



SUMMER POLICY MANUAL

OUR MISSION

The New School community empowers each student through a well-rounded experience and inspires a love of lifelong learning.

OUR VISION AND CORE VALUES

Our students will be confident and engaged learners who lead through collaboration and compassion. We value curiosity, respect, citizenship, innovation, excellence and community.

OUR PHILOSOPHY ON EDUCATION

At The New School, we believe that a school should inspire a love of learning while promoting children's social growth, emotional growth, intellectual development, and creativity. We believe that children learn best in a positive environment with careful direction and guidance from teachers who demonstrate caring and concern for each child. We believe that a school should encourage exploration and inquiry in an environment enriched with opportunities in the arts and sciences, and we believe that a school's instructional programs should insure that students reach their full potential for academic achievement. To achieve these goals, The New School is committed to selecting outstanding teachers and supporting them with the highest quality of professional development.

We believe that an early childhood education program should provide the best possible care and educational experiences for young children. We strive to maintain an atmosphere in which children can feel safe, accepted, and loved. For our youngest learners, we strive to stimulate intellectual development by providing opportunities for exploration and discovery as well as teacher-directed activities that accommodate different attention spans, interest levels, and learning styles. We work to help children develop positive patterns of interaction with others, an excitement about learning, and a strong sense of self-confidence.

In elementary and middle school, we endeavor to ensure that every student experiences ~~academic success~~. With small classes and even smaller instructional groups, teachers carefully monitor each student's progress and insure that students strive for the highest

level of achievement appropriate for each child. The New School grading system supports competence in all academic subjects while arts and enrichment activities broaden students' experience and stimulate enthusiasm for learning. At The New School we believe that efforts should be made to help students develop the firm academic foundation and the organizational skills they will need to be successful in their future academic endeavors.

At The New School we strive to promote a sense of community that helps each child and family feel connected and valued. We believe that school programs should promote kindness and cooperation to all member of the school community, including students, parents, faculty, and staff. We believe that a school should help students become good citizens with a sense of responsibility and respect for others within the school community and throughout the world beyond.

PICKING UP A SICK CHILD

If a child displays any of the symptoms described on page 6 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.

HEAD LICE

Any student with head lice may not return to camp 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 at camp.

If a child displays any of the above symptoms while at camp, we are required to contact parents to pick up their child. Children may return to camp when symptoms have subsided without the aid of medicine for 24 hours. 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.

MEDICINES

On rare occasions The New School may administer medicine to students with the written permission of parents. State Regulations require that medications shall be given to children only with signed, written parental permission. Each student's registration form contains a list of medications that a student's parent has granted The New School permission to administer. When medicine is administered to a student, office staff will fill out a Medical Report indicating the medicine type, dosage, and time.

NOTE: *Dosages greater than specified on the label shall not be given.*

ADMINISTERING PRESCRIPTION MEDICATIONS

Occasionally, the school administers prescription medications during the camp day at the request of parents. Medicines can be given to children at 12 noon and 4 p.m. daily. Parents bringing prescription medication must follow these guidelines:

- Turn-in and register the medication with the office manager. (Camp teachers are not authorized to distribute medication brought from home.) All medicines will be stored in the office refrigerator or locked medicine cabinet. *
- Provide signed, written parental permission that contains the drug name, date, time, and dosage to administer.
- Submit medicine in its original container, with the child's name, dosage information, and expiration date visible on the container.

NOTE: *Parents who wish to store epi-pens and inhalers at school for their child are responsible for making sure these items remain up-to-date. Expired medications left at school will be thrown away.*

NOTIFICATION OF INJURIES

To notify parents of minor injuries at camp, an Ouch Report will be filled out by our staff. The original will be kept in the camper's file, and a copy will be given to the parent at pickup.

For any type of head injury, injury to the face, or any injury that staff suspects may be more serious, the parent will be called on the phone or otherwise notified immediately.

CHILD NUTRITION PROGRAM

A morning snack, lunch and an afternoon snack are included throughout summer for all campers. Our lunch program meets the nutritional requirements of The Arkansas Division of Child Care and the Federal Child Nutrition Program. Milk is provided by the camp in order to meet regulations. Campers with special dietary restrictions need a physician's statement authorizing us to withhold certain foods from the camper's diet. Campers with extensive dietary restrictions may need to bring their own lunch.

Campers who are vegetarians will be served a modified menu at The New School which meets the meal patterns required by the Child Nutrition Program. An optional salad bar is available to campers. The salad bar offers a variety of items from each food group and our staff ensures that students' selections of food items meets the Child Nutrition Program guidelines.

Students in grades K-8 may choose to bring their own lunch. Please do not send lunches that require heating or microwave preparation.

Parents may not bring "fast food" or carbonated drinks to camp for lunch. If a parent chooses to take his/her child off campus for lunch, please finish all food and drinks before returning to camp. Please check with your child's teacher before arranging an off-campus lunch.

Contact Chef Sarah Voorheis for more information on our nutrition program at sarah.voorheis@thenewschool.org.

PEANUT ALLERGIES

No peanut products are served in our food program, and no food items containing peanut products should be brought to camp as treats for any group. We have several campers who are severely allergic to peanuts, and any contact with peanuts or peanut products could prove dangerous.

In the cafeteria, the tables along the outside wall are designated as "peanut tables" for campers who bring peanut products in their personal lunches from home. Campers with peanut allergies can be seated at any of the other tables without risking contact with peanut products.

Campers who bring peanut products for lunch must keep those foods in their lunch box until meal time.

SCHOOL SECURITY

All entrances and exits on campus are secured by lock. Main entrances can be accessed with door codes, entered on a keypad. Each student and parent will be designated a door code to access main entrances. To ensure our safety, please do not share your code with anyone else.

If you forget your code, you may ring the doorbell at the main entrance. After entering you may present identification to office staff and request that they look up your door code.

VISITORS

All non-parent visitors must enter through the main entrance of the Main Building. Whether first-time or recurring, each visitor must sign in at the front desk and wear a visitor's badge while on the premises. Upon leaving, visitors must sign out and return their visitor's badge. Visitors who wish to eat lunch with a student must be on the student's Authorized for Release list.

Lunch-time visitors representing outside organizations (camp counselors, religious group leaders, mentors, etc.) must sit at a separate table away from the other students.

RELEASE OF STUDENTS

Anyone other than parents must have pre-arranged authorization and identification to pick up a child. Parents may designate continuous authorization for pick-up on their child's registration form kept on file in the school office; however, even those with prior authorization must check in at the front desk before picking up a child. Parents may authorize release for an individual to pick up their child by notifying the office.

To grant authorization to an individual for one day, you must inform main office so the office manager can enter the temporary authorization into our database. To grant continuous authorization for an individual to pick up your child, you may indicate the authorization in the designated section on your registration form.

NON-CUSTODIAL PARENTS

The school will not be responsible for enforcing divorce decrees or visitation rights in regards to the pick-up of children. Parents who are divorced or living separately must work out their pick-up and visitation arrangements without involving school personnel.

The school will not deny a non-custodial parent access to the school or their child without a specific restraining order signed by an official of the courts and retained on file at The New School. In such cases, school personnel can, if needed, call upon law enforcement officials to enforce the order and deny access to a non-custodial parent.

If a non-custodial parent comes to the school requesting release of a student, school personnel will require identification to determine if the visitor is the non-custodial parent listed on the student's Registration Form. If the non-custodial parent is not listed on the Registration Form, the custodial parent will be contacted for confirmation before the student will be released.

ENTERING AND LEAVING SCHOOL

Please adhere to the following guidelines for entering and leaving The New School:

- Children are not allowed to leave the building unaccompanied. Please do not allow your child to go out the front door unless you are with him/her.
- Please do not leave children unattended in your car in our parking area.
- Parents need to be careful to keep their child under their control once they have taken the child from staff supervision.
- All children need to observe school rules even after their parents have arrived.
- Please do not send siblings to pick up children, unless they are driving age and have been authorized through the office.
- Please pick up your child no later than 5:30 p.m. each day.

FIRE/TORNADO/LOCKDOWN

Each month, to improve our emergency preparedness, we run school-wide drills to practice implementing our emergency plans for fires, tornadoes, and intruders.

SCREENING OF EMPLOYEES

The New School conducts criminal background checks through the Arkansas State Police on all employees. Employees who have not lived in the State of Arkansas for the past six years are also screened through the FBI. Background checks are also conducted through the State Child Abuse Registry for all employees.

ABUSE REPORTING

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches and broken bones. Suspected sexual abuse, emotional abuse and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities and shelter or lack of supervision.

Teachers are trained to recognize indicators of possible abuse. If they fail to report suspected abuse/maltreatment, teachers can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until an investigation is completed. The phone number for the Child Abuse Hot-line is posted in the main office and all classrooms.

INTERVIEWS BY DHS AND OTHER AGENCIES

In accordance with AR state law, any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, and/or by law enforcement officers for the purpose of investigations or to determine compliance with licensing requirements. Child interviews do not require parental notice or consent.

ACCESS TO STUDENT RECORDS

In accordance with the Federal Educational Rights and Privacy Act, student records must be shared with a student's parent upon request, regardless of the parent's custody of the child. A custodial parent may be asked to confirm that the person requesting records is, in fact, the student's biological parent. If a non-custodial parent appears at the school to request records, identification will be required before the student's records will be released.

DISCIPLINE POLICIES

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.

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 will be scheduled.

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. More serious or chronic breaches of conduct may result in expulsion from our summer program.

Here are some examples of behaviors that 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. Parents and Students are required to adhere to our discipline policy to take part in our summer program.

SCHOOL PROPERTY

All New School summer students are expected to help each other keep the buildings and campus neat and orderly, and keep all school property free from unnecessary damage. Intentional damage to New School property may be replaced by billing the student's account, upon notification.

If any property of New School is lost or damaged, it will be replaced by the school, but a student's account may be billed for the replacement. This policy also pertains to lost or damaged library books and any technology item.

PROPER ATTIRE

All students are expected to dress neatly and appropriately. These are some examples of inappropriate attire: Cut-offs, pants with holes in them, and halter-tops are examples of inappropriate dress.

- T-shirts with inappropriate phrases, pictures, or alcohol or tobacco advertising are not allowed at school. Short shorts and short skirts are not appropriate for camp.
- 4th - 8th grade students may not wear spaghetti-straped or strapless shirts or dresses, or extra low-cut shirts.

It is not our intent to embarrass students. Therefore, if any article of clothing becomes a distraction in camp, the teacher will notify the student's parents.

STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY

The New School's information technology resources, including e-mail and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

STUDENTS MUST:

1. **Respect and protect the privacy of others.**
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. **Respect and protect the integrity, availability, and security of all electronic resources.**

- Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and internet users.
3. **Respect and protect the intellectual property of others.**
- Not infringe copyrights (no making illegal copies of music, games or movies).
 - Not plagiarize.
4. **Respect and practice the principles of community.**
- Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources with teacher's permission.
2. Use direct communications such as email, online chat or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

4th-6th graders may only use their cell phones to contact parents or caregivers and must be under the supervision of a teacher or staff member. Once the call or text is complete, phones must be put away.

7th and 8th graders must ask permission to use their cell phone to contact a parent or caregiver during camp hours. These students may use their cell phones freely before-camp from 7:30-9:00am, during snack and lunch breaks, and after-camp from 3:00 - 5:30pm. These students must follow The New School's cell phone policies:

- Each student is responsible for his/her own cell phone and should use it responsibly and appropriately. The New School takes no responsibility for stolen, lost or damaged cell phones. While school employees will help students identify how to keep personal devices secure, students have the final responsibility for securing their cell phones.
- Students should not be on their phones for the entire duration of the snack and lunch breaks. Staff will redirect students to enhance social engagement.
- Students may not use devices to record, transmit or post photographic images or video of a person or persons on campus, unless otherwise allowed by a teacher/staff member.
- Students should wear earbuds if using their device with sound.
- Students may not participate in cyber bullying of any sort. Cyberbullying is the use of electronic communication to bully a person, which includes but is not limited to making threats, spreading rumors, attacking someone verbally or excluding someone from a group on purpose.
- This privilege is for 7th and 8th graders only. These students should not share their phone content with campers 6th grade or younger.
- Failure to follow these policies will result in the loss of cell phone privileges.

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

- Any violation of this policy, either in or out of school, will result in notification of parents or guardians.

SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

ILLNESS AT SCHOOL

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:

HEALTH CONDITION	SYMPTOMS REQUIRING THAT THE CHILD BE SENT HOME	GUIDELINES FOR WHEN A CHILD CAN RETURN TO SCHOOL
Fever	101° or greater	Must be fever-free for 24 hours (24 hours from start of being fever-free) or a doctor's note stating the condition is not contagious
Diarrhea	Three or more watery stools in a 24-hour period	Must be diarrhea-free for 24 hours (24 hours from start of being diarrhea-free) or a doctor's note stating the condition is not contagious
Vomiting	Two or more occasions within the past 24-hour period	Must be free from vomiting for 24 hours (24 hours from last vomit) or a doctor's note stating the condition is not contagious
Rash	Body rashes, not obviously associated with diapering, heat or allergic reactions to medications	Rash must be completely gone before returning or a doctor's note stating that the condition is not contagious
Sore Throat	If associated with fever or swollen glands in the neck	Must be symptom-free for 24 hours or a doctor's note stating that the condition is not contagious
Severe Coughing	Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing	Conditions must be minimized significantly and a doctor's note stating that the condition is not contagious or completely free of
Pink Eye	Pink or red eye(s) which may be swollen with white or yellow discharge	Must be on antibiotics for a minimum of 24 hours
Head Lice	Tiny insects that live on human scalps and nits (eggs) are found on the hair shaft	May return after treatment and removal of ALL bugs and nits
Mouth Sores	Multiple sores in mouth with drooling	Health care provider determines the condition is non-infectious
Ring Worm	A fungal infection of the scalp or skin	After treatment by a health care provider has begun
Impetigo	Skin infection mostly seen on face – bumps or large patchy areas	May return 24 hours after treatment has been initiated