study Hall or at home. Parents should check their child's assignment sheet daily to monitor their child's progress and make sure that books and materials are taken home if necessary.

Assignment Books

Students in grades 4-7 are provided an assignment book and all assignments are recorded in the book daily. Students are also required to record upcoming tests and reports. This book is an important form of communication between teachers and parents. The assignment book should be taken home each evening and reviewed by parents. Parents are to initial each day's agenda. This organizational tool is utilized to prepare students for higher levels of education.

Missing Work Alert

A missing work alert will be placed in the student's binder, or emailed to parents, for all assignments that have not been turned in to the teacher. Students will have the opportunity to complete

work, but points may be taken off for late work according to following:

- 1st day late - 5 percentage points
- 2nd day late - 10 percentage points
- 3rd day late 0 - no credit given for work.
- Students can be given extra credit to make up a score of zero.

Study Hall

Study Hall is offered during the after school program. Each day, teachers will designate which students need to attend Study Hall to complete their daily assignments or to be tutored. A parent may request in writing to his/her lead teacher if their child should be excused from Study Hall. Parents may also request that their child attend study hall on a regular basis by writing to the lead teacher. When a student needs to be excused from an after-school activity in order to attend study hall, parents can send a note to the teacher or phone the office.

Homework

Homework is necessary for the development of students' independent study skills. Teachers will use the following guidelines for daily homework assignments:

Grade 3 - 5 A maximum of 1 hour

Grades 6 & 7 A maximum of 1 1/2 hour

Please notify the teacher if your child is bringing home work requiring more than the recommended amount of time.

Make-up Work

If your child is absent due to illness, please let us know as early in the day as possible so that the faculty may prepare home assignments, if necessary. Work missed during an excused absence may be made up under the direction of the teacher. If a student is absent, parents should check with the teacher to make sure assignments have been completed. Assignments should be completed during the allotted time beginning the day he/she returns.

Days Absent

1 day absent
2 days absent
3 days absent

Allotted Days for Make-up

2 school days permitted
3 school days permitted
4 school days permitted

Completion of class work may be postponed only at the teacher's discretion. If class work is not made up, the student will not be given credit for the assignments. If the student is unable to make up the work because of continuing illness, the teacher and student may make arrangements for the student to make up the work at a later date.

The New School recognizes that family travel can often be a stimulating and educational addition to the lives of children. We also recognize that time away from the regular course of studies places a student at a disadvantage. In order to minimize this disadvantage, families planning to take children out of school should inform the Elementary Principal and teachers at least two weeks in advance. It is very important that the student follow through on assigned work during the absence so that he/she will not fall behind. Families must recognize that students missing more than four days of school may need individual tutoring to return to their previous level of achievement. The Elementary Principal will be happy to help arrange tutoring.

Grading Policies

At The New School, we believe that the most important aspect of education is ensuring that students grasp and master the presented material in a positive, supportive environment. We strive to provide our students with sufficient opportunities to learn the material. The following policy on student corrections is designed to help students succeed in this endeavor:

Students in Grades 1-4 who score below 75% on class work or on unit tests are asked to review the assigned material in order to better understand the assignments. Students will then be given the opportunity to correct or repeat the class work or test and grades will be adjusted accordingly.

Students in Grades 1-7 who score below 70% on class work or on unit tests will also be given the opportunity to correct or repeat the class work or test.

In grades K-2, academic performance and classroom behavior are reported as Excellent, Very good, Satisfactory, Needs to improve, and Unsatisfactory. In 3rd through 7th grade a combination of letter grades and percentages are used for academic performance. Classroom behavior is still reported as in K-2.

Percentage equivalents are as follows:

A (Excellent)	90-100%
B (Very Good)	80-89%
C (Satisfactory)	70-79%
D (Needs to Improve)	60-69%
F (Unsatisfactory)	0-59%

Standardized Testing

Each spring, The New School elementary and middle school teachers administer the Iowa Test of Basic Skills to students in grades 1-7. The test provides a nationally-standardized assessment of academic performance in reading, math, language, spelling, social studies and science. Among the most highly recommended in the field, the Iowa isolates specific areas of reading and math achievement and provides a comprehensive profile of each child's level of achievement.

In addition, the test provides an analysis of each class's performance for each area tested. Results help evaluate the effectiveness of our school's instructional programs and teaching strategies in each subject area.

Copies of individual test scores will be available to parents. Scores will become a part of each child's permanent record.

We ask that parents and students make a special effort to ensure students get plenty of rest and be in attendance during testing.

P a r e n t C o m m u n i c a t i o n

Teachers will post notices about project due dates, upcoming field trips, special events, etc. on the class bulletin board and in the Friday note. Notices will also be placed in each child's file. Parents should check the child's file and the class bulletin board regularly for those important announcements. Parents should also monitor assignment sheets and books to insure they are aware of upcoming assignments.

Field Trips

Notices about field trips are especially important. A parent must sign the field trip permission form at the sign-in table in order for his/her child to go on a field trip. When classes go on field trips, we ask that no one bring spending money. Parents who attend field trips will be allowed to transport *only* their child.

Phones

Because our school only has limited phone lines and receives many important phone calls throughout the day, we have to limit the use of the calls made by students. Students may only make phone calls in cases of emergency, which can be determined by the teacher or office staff.

We request that students not use the phones during the day to make arrangements for sleepovers, etc. Arrangements for sleepovers and get-togethers should be made when parents arrive.

School Sales

The sale of items to our students for individual profit will not be permitted. However, selling items for an approved classroom project or for other non-profit organizations (Girl Scouts, etc.) will be allowed. Children should notify their teachers if they are planning to sell items for a charitable cause.

Students selling items at the school should not solicit teachers and afternoon staff, as many children in the classroom may be asking teachers to buy from them, and not all the children can be accommodated.

Health Policy Guidelines

The New School complies with state regulations for the prevention of illness. To protect children from the spread of communicable diseases, state regulations require that children with any of the following symptoms not be allowed to attend school:

Fever

A child with an oral temperature of 101 degrees may not stay at school. The parents will be notified to pick up the child.

Diarrhea

After three or more watery stools in a 24-hour period, the parent will be called to pick up the child.

Vomiting

Any child vomiting two or more times in a 24-hour period may not attend school.

Rash

The school office will notify the parent if a child develops any rash not obviously associated with heat or allergic reactions to medications.

Sore Throat

The school office will notify the parent after any complaint of a sore throat associated with fever or swollen glands in the neck. Following a documented case of Strep Throat, the student should not return to the classroom until he/she has been taking antibiotics for 24 hours.

Head Lice

Any student with head lice may not return to school until all nits and live bugs have been removed from the scalp and hair shaft. After delousing, the child will be checked by office staff for any nits or live bugs before the child joins the group in the classroom.

If a child displays any of the aforementioned symptoms while at school, we are required to contact parents to pick up their child. If a child is without any of these symptoms, but still appears ill and unable to participate in the group's activities, we will notify parents that their child is not feeling well. Please have contingency plans worked out in advance for such occasions and make sure that your child's file indicates other friends or relatives who could pick up your child if needed.

Due to health department guidelines, the school has established specific policies concerning communicable diseases. In the event of an outbreak of a communicable disease, parents will be notified and asked to comply with school guidelines.

F o o d P r o g r a m

Breakfast is provided for students from 8:00 a.m. to 8:30 a.m. A student may choose to bring his/her lunch to school or eat the lunch provided by The New School Food Program. Students bringing their own lunches need to keep the lunches in their lunch boxes until lunch time. Lunches brought to school must include items from each of the basic food groups: protein, fruit or vegetable, and bread. Milk is provided by the school. Students may not bring fast food and/or carbonated drinks to school. If students go out for lunch with parents, they may not bring these items back to school. Please do not send lunches that require heating or microwave preparation. It is difficult to supervise the lunch period when several students try to use the microwave.

On special occasions, parents are welcome to bring treats for the whole class. When parents are bringing treats for the class, we want to encourage them to bring healthy, nutritious snacks rather than high-calorie sweets. Teachers should be notified ahead of time when snacks or food will be brought for the class.

We request that treats brought to school for holidays, birthdays, etc. be planned for classroom time. Due to our new food program, these items may not be eaten in the cafeteria.

D i s c i p l i n a r y P o l i c i e s

One of the most important aspects of a child's education is learning to live and work cooperatively with other students and adults. Our staff makes a continuous effort to provide positive guidance to help children develop consideration and respect for others with an emphasis on courtesy and kindness.

Through program materials, role play, and class discussion we are working to help students develop empathy for others and positive

social skills. Our school counselor visits classrooms and often meets with students individually and in small groups to develop skills in self-expression, conflict resolution, and anger management.

Parents may be asked to intervene if their child expresses aggression, hostility, or derision toward another student. Such behavior is harmful to others and will constitute grounds for disciplinary action.

In order to maintain a pleasant atmosphere and an environment conducive to learning, we also need students to cooperate with school policies and disciplinary rules of conduct. Teachers will present these policies and classroom rules to the students and will welcome students' input into policies and rules during class meetings.

Logical consequences for inappropriate or uncooperative behavior will be used to help students learn to comply with classroom and school rules. After continued breaches of conduct on the part of the student, parents will be notified and a conference scheduled for the parents, teacher and student.

Students that have had repeated promptings on complying with school policies may be asked to sign a Behavioral Contract in order to continue enrollment. More serious or chronic breaches of conduct may result in suspension (in-school or out of school) or expulsion. The following behaviors may be considered grounds for such serious action:

1. Fighting or aggressive behavior
2. Demeaning or bullying another student
3. Continuous disruptive behavior
4. Vulgar language
5. Expressions of hostility toward other students or staff
6. Possession of dangerous objects
7. Damage or destruction of school property

We request that all parents support our efforts to maintain an atmosphere of cooperation and mutual respect. Students will value our guidance if parents express their agreement with our rules and

policies. Parents should make clear to their child their expectations for good conduct and compliance with our rules.

School Property

New School students are expected to take pride in their school, help others to keep the buildings and campus neat and orderly, and keep all school property free from unnecessary damage. Students will be expected to assist in projects or duties designed to maintain an attractive environment.

Textbooks are provided by the school and are covered by the Supply Fee included in tuition. If a textbook is lost, it will be replaced by the school, but a student's account may be billed for the replacement. This policy also pertains to lost library books.

Lockers

Each student in the East Annex will be assigned a locker. A student accepts use of the locker with the understanding that he/she will maintain it and its contents in an orderly manner. Students should not place a lock on their lockers or decorate the exterior of the lockers.

Dress/Personal Hygiene

All grades: Students are expected to dress neatly. Cut-offs, pants with holes in them, halter-tops, and half shirts are examples of inappropriate dress. Short shorts and short skirts are not appropriate for school.

Students may be asked to meet specific dress codes for special field trips. We request parents purchase one New School shirt to be worn on field trips to aid in supervision, keeping the group together, and improving the safety of our students.

We request that students wear gym shoes for physical education classes. We request that students not wear platform shoes to school. Appropriate shoes are necessary for recess and physical education classes.

A d m i s s i o n & D i s m i s s a l

The New School admits children of any race, color, or national origin. Children with special educational, emotional, or social needs, and children with special physical handicaps or developmental disabilities will be considered on an individual basis.

Prior to enrollment, parents should report special problems to the Director and provide our staff with the results of any previous developmental / educational assessments. Previous school records and teacher recommendations are required prior to the admission of new elementary and middle school students. Prior grades, achievement test scores, conduct reports and attendance records will be taken under consideration for admission.

If, after admission, a child proves to be disruptive, injures other children, or has difficulty functioning within the structure of our program, staff will notify parents and a plan of action will be developed and implemented. Thereafter, if the difficulties cannot be resolved, staff will recommend withdrawal. Alternatives for more appropriate placement or treatment will be explored.

If, after a child's admission, the parent causes undue hardship to the staff or unreasonable distraction from teacher's regular duties, the staff will ask for resolution of the problem. Thereafter, if parental needs cannot be met, staff will recommend withdrawal of the child. Alternatives for more appropriate placement will be explored.

G e n e r a l I n f o r m a t i o n

Lost & Found

Teachers and staff will place lost items in the lost and found bin located in the back hallway next to the rear cafeteria entrance. Items will be periodically displayed in the front lobby for parents and children to claim. Items not claimed will be donated to a local non-profit organization.

Student Council

The Student Council is elected by the middle school student body and is responsible for planning and implementing various student activities throughout the year. Its representatives are elected in the fall. Two at large representatives are elected from each grade level, 6th and 7th, and the following officers: President, Vice-President and Secretary. Representatives to the Student Council are expected to set a positive tone and to be leaders at The New School.

The New School Technology Acceptable Use Policy

Please adhere to the following guidelines when using any school computers.

1. General Lab Rules

- All students must wash their hands with soap and water before using the computers.
- Students may not have food or drink in the lab at any time. (Exception: Our diabetic students may have snacks in the lab when needed.)
- Students using the computer lab will be monitored at all times.

2. Use of Equipment

- Students may not move the machines for any reason. This includes keyboards, mouses, and monitors.
- Students may not change the appearance of the desktop. This includes moving or changing the size of the dock, changing the desktop background, and renaming any folders or documents without permission.
- Students may not touch CD's for any reason. If a disc needs to be inserted or ejected, it is up to the present teacher or supervisor to do this.

3. Game/Program Guidelines

- Students may use any games or programs already installed on the computers. Any additional installations or downloads must be performed by a computer administrator.
- During regular school hours and Study Hall, students may only use the computers for academic pursuits.

4. Internet Use

- Students may only use those websites that have been bookmarked on their computers or have been designated by teachers for specific assignments.
- Students may not freely surf the web.
- Students who are using the internet will be closely monitored to insure that they are viewing safe content. “YouTube,” “Facebook,” and “MySpace” should not be viewed by students during school hours. Other prohibited websites can be designated by the supervising teacher.
- Students may not check their e-mail at school unless given express permission by a teacher to retrieve school work.

Any behavior by students that contradicts these guidelines may be grounds for loss of computer lab privileges.