



STUDENT/PARENT HANDBOOK 2023-24

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08/10/2023

MISSION

The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math to foster academic and personal strengths - igniting the passions and gifts of unique minds.

VISION

The New Community School launches students with the knowledge, skills, and resilience to pursue their passions, navigate the opportunities and challenges of their world, and live their lives with courage, compassion, and purpose.

SCHOOL LEADERSHIP TEAM

The Board of Trustees adopts the school's mission, vision, and strategic goals, has fiduciary responsibility to be careful stewards of the school's resources, and employs the Head of School to carry out the school's program. The Head of School employs all other faculty and staff members and establishes specific procedures to achieve the school's mission. The Administrative Staff consists of the following persons:

- Head of School – Nancy Foy, x2212
- Director of Admission & Enrollment Management – Dr. Carolyn Tisdale, x2218
- Director of Upper School – Adam Rothschild, x2246
- Director of Middle School – Julie Oliver, x2326
- Director of Athletics & Wellness– Eric Gobble, x2225
- Director of Teaching, Learning, and Research – Dr. Scott Bray, x2263
- Director of Business and Operations – Joy Buzzard, x2211
- Director of Development – Jill Williams, x2228

INCLUSIVITY STATEMENT

TNCS will work to build an inclusive community where each person feels seen, heard, and appreciated.

NON-DISCRIMINATION POLICY

The New Community School admits students of any race, religious belief, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, sexual orientation, religious belief, national or ethnic origin in the administration of its educational policies, admissions policies, hiring, scholarship and loan programs, athletics and other school administered programs.

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I. INTRODUCTION

DESCRIPTION OF STUDENT AND PARENT HANDBOOK

The New Community School's (School or TNCS) Student and Parent Handbook (Handbook) contains information about the key policies applicable to students and parents of the School. The School expects each of its students and parents to read this Handbook carefully (or have it read to them in totality) and to understand it, as it is and will be a valuable reference in understanding the School's general expectations of each student's enrollment in the School and each parent's relationship with the School. All students and parents are asked to review this Handbook upon receipt, as well as any time they have a question about a School policy. It is also important that all School students and parents be familiar with all School policies, as a violation of any School policy may result in disciplinary action, up to and including separation from the School.

This Student and Parent Handbook is the School's latest version. It supersedes all previously issued handbooks, manuals and inconsistent verbal or written policies or statements about policies. The School reserves the right to add to, modify and remove any of the policies contained in this Handbook, at any time, with or without notice. All such additions, modifications or deletions must be made in writing. No oral statement or communication may change any policy or provision of this Handbook. The School reserves and maintains the right to implement and interpret all of its policies, including those set out in this Handbook, as it deems appropriate. As such, while policies in this Handbook will generally apply, the School reserves the right to take actions that it determines in all situations to be in the best interests of the School and its students, faculty, staff and community.

None of the School's policies, including those contained or described in this Handbook, constitute (or are intended to constitute) an express or implied contract. Not all of the School's day-to-day policies, procedures and expectations are set forth in this Student and Parent Handbook. This Handbook summarizes some of the School's most important policies related to students and parents. If any student or parent has a question about this Handbook, or a policy contained in it, a question not answered by this Handbook or a question about any other School policy, procedure or expectation, they are to address their question with the division Director.

SCHOOL AUTHORITY

Upon a student's enrollment in TNCS until withdrawal, dismissal, graduation or other separation from the School, the student is under the authority of the School at all times. All School policies, including those policies set out in this Handbook, apply anytime a student is on campus, participating in any School activity or anytime a student is using the School's computer network, internet, email or devices owned or provided by the School. Additionally, while enrolled in TNCS, students are representing the School and its community. Therefore, students are subject to discipline for conduct taking place off campus and outside of School programs when such conduct violates the School's Honor Code, the School's behavioral expectations or the law, or anytime a student's action reflects negatively upon the School (at the discretion of the School).

NON-DISCRIMINATION

The New Community School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other School-administered programs.

II. STUDENT EXPECTATIONS

ACADEMIC GROWTH

Students will

- work cooperatively with teachers to expand their knowledge and to try new approaches, providing a solid foundation for further education;
- learn how to use research and technological resources that help them become more independent learners;
- ask relevant questions and use their strengths and intelligence to the fullest extent possible;
- apply improved skills and strategies to academic work;
- value academic integrity; and
- practice responsible digital citizenship.

HONOR CODE

The New Community School is built on trust. This trust exists because faculty and students are people of honor. The system that helps define and encourage honorable behavior is called the Honor Code. Honor offenses include the following:

Lying

Lying is communicating something that is not true. Usually, the honor offense of lying would include

- lying for personal gain or advantage,
- telling a lie that harms another person,
- telling a lie that prevents full disclosure of the truth, and
- lying by omission.

Stealing

Stealing is taking something that does not belong to you without the owner's approval.

Cheating

Cheating includes any of the following situations:

- presenting another person's work as your own;
- giving your work to another student to present as their own;
- giving or receiving help on a quiz, test, or examination;
- using unauthorized artificial intelligence tools or sources; and
- using unauthorized sources of information for help in testing situation.

Questions of what constitutes cheating should be raised to the course teacher involved. When in doubt, students should ask the teacher.

At the beginning of each year, students review the Honor Code and are asked to pledge that they have read and understand it.

PERSONAL AND SOCIAL

Students of The New Community School will

- behave in ways that promote learning, health and safety, and respect for others, the school, and its purposes, and reflect honor, sound judgment, and personal integrity;

- develop an understanding of learning differences and a tolerance and respect for others;
- develop and promote teamwork and true accomplishment by participating and contributing positively to group efforts in School and community activities;
- pursue and develop personal strengths, interests, and passions; and
- develop healthy habits, decision making strategies, and acquire life skills.

SKILL DEVELOPMENT

Students will

- become more knowledgeable about their learning styles, specific strengths and weaknesses, and the reasoning behind the educational approaches used at the School;
- work with their teachers to improve reading, writing, spelling, and math skills to the levels of their fullest potential; and
- improve organizational, planning, and study skills to the level that allows academic success and independence.

ROLES AND RESPONSIBILITIES: STUDENT

Students will

- establish daily routines;
- identify a space in your home where you can work effectively and successfully;
- complete assignments with integrity and academic honesty, doing your best work;
- meet timelines, commitments, and due dates;
- communicate proactively with your teachers if you cannot meet deadlines or require additional support;
- collaborate and support your TNCS peers in their learning;
- comply with TNCS's Student and Parent Handbook and Acceptable Use Policy, including expectations for health and safety and online etiquette;
- proactively seek out and communicate with adults at TNCS as different needs arise; and
- abide by all health and safety measures as required.

ROLES AND RESPONSIBILITIES: PARENT/GUARDIAN

Provide support for your student by adhering to the Guidelines for TNCS Parents:

- establish routines and expectations,
- define the physical space for your child's study,
- monitor communications from your child's teachers,
- take an active role in helping your child process and own their learning, and
- remain mindful of your child's stress or worry.

III. DIPLOMA REQUIREMENTS

Graduation from The New Community School requires 24 credits. Requirements for an academic diploma at The New Community School are as follows:

English	4 credits
Mathematics	3 credits (to include Algebra I and Geometry)
History and Social Studies	3 credits (to include World History, American History I, and Government)
Science	3 credits (to include Chemistry and Biology)
Health and Wellness	1.5 credits (to include 1 semester of health)
Fine and Performing Arts	1 credit
Career and Technology Exploration	1 credit (to include Personal Finance)
Total Needed for Graduation	24 credits

All courses taken above the program requirements are considered electives.

In most cases, a yearlong high school course is equal to 1 credit, and a semester long high school course is equal to ½ credit.

Additional Requirements for Graduation

- Students shall successfully complete at least one online experience.
- Students shall successfully complete 10 hours of community service each year.
- Seniors are required to successfully complete a senior speech.

Modifications of these specific course requirements may be made by the Head of School. These modifications may impact a student's college options.

Diplomas are awarded once each year in June. Seniors who fail to meet diploma requirements by graduation day may not participate in the graduation ceremony, at the discretion of the Head of School. Typically, should the student complete their required work by July 1, they will receive their diploma at that time. A student who completes diploma requirements after July 1 would receive a diploma the following June and would be included on the roll of alumni as a member of the class for the year in which the diploma was awarded. Once a student has completed diploma requirements, the School will confirm that fact in writing for colleges or employers. Only seniors who are enrolled at the School for the entire senior year may participate in the graduation ceremony. Students must take part in the June Commencement ceremony in order to be awarded a diploma, unless specific permission is given by the Head of School.

Upper school students typically carry a course load of 6 to 7 credits per year.

Students are classified according to the following standard:

- In order to be classified as a sophomore, a student must have at least 5 credits.
- In order to be classified as a junior, a student must have at least 10.5 credits.
- In order to be classified as a senior, a student must have at least 17.5 credits.

Credits earned at The New Community School are accepted for transfer by both public and independent schools.

DUAL ENROLLMENT

The New Community School partners with Reynolds Community College to offer eligible juniors and seniors the opportunity to earn college credit while still in high school. The program allows TNCS students to take college-level

classes on the TNCS campus fulfilling both high school and college requirements. Students with questions about dual enrollment should talk with the College and Career Counselor, the Director of Teaching, Learning and Research, or the Director of Upper School.

GLOBAL ONLINE ACADEMY

TNCS also partners with the [Global Online Academy](#) (GOA), an international consortium of leading independent schools that offers students a diverse range of high-quality online courses, as well as resources for our teachers. Upper School students are provided increased opportunities to learn and collaborate with students from around the globe, as well as gain a sense of agency and choice with expanded elective course offerings and learning experiences, allowing them to tailor their learning program to the path that fits them best. Upon completion of a GOA course, students will receive TNCS credit.

GRADES AND ASSESSMENT

The New Community School subscribes to a standards-based learning model. Under this model, a course grade reflects a student's mastery of the stated course objectives as measured on summative assessments. Rubrics or learning scales are utilized to communicate outcomes, guide instruction, and provide feedback. Learning scales demonstrate a continuum of learning. Reassessment is at the discretion of the teacher. Reassessment at times is necessary, especially when the student's mastery is below proficient or when the teacher believes the original assessment did not accurately match what the student knows and can do. All students who wish to reassess must work with their course teacher to establish a clear plan to reassess.

Student progress reports are issued four times a year at the end of each quarter. Letter grades are given for all courses in grades 9-12 except Language Fundamentals.

Although assessment practices may differ slightly among departments and across grade levels, all teachers share certain beliefs. A brief description of grades as interpreted by our teachers is as follows:

A	3.5 – 4.0	=	Excelling - demonstrates in-depth inferences and applications beyond what was taught in class
B+	3.2 – 3.4	=	Advanced Proficient - applies the concepts, vocabulary, and skills independently
B	2.7 – 3.1	=	Proficient - demonstrates understanding of the concepts, vocabulary, and skills consistently and independently
C+	2.3 – 2.6	=	Approaching Proficient - some minor inconsistencies and gaps exist
C	1.7 – 2.2	=	Developing - demonstrates basic understanding; omissions, errors, and misconceptions exist
D+	1.3 – 1.6	=	Emerging - ability to identify concepts and skills, needs support to make connections or to use skills
D	0.6 – 1.2	=	Beginning - demonstrates limited understanding of the learning outcome, needs instructor assistance in order to complete work
F	0.5 & below	=	Minimal - demonstrates slight progress on the learning outcome assessed

Letter grades are given for all courses in grades 9-12, except LF classes. Grade point average (GPA) is cumulative beginning with ninth grade. The grade point average is the average of grades in all attempted courses. It includes courses taken at other schools, high school level courses (i.e., Algebra I) taken in middle school, as well as dual enrollment courses. A failed course is included in a student's GPA. However, if a student repeats a course, only the higher of the two grades is counted. Because colleges often prefer a GPA that is expressed on a four-point scale, we translate our letter grades to a four-point scale.

ONLINE LEARNING

The New Community School accepts credits from pre-approved, accredited, non-TNCS online providers in situations where the family wishes to extend the student's education beyond regular course offerings. Students who take online courses are encouraged to take a study hall during the school day. The Director of Teaching, Learning, and Research is the TNCS site coordinator for online learning and will monitor student progress in online courses weekly and communicate directly with the online teachers as needed.

CHALLENGED MATERIALS

Despite the care taken in selecting suitable learning resources, TNCS recognizes that occasional objections to materials may be made. It is, therefore, the policy of TNCS to provide channels of communication and a procedure to follow for any parent or guardian in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum. Inquiries should be made directly to the Director of Teaching, Learning, and Research.

IV. ACADEMIC SUPPORT SYSTEMS

ACADEMIC SUPPORT AND STUDY HALLS

We offer several opportunities for academic support.

- A daily Extra Help period within the school day provides students with an opportunity to receive additional help with academic work, course assignments, and study skills as they begin their homework assignments. Students not needing individual help use this time as a study hall and proceed with their academic work independently. All students must report to their Extra Help at the start of the period.
- The opportunity to meet with teachers after school.
- Athletic teams with practices with late start times are provided a study hall.
- After School Academic Support (ASAS) is available many days after school. Students may volunteer to attend or be assigned by a teacher.

Students returning to classes after an absence should plan to meet with their teachers to begin catching up on their assignments.

COLLEGE AND CAREER COUNSELING

The mission of The New Community School's College and Career Counseling Program is to work in partnership with families, faculty/staff, and community members to provide a comprehensive and developmentally appropriate college and career counseling program that will address each Upper School student's individual academic and career goals while supporting their personal and social well-being. Our college counseling office engages students with learning differences in the process of transitioning successfully from high school to college or a career by providing critical strategies for making meaningful selections. The counselor helps students apply for college testing accommodations, identify schools that will be a good fit for unique learning styles, cultivate effective self-advocacy skills, and secure the right accommodations at college. The New Community School's College and Career Program provides college and career counseling designed to empower all students to maximize their potential to thrive in their post-secondary experiences and successfully transition to becoming socially responsible and productive 21st century citizens.

HOMEWORK / INDEPENDENT WORK

Independent work assignments are an important aspect of the School's instructional program. Students and their parents can therefore expect that assignments will be appropriate, meaningful, and help students develop productive habits that lead to independence.

Assignments are distributed in class and posted on Schoology. Teachers are typically accessible for questions regarding independent work during reasonable evening hours. Students should expect independent work to be assigned in all their academic classes daily. If you have concerns about the amount of time your child is spending on independent work, please contact their advisor. Please encourage your student to reach out to their teacher for assistance.

A teacher may ask a student to redo an assignment or to meet to clear up any confusion. It is important that parents support the School in our approach to help students better manage their academic responsibilities. The School encourages students to demonstrate their best effort on independent work assignments so that students and their teachers can have accurate information regarding progress.

2023-2024 TECHNOLOGY REQUIREMENTS

The New Community school will provide 5th through 12th grade students with a variety of tools utilized throughout the school year.

Grades 5 & 6

Fifth and sixth grade students will need a Wi-Fi capable iPad.

We recommend the iPad, iPad Air, iPad Pro, or iPad mini 5 with a minimum iOS of 15.1 or higher. Parents are encouraged to put a rugged case on their device. iPads are educational tools and therefore families will be provided additional guidelines concerning what should and should not be on these devices.

Grade 7

Seventh grade students will be assigned a school-owned MacBook. Families assume all liability for any damage to these school-owned devices.

Grades 8-12

Eighth through twelfth grade students will need to purchase a MacBook Air.

Minimum requirements:

- Storage: 256 GB
- Processor: at least 1.8 GHz Intel Core I5
- Memory: 8 GB
- Operating System: Monterey or higher

See the Policy on Acceptable Use of Technology, Appendix 1

SUMMATIVE ASSESSMENTS (TESTS AND EXAMINATIONS)

Students are assessed in academic classes at intervals appropriate to the curriculum. Summative assessments are announced in advance and are preceded by review and study preparation. Students are given additional time when needed to complete summative assessments. Students tested on academic curriculum receive reading or dictation support as appropriate for their current language skills.

Final examinations and projects may take longer than a usual class period or test. Specific details on schedules during exam week will be provided by the School.

Final examinations are preceded by a review period. It is important that families not schedule conflicting activities during review and exam weeks.

V. GENERAL INFORMATION

ADVISORS

Each student is assigned to an advisor. The advisor is a faculty member who serves as a liaison between the student, teachers, and parents with a focus on academic and personal growth. Advisors meet with their advisees regularly to review progress and to help the advisee become better skilled in setting goals, solving problems, communicating with teachers and peers, and becoming more academically independent. The advisor is most often a current teacher of the student and therefore is easily accessible to the student on any school day. The advisor also is the first line of communication between the parents and the school; if parents have questions, the advisor is most often the first contact to be made.

ABSENCES AND TARDIES

The program at The New Community School is based upon a carefully structured instructional sequence, requiring daily attendance to ensure good progress. Absence from class interrupts the student's educational and social progress. **The School expects all students to be on-time and in regular attendance for the full school day, every day.**

If a student must be absent or late because of illness or unavoidable events, the parent should notify the School office before 8:00 am. Written explanation or description from a physician may be required for absences of more than three consecutive days. Students who have been absent for any reason should confer with their teachers and agree to a plan to complete make-up work.

All scheduled multi-day absences outside the School calendar must be pre-approved by the Head of School. Family vacations, college visits, and outside appointments should be scheduled to coincide with School holidays when possible. Professional Learning days are an optimal time.

When a student establishes a pattern of absences and tardies, a mandatory meeting involving the student, parent/guardian, and division Director will take place to develop a plan that will allow for the maximum academic and personal benefit for the student. The School may require follow-up meetings after additional absences to update the plan.

Excessive Absences

- A student who misses 20 or more classes in a yearlong course, or 10 classes in a semester course, is at risk for not receiving academic credit for that course.
- At any point, the School may require documentation regarding absences from a third party professional.

Extended Absence

The School may recommend or grant a request for a voluntary leave of absence for compelling reasons. The initial request for a voluntary leave of absence should be made to the appropriate division Director. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School at its sole discretion.

Student Drivers

Student drivers who demonstrate a pattern of late arrival risk having their driving privileges revoked.

Early Dismissals

All early dismissals must be arranged between a parent/guardian and school personnel. Please notify the front office by phone or email. Students must be picked up at Massey Hall. For student illnesses, parents will pick up students at the Clinic.

ENROLLMENT

Enrollment at The New Community School is for one academic year at a time and effectuated through mutual agreement of the School and the parents, or in some cases between The New Community School and the public school system with parent approval. The terms of that agreement are spelled out in a contract called the Enrollment Agreement.

Parents must cooperate with the School in all matters relating to the School and to student's enrollment. A parent's inability to cooperate may cause the School to take action against the student or the parent, including dismissal or restriction on the student's or parent's participation in School activities.

COOPERATION WITH PARENTS

The School believes in the importance of developing an effective partnership with families to support students during their enrollment at the School. To help facilitate such collaboration, the School routinely communicates with parents/guardians regarding student progress and may, at times, require specific permission of a parent in connection with certain School events or activities. For this reason, even though a student may turn 18 while enrolled at TNCS, the School will continue to maintain regular communication with their parents and will expect the same degree of parent involvement for all students, regardless of age, in all aspects of the School's programs. By remaining at the School following a student's 18th birthday, the student will abide by all School policies and rules and understands that the School may continue to discuss or share School information with their parents to the same extent as it would were the student still a minor, including information related to academics, enrollment, attendance, discipline and health.

GRIEVANCE PROCEDURE

The goal at TNCS is to work in partnership with families. Parents should contact their child's teacher, advisor, division Director, and then Head of School with any concerns.

INDIVIDUAL INSTRUCTION PLAN

The Individual Instruction Plan (IIP) is a document that outlines the specific plan at the school for the remedial instruction for each student's specific learning difficulties. It is developed by the school, the parents, and individualized for and shared with each student. It describes the student's performance levels, the school's response to the student's specific needs and the annual goals for remediation of language and math skills.

The Language Fundamentals teacher initiates the development of this plan early in the school year by proposing a draft of the plan, conferring with the student and with parents, and having parents state their agreement or concerns in a conference held in early fall. After the conference, parents may obtain a copy of the plan for their reference throughout the year. The plan may be changed during the school year with agreement between parents and the school.

INDIVIDUALIZED EDUCATION PROGRAMS

When students are placed at The New Community School by their district, the Director of Admission and Enrollment Management will work directly with the district's case manager to amend the IEP and to ensure all rules and regulations pertaining to the special education regulations are followed, consistent with Virginia law.

For those students who are placed at The New Community School through a public school division, the Director of Admission and Enrollment Management will work with the division to administer any mandatory statewide assessments or SOL tests. TNCS participates in IEP meetings as required at public schools.

PARENT COMMUNICATION

Division Directors send weekly emails to parents with information about newsworthy events in their division. TNCS will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. The table below describes these systems:

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, and Students	Communications and announcements, including those from the Head of School and division Directors. Faculty use email to communicate, although they will use other platforms to interact with their students as well.
Magnus	Faculty, Staff, Parents, and Students	Health forms, summer forms, and any health screenings as necessary.
Informacast	Faculty, Staff, and Parents	Electronic messaging system
PowerSchool	Faculty, Staff, Students, and Parents	Student information system, schedule information, contact information, attendance
Schoology	Parents and Students	Schoology is our learning management system. This platform is easily accessible for students, parents, and teachers.
WebEx	Faculty, Staff, Students, and Parents	Video conferencing in small or large groups
Social Media	Faculty, Staff, Students, Parents, General Public	General school news and events
School Website	General Public	General school news and events

PLACEMENT PROCESS

TNCS offers a formal process for parents who are considering transferring their student to another school. It is recommended that parents request placement process early in their exploration of other schools so the family can enter that process with as much information at their disposal as possible.

The School initiates the placement process for a student upon request of a parent/guardian. Such requests should be made to the Director of Admission and Enrollment Management. In the placement process, the School gathers data on academic and social strengths and weaknesses, as well as accommodations used, from each of the student's teachers. A committee merges the data collected and formulates a consensus recommendation on behalf of the School. The placement process concludes with a meeting of the parents, the Head of School, and the division Director to present the findings and to share advice that may be useful as the family explores other school settings.

RECORDS REVIEW

The New Community School maintains complete records for every student enrolled in the School in accordance with federal and state laws. Parents and students have the right to request and review the student's educational record. In order to release any information from a student's educational record, TNCS must have written permission from the parent or eligible student.

RELEASE OF RECORDS

Transcripts and other school records may be sent to other schools, colleges, or agencies upon receipt of written authorization signed by the parent/guardian, or student above the age of majority. Release forms should specify exactly what would be released and a specific name and address for the recipient. A release form may be obtained from the school office. The School reserves the right to withhold the release of records to any family with outstanding financial or material obligations to the school.

SCHEDULE CHANGES

In the event of a change in the schedule, the School will typically activate our notification system, communicating via telephone, text message, and/or email to share information. In addition, the School typically announces emergency closings or late openings on its website, social media, and on local news affiliates and their websites.

Weather conditions are sometimes variable over the greater metropolitan area. Although the School may remain open at times of inclement weather, parents may determine conditions to be sufficiently poor and elect to keep their child at home, arrive to school late, or leave school early. The School will work cooperatively with parents at these times for the students' safety.

On days when the campus is closed due to weather or unforeseen circumstances, students should check Schoology and their TNCS email for assignments and instructions from each of their teachers.

SCHOOL HOURS

- School supervision begins at 7:45 am.
- School hours are 8:00 am - 3:30 pm. On Wednesdays, the school day will end at 2:55 pm.
- Administrative offices are open from 7:45 am until 4:45 pm.

TRAFFIC FLOW

All traffic enters campus through the first (south) gate and exits campus through the second (north) gate in front of Massey Hall. Students may be picked up or dropped off in the Massey Hall driveway at low-traffic times during the school day. Drop off and pick up of students at other locations is prohibited.

Morning drop-off

Drop-off is not permitted before 7:45 am. If student drivers arrive on campus early, they must remain in their own car until 7:45 am.

Dismissal

After entering through the main gate, continue straight toward the gym parking lot, being careful of all crosswalks and of two-way traffic in front of the Cottage. The dismissal line continues through the gym parking lot, turns left at the end of the lot and into the loading zone between Founders Hall and the crosswalk. Students should load in the loading zone only. Please pull up as far as traffic allows before loading students. Student drivers are required to wait until dismissal traffic subsides before leaving the parking lot. Dismissal traffic has right-of-way ahead of cars leaving parking spaces.

For safety and traffic management concerns, drivers may not leave their vehicle and must refrain from cell phone use during carpool.

TRIPS AND STUDENT ACTIVITIES

School-sponsored extracurricular activities are under the direct supervision of faculty or staff. At the beginning of the school year, parents sign general permissions for School activities, including field trips. There may be additional activities that require separate permission. Some field trips may incur an additional cost that will be billed to students' accounts.

Families who receive financial assistance for tuition may also request assistance for the cost of trips that are related to student activities that are intended to build a sense of community among the students. In these instances, the family should contact the Head of School or the Director of Finance and Operations to request assistance.

VIRTUAL / REMOTE LEARNING

Any request for virtual or remote learning due to a special circumstance must be pre-approved by the Head of School well in advance.

VI. TECHNOLOGY

PERSONAL ELECTRONIC DEVICES

TNCS recognizes the many benefits afforded by personal electronic devices, including in relation to the School's academic curricula. However, there are often times when use of a personal electronic device is inappropriate in the School community and does not promote an effective learning environment. Personal electronic devices are not to be seen, heard, or used at any time during class absent prior authorization from the teacher or during any School activity. Parents and students are required to silence their personal electronic devices when on campus.

In the Upper School, cell phones must be kept silent and put away, unless expressly permitted. Students may be required to deposit their personal electronic devices in a central location in their classroom to minimize distraction during class. During free time such as lunch or break, Upper School students may use personal electronic devices recreationally consistent with the School's Acceptable Use Policy.

Middle School students who bring a cell phone to school must turn in their device at the beginning of the day. Phones will typically be returned to students at the end of the school day.

The School reserves the right to temporarily confiscate personal electronic devices or prohibit a student from bringing electronic devices to school, including if used inappropriately. Examples of inappropriate use include phones ringing in class, texting, gaming, watching videos, social media use during class, cheating, cyber bullying, circumnavigating School security, accessing inappropriate websites, and unauthorized photography, video, or audio recording.

ACCEPTABLE USE OF TECHNOLOGY

Use of technology at The New Community School should reflect a genuine respect for the health and safety of each member of the School community, a desire to shape an educational environment which encourages learning and involvement, and a willingness to show respect for one another, the School, and for School property. Technology includes, but is not limited to, the TNCS network, School computers and equipment, personal computers and electronic devices whether connected to the School network or not, voice systems, email and all other software and hardware owned, leased or licensed by the School.

The following Code of Conduct is meant to clarify acceptable use of the technology at the School, be it in person or via distance learning. As the technology changes, the code will also change. However, the goal will always remain the same – to ensure that The New Community School remains an environment that values and fosters personal growth, positive self-regard, and the personal characteristics of a productive citizen.

The New Community School may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites. Such websites may collect personally identifiable information from students including usernames and passwords. At TNCS, we use Office 365 for Education and G Suite for Education. Students will use both accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Parents may contact the IT Specialist regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the School. Parents can also contact The New Community School (and/or the website company/vendor) to request that they delete the personally identifiable information of their child and disallow further access. Please note that this removal could prevent the student from having access to critical

instructional materials.

TNCS has the right to inspect any computer or other electronic device and the contents contained therein on demand with or without notice to the user.

All students will be issued an @tncs.org email account with a functional inbox.

Code of Conduct

1. The use of the School's technology may not violate any School policy.
2. The purpose of the Internet service and computer technology in the School is to support research, education, and personal growth. All activities should support educational objectives of The New Community School.
3. Use of technology at School is a privilege and not a right. As such, the privilege may be revoked at any time by the School for inappropriate use.
4. We will abide by general rules of etiquette in our use of technology at The New Community School. These include, but are not limited to, the following:
 - a. Be polite in all communications with others.
 - b. Use appropriate language.
 - c. Never tell your personal address or phone number to a stranger.
 - d. Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Protect the privacy of others. Do not try to learn their password, copy, change, read, or use their files, or access their wireless networks.
5. Remote Learning rules of etiquette at The New Community School
 - a. Enter learning space with camera on (operational), microphone muted, first and last names on display.
 - b. Dress for success; remote learning is still school.
 - c. Remote learning sessions may be recorded.
6. Remote Learning disclosure: The materials provided on any distance learning platform (such as Zoom) are only for the use of students enrolled in that course for purposes associated with the course and may not be retained or further disseminated.
7. No image, audio, or video recording shall be taken, used, shared, or published without the subject's knowledge and consent.
8. Security is a high priority. Do not attempt to change, alter, or adjust the software or hardware configurations. Do not download, load, or run executable files (other than those provided by the school) of any kind on the school's computers.
9. Users may not access the personal or confidential accounts or files of others without their permission or a legitimate academic reason and are prohibited from acting in ways that are unethical, illegal or invade others' privacy.
10. Attempts to harm or destroy another person's data, the Internet, or other networks connected to the Internet backbone are considered vandalism.
11. Cyber bullying of any kind will not be allowed or tolerated at TNCS.
12. All aspects of the TNCS Honor Code apply to use of technology.
13. Students who are assigned School network accounts are responsible for how those accounts are used. Account login and password information may not be shared with others.
14. Students may not use technology (including through the use of computers, cell phones, the internet and social networking sites) to discriminate against, harass, bully, haze, demean or threaten others.
15. Students may not view, download, upload, record, produce, store, print or distribute electronic content determined by the School to be profane, obscene, lewd, offensive, degrading, demeaning or otherwise inappropriate to an educational institution, including pornography, sexually descriptive or explicit material or messages, hate material or other objectionable material that may damage the reputation of the School or its employees or students.
16. Students may not knowingly or recklessly post false or defamatory information about a person or organization.

17. Students must abide by all copyright and other applicable laws governing intellectual property and are prohibited from using School technology for the acquisition, storage or distribution of any digital content that they do not have the legal right to use, including through the unauthorized downloading of software, images, music, movies or other media, or other forms of intellectual piracy.
18. Students may not engage in academic plagiarism, including through the use of online sources. Plagiarism is an Honor Code violation.

Investigation and Discipline

Depending on the circumstances in which the School receives a report of a violation of this Acceptable Use Policy, the School may conduct an investigation. Students and parents must cooperate in any investigation into violation of this Acceptable Use Policy, including answering any question posed to them by any School employee or agent truthfully, providing all relevant information and omitting none. Violations of this Acceptable Use Policy may constitute an Honor Code violation. Any student or parent who violates this policy will be subject to discipline, up to and including prohibition from attending School activities, dismissal from School and removal of access to the School's network or other technology and confiscation of certain electronic devices. Violations of the Acceptable Use Policy and any subsequent discipline are handled on a case-by-case basis. Student spaces, including but not limited to rooms and vehicles, and possessions, including but not limited to personal computers and other electronic devices, may be searched in efforts to investigate or stop any reported violation of this policy.

G SUITE FOR EDUCATION NOTICE

This notice describes the personal information the School provide to Google for G Suite for Education accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at gsuite.google.com/terms/user_features):

- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- YouTube
- Blogger
- Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. That notice is available online

at gsuite.google.com/terms/education_privacy and should be reviewed in its entirety. Below are answers to some common questions:

What personal information does Google collect?

When creating a student account, TNCS may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With The New Community School, G Suite for Education accounts, because they are School-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information – such as trends about the use of its services – publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting TNCS. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit myaccount.google.com while signed in to the G Suite for Education account to view and manage the personal information and setting of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Instructional Technology Integrator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review

- [**G Suite for Education Privacy Center**](#)
- [**G Suite for Education Privacy Notice**](#)
- [**Google Privacy Policy**](#)

The Core G Suite for Education services are provided to us under **Google's Apps for Education Agreement** and the **Data Processing Amendment**.

VII. HEALTH AND SAFETY ISSUES

AT-RISK BEHAVIORS

In keeping with our concern for the healthy development of our students, we encourage open, confidential communication between parent and child and early identification and prevention of the use of illegal substances. If the School has reason to suspect student use of a Prohibited Substance, the appropriate division Director will convey our concerns to the student and the student's parents/guardian. The School considers these communications to be confidential. If parents have any concerns about their child's change of behavior or tendency to take unhealthy risks, they should discuss their concerns confidentially with the Head of School, the appropriate division Director, or the Social-Emotional Counselor.

CONFIDENTIALITY

Providing care requires trust. Establishing and maintaining that trust with students requires conversations about confidentiality, its protections and its limits. From time to time, the sharing of student health information with other adults may be necessary on a need-to-know basis. Additionally, certain School employees may be subject to state-mandated confidentiality obligations. Typically, information shared with School employees by students and parents through medical or behavioral counseling services is kept confidential between the parties and only disclosed when authorized by the student or a parent, when threats to the health or safety of the student or others exist or in situations of abuse, neglect or domestic violence. In situations where the School has learned of information disclosed to a School employee in confidence by a student or parent, the School may consult with other professionals regarding that information if the School deems it to be in the student's best interest.

FAMILY LIFE EDUCATION PROGRAM

Subjects including substance abuse and sexuality are part of the Health and Wellness curriculum. Directly correlated to the National Health Education Standards, our health and wellness curriculum continually evolves to remain relevant to the needs of our students and our community. The course integrates developmentally appropriate topics taught in a skills-based approach. Inquiry, discussions, demonstrations, and project-based learning will enable students to demonstrate the ability to access, understand, and analyze concepts related to health promotion and disease prevention. Additionally, students will demonstrate the ability to practice, promote, and advocate for health-enhancing behaviors, and reduce health risks for personal, peer, and community health.

CLINIC PROTOCOLS

- The Clinic is generally open during school hours. The nurse does have to go to different parts of campus at times to provide care. If the nurse is not in her office, the nurse will return shortly or can be contacted by faculty/staff. If the clinic is closed, directions will normally be posted for what to do if medical care is needed.
- If individuals in the clinic are potentially contagious, other visits will need to be limited.
- Students will be seen on a first come first serve basis unless needs are more critical. The nurse will decide which needs are most critical. Should the clinic become overly crowded, the nurse will not allow visitors with students and will try to care for quick concerns first to reduce numbers if no one is critically ill or injured.
- Students should not contact parents/guardians to ask them to come pick them up from school if they are not feeling well. Should parents receive contacts from students that they are not feeling well, parents/guardians

should ask the student to go to the Clinic first. If the student is legitimately ill or potentially contagious, the nurse will contact the parents. Sick students should be picked up from the Clinic. Parents/guardians will need to give the nurse permission to allow driving students to go home.

- If a student has a temperature of 100 or higher, is showing signs of communicable disease (including vomiting or diarrhea), or has a positive COVID-19 test, they will need to be picked up from School immediately. Otherwise, the nurse (with the parents input) will make a decision if the student is at risk of infecting others or does not feel up to attending school, requiring early dismissal.
- If the nurse checks the student out for early dismissal, there is no need for parents/students to notify the front office.
- Potentially infectious students will be asked to sit in the isolation room if it is available and may be required to wear a mask in the Clinic.
- Except for previously scheduled medications, teachers sending a student to the Clinic should communicate with the nurse when releasing the student from class.
- The Clinic should not be utilized to avoid classes. If the student shows no signs of illness, the nurse will send them back to class.
- Supplies in the Clinic (including wheelchairs, crutches, cabinets, refrigerators) should not be used as toys and should only be touched with the nurse's permission.
- Individuals should bring their menstrual supplies from home, however they will be available in the clinic in case of emergency.
- Teachers will have Band-aids and should help to reduce clinic visits when they feel comfortable providing basic first aid/triage.

CONCUSSION PROTOCOL

The TNCS Athletic Department follows the Concussion Management Policy which can be found [here](#). This Policy also addresses the Return-to-Learn Progression for directors, teachers, athletic trainer, parents and the involved student athlete.

Any student suspected of sustaining a concussion shall be removed from School activity immediately and will not return for the remainder of the day. Students are not permitted to return to activities until all signs and symptoms are resolved and the student has completed the return-to-play progression under the supervision of the TNCS athletic trainer. In severe cases, a letter stating “the student is cleared for athletic participation” is required from a physician in order to return to activities, including physical education classes, strength training & conditioning classes and/or athletic practices and competitions.

TNCS coaches are trained annually on concussion recognition, prevention, treatment, and the rules governing return to play.

CRISIS PREVENTION AND MANAGEMENT RESPONSES

The School has a Crisis Management and Disaster Response Plan that addresses preparation for, and management of, potential disruptions to the School's daily functioning.

Among other topics, this plan instructs faculty, staff, and students on emergency response procedures. Students, faculty, and staff practice these procedures on a monthly basis in alignment with state law, and emergency procedures are posted throughout campus.

EMERGENCY PROCEDURES FOR STUDENTS

Emergency	Where to Go	What to Do
Fire	Whitlock Field or the Meadow	<ul style="list-style-type: none"> • Line up in your designated location with your teacher. • Be quiet and wait for instructions.
Tornado	The nearest tornado shelter	<ul style="list-style-type: none"> • Be quiet and wait for instructions. Be ready to duck and cover if instructed. • Answer roll call.
Lockdown	The nearest classroom	<ul style="list-style-type: none"> • Stay quiet and away from windows • Wait for instructions from a teacher
Earthquake	<p><u>During the quake:</u></p> <ul style="list-style-type: none"> • If you're inside, stay inside • If you're outside, stay outside away from buildings, trees, and power lines <p><u>After the quake:</u></p> <ul style="list-style-type: none"> • Whitlock Field or the Meadow 	<p><u>During the quake:</u></p> <ul style="list-style-type: none"> • Drop to the ground • Cover your head by moving under a table or desk, or with your arms. • Hold onto the table leg so it doesn't move. • Stay away from glass, trees, and power lines. If you're outside, stay away from buildings. <p><u>After the quake:</u></p> <ul style="list-style-type: none"> • Stay quiet and wait for instructions. • Go to your fire drill location with your teacher for roll call. • Be ready for aftershocks.
Violent or Threatening Behavior	Away from the incident to a safe place, such as a classroom	<ul style="list-style-type: none"> • Tell a School employee.

HEALTH FORMS

The following health forms may be required for students:

Physical Examination Form

- Student-athletes must have a completed physical examination, dated after May 1, 2023, on file before they can participate in athletics, including Summer health/sports activities.
- This form is available on the School's website, from the school athletic trainer or from the school nurse.

Administration of Medication Form

This form must be completed if

- the student should take any medication at school (prescription or non-prescription),
- the student should be allowed to carry a prescribed inhaler or epi-pen with their belongings or have it available in the clinic, and/or
- the student is taking medication at home before leaving in the morning and may need to have a small supply on hand stored in the clinic in case they forget to take it at home and need to take it at school.

School Entrance Immunization Certification

This form should be completed if

- your child is starting the school year as a new student
- there have been any changes to student's vaccine record
- your child is entering 7th or 12th grade (due to state required immunizations)

Medical Authorizations

Parents must complete this form in Magnus to

- provide authorizations in case medical emergency treatment is needed for your student,
- allow the School to dispense some over-the-counter medications to your student as needed, and
- provide the School with additional medical information regarding your student.

MEDICATION

Any medication (prescribed or over-the-counter) must be kept in the Clinic for dispensing. These medications must be brought to the School office or the Clinic by an adult and accompanied by a signed authorization from a physician that includes specific instructions for administration.

Any medication must be in the original container. The School nurse will release prescription medications only as prescribed by the doctor. However, the nurse may request communication with the physician at any time regarding the distribution of any medication. All ongoing prescription medications should be noted on the annual health form.

In order to allow a student to carry an inhaler or epi-pen, the parent or guardian and physician must also complete a TNCS medication permission form. If a parent/guardian and physician request that the student not carry these medications, the medications will be kept in the clinic. Even if the student carries these aids as prescribed, an extra inhaler or epi-pen must be supplied by the parent/guardian to be kept in the clinic in case of emergency.

The nurse maintains a supply of ibuprofen, acetaminophen, antacids, antihistamine, and cough drops. A student may receive this medication in standard dosage upon request if an authorization form signed by a parent is on file in the clinic.

Any medical condition requiring special attention and/or medications such as diabetes, epilepsy, severe allergies, etc., must be reported on the annual health form and discussed with the school nurse. Such medical conditions discovered during the school year must also be brought to the attention of the nurse as soon as possible.

The student is responsible for going to the clinic at the appropriate time to receive the medication. However, the nurse will work cooperatively to help students taking daily medication to get into the habit of taking this responsibility. Parents who are interested may call the nurse to check on the student's patterns of reporting for such medication.

STUDENT ILLNESS & INJURY

Any students with a contagious condition, fever, or illness should remain at home and the nurse should be notified at first indication of such illness. The School requires that the student be fever-free for 24 hours without fever-reducing medication before returning to school. The School may require written medical verification that the student's illness is no longer at a contagious or infectious stage before allowing the student to return.

Any accidents or injuries received at school should be reported to the nurse or athletic trainer immediately. Please also inform the **School** nurse of injuries incurred outside of school.

Students should report to the clinic for evaluation due to illness or injury. If it is determined that a student should go home due to illness or injury, the school will communicate with parents.. Students are not permitted to contact their parents directly. Students going home due to illness or injury should be picked up at the Clinic. The school will work closely with the student and the family to help the student keep up with work missed as appropriate to the student's need for rest for recovery and within the limits of what can be accomplished without classroom instruction.

The school keeps signed medical release forms on file in Magnus in the event of emergencies.

COVID-19 Exposure and Immunization Records

- Families should report any COVID-19 exposures or positive diagnosis to the School nurse as soon as possible

MANDATORY ABUSE AND NEGLECT REPORTING

All TNCS employees must follow Virginia's mandatory reporting obligations for suspected child abuse and neglect. Any School employee who, in their professional or official capacity, has a reason to suspect that a child is an abused or neglected child must immediately notify the Head of School or the Head of School's designee, who will then take responsibility for immediately reporting that suspicion of abuse or neglect. If the School employee with the suspicion of abuse and neglect is, for any reason, unable to escalate their suspicion to the Head of School or the Head of School's designee, that employee must report their suspicion of abuse or neglect to the local department of social services where the child resides or to the Child Abuse and Neglect Hotline (1.800.552.7096) within 24 hours. Any School employee who makes or receives a report of suspected child abuse and neglect must inform the Head of School or their designee the day they make or receive the report. In compliance with the law, a notice outlining child abuse and neglect reporting requirements in Virginia is posted in the School.

Va. Code § 63.2-100 defines an abused or neglected child as any child under 18 years of age:

- Whose parents or other person responsible for their care inflicts or threatens to inflict a non-accidental physical or mental injury;
- Whose parents or other person responsible for their care has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Whose parents or other persons responsible for their care neglects or refuses to provide care necessary for the child's health, including adequate food, clothing, shelter, emotional nurturing or healthcare;
- Whose parents or other person responsible for their care abandons the child;
- Whose parents or other person responsible for their care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material;
- Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis;
Whose parents or other person responsible for their care creates a substantial risk of physical or mental injury by knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender;
or
- Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000 and in the Justice for Victims of Trafficking Act of 2015.

MEDICAL LEAVES OF ABSENCE

The School cares deeply about the wellbeing of its students. It is important that School students be able to function effectively and participate fully in all School programming. Occasionally, illnesses or injury may require a student to take time away from School obligations. In those situations, a medical leave of absence will enable a student to receive medical, psychological or psychiatric treatment away from School and officially remain an enrolled student. Medical

leave may be considered when a student is unable to fulfill their academic obligations as a full-time student of the School as a result of a diagnosed medical issue. In some situations, parents will request that the School place their child on medical leave. In other situations, a student's medical condition or behavior may create undue disruption in the classroom or School community or may cause the student to be a threat to the safety of themselves or others. Should such a situation arise, the School may require the student to be placed on medical leave. A medical leave of absence is not a punishment; it is intended to be a caring, interventional response and an attempt to help a student get necessary treatment so that they can return to full participation in School programming, if and to the extent possible.

Placing a Student on Medical Leave

Whether a student is placed on medical leave is at the sole discretion of the Head of School or their designee. In making such a determination, the Head of School or their designee may consult with medical care providers, including those who are treating the student, School counselors and faculty members as deemed appropriate, as well as parents and caretakers of the student. Circumstances which may warrant a medical leave of absence include but are not limited to attempted or threatened suicide, severe depression or mood dysregulation, self-harming behavior, signs of alcohol or drug addiction, eating disorders, emergency medical care, surgery, serious physical injury or any other situation requiring immediate or extended medical, psychological or psychiatric care. The School reserves the right to temporarily or permanently prohibit any individual from School property or activities, including students who are deemed an imminent threat of harm to themselves or others or whose medical, psychological or psychiatric needs exceed the School's capabilities.

While on Medical Leave

Typically, a medical leave of absence lasts at least the majority of one grading period, but may be longer or shorter, at the School's ultimate discretion, depending on the nature of the medical leave and student progress. A student on medical leave may only visit campus or attend a School activity with the prior written consent of the Head of School or their designee, and then, only when accompanied by a parent or guardian. Students on medical leave may be required to undergo medical, psychological or psychiatric evaluations in order to assess their condition and readiness to return to School. To maintain enrollment, parents of students on medical leave must sign release of information forms with non-School affiliated medical care providers in order to facilitate communication between the Student's medical care providers and the School. While students are on medical leave, they are still members of the School community and bound by the School policies. If appropriate, students on medical leave may be expected to complete assigned schoolwork, and in those circumstances, students will generally be expected to keep current on schoolwork.

Re-Entry Procedure

When a student is ultimately permitted to return to School following a period of medical leave, and any condition upon which a student may be allowed to return to campus following a period of medical leave, is at the sole discretion of the Head of School or their designee. In making such a determination, the Head of School or their designee may consult with medical care providers, including those who are treating the student, School counselors and faculty members as deemed appropriate, as well as the student, parents and caretakers of the student. Prior to a student's return to school from a medical leave of absence, parents must provide the School with information and access to the student's treating medical care providers and relevant medical records. The School reserves the right to require the student's medical care provider, or an independent medical care provider designated by the School, to submit a certification that the student is able to return to campus and fully participate in a regular course of study. This return to campus certification may be required to follow a recent or contemporaneous medical, psychological or psychiatric evaluation, as determined by the School and paid for by the parents. A student's return to campus following medical leave may be conditioned upon the student continuing to obtain medical, psychological or psychiatric treatment or other factors, as determined by the School and communicated to the student's parents. In order to help facilitate a smooth transmission back into regular School life and programming, upon receiving permission to return to the School, the student and parents will be required to meet with the Head of School or their designee to review the conditions of the student's return, if any, and expectations of the student's enrollment, work, conduct and treatment (if any) moving forward.

VIII. STUDENT LIFE

AFTER-SCHOOL ACTIVITIES

Every student has the opportunity to participate in an after-school activity, regardless of skill or experience. There are three main areas of after-school activity: arts, athletics, and academic support. Participation is a privilege that can be revoked for reasons related to attendance or attitude. There is a fee per season for after-school arts and athletics programs.

APPROPRIATE DRESS FOR STUDENTS

The School is committed to providing a safe, inclusive, and nurturing educational environment conducive to student learning. Student dress is expected to convey a sense of respect for themselves, for others, for the School, and for the serious academic environment in which we are all engaged.

Guiding Principles

- All students should be able to dress comfortably for the activities and demands of the school day.
- Students should not face unnecessary barriers to School attendance.
- Reasons for conflict should be minimized whenever possible.

While student dress and appearance are the responsibility of students and their parents, the School believes that dress and appearance should not interfere with any aspect of the educational process, the health or safety of any student, or contribute to a hostile or intimidating atmosphere for any student. The TNCS dress code is broken up into three tiers.

Tier One

This is the dress code for a typical school day.

- Hats, hoods, and other headwear may not be worn indoors, except for approved medical or religious reasons.
- Clothing must be worn and secured to prevent the students' undergarments from being exposed.
- The following items are not permitted:
 - clothing that contains, promotes or advertises political content, drugs, alcohol, tobacco, nudity, profanity, violence or any inappropriate and hurtful phrases/pictures;
 - pajamas and other sleepwear;
 - shirts that do not provide sufficient coverage;
 - extremely short shorts which expose the buttocks; and
 - clothing designed to expose the midriff.

Tier Two

On certain days we will ask students to “kick it up a notch” in their attire for that day, but will not require full special dress. Some examples of kicked-up attire include:

- collared shirt and belted pants (not jeans),
- dress or skirt or slacks with a nice shirt, and
- nice shoes.

Tier Three

Some pre-announced occasions call for a more formal level of dress to reflect an additional level of respect for a special occasion. Examples include awards assemblies, commencement, and other special events. Students may opt for one of the following options

- sport coat, dress shirt tucked in, tie, dress pants or chinos, belt, and dress shoes;
- dress with dress shoes; or

- skirt or slacks with formal blouse (with or without jacket) and dress shoes.

No flip-flops, sneakers, or baseball caps.

On Tier Two and Tier Three days, students are expected to arrive to School dressed for the event and remain so dressed for the duration of the school day. Students should not expect to change clothes for the event during the school day.

Physical Education Attire

Middle School students will not change for PE and should wear clothing and shoes appropriate for physical activity. Upper School students have the option to change for PE and should bring appropriate clothing from home.

When Questions Arise

The Head of School and the division Directors, or their designees, have the final say in what constitutes appropriate dress. Where concerns exist, the division Director will work with the student and their family in formulating a plan. Exceptions to this dress code are made for religious or health-related reasons.

Labeling Clothing

Please place the student's name in clothes worn or brought to school so they can be returned to their owners. At the end of the school year, unclaimed clothes left in Lost and Found are donated to charity.

LUNCH AND FOOD

Students may bring lunch and snacks from home. Students may order lunch through options communicated to families. Students will have access to a refrigerator, microwave, and vending machines. Food delivery options such as UberEats or DoorDash are not permitted.

PERSONAL PROPERTY

The School assumes no responsibility for students' personal possessions. Students should take reasonable precautions to safeguard their personal property. Students should leave valuable personal property not used for instruction at home. All outerwear and layered clothing should be labeled or initialed for possible return if misplaced.

STUDENT LIFE OPPORTUNITIES

TNCS offers a wide variety of student life opportunities.

Clubs

Both the Middle and Upper Schools offer clubs to explore areas of interest and provide opportunities for both student and faculty leadership.

Community Service

TNCS seeks to offer a variety of opportunities for students to serve the greater community alongside their classmates. Students have the chance to serve through class activities, clubs, athletic teams, and specially-designed events throughout the year. The senior class is charged with planning, advertising, and leading a community service project, benefiting an outside community organization in which other students may participate.

Houses

Each TNCS student is inducted as a member of a “house” on campus that is designed to facilitate relationships among students of all grade levels.

National Honor Society

The TNCS chapter of National Honor Society enriches student life at TNCS by encouraging scholarship and service to the community. Each spring, sophomores and juniors with a GPA above 3.15 are invited to apply for selection to NHS. Applicants must participate in at least two extracurricular activities to be considered for membership. Members are also expected to serve as examples to others in attitude, cooperative spirit, and reliability. Invited students must submit an application and references to the Faculty Council, which votes on membership each spring. Once accepted, members must maintain the minimum GPA and uphold the standards of the chapter to retain membership.

Student Advisory Boards

Both the Middle and Upper Schools elect Student Advisory Boards annually. These boards of elected student representatives seek to enrich the social aspects of campus life by running events and fundraisers. They also administer the Honor Code.

IX. STUDENT CONDUCT

BEHAVIORIAL EXPECTATIONS

The School firmly believes that the best discipline in a school setting is self-discipline. To aid students in determining acceptable behavior, the faculty and advisors encourage students to examine their behavior in terms of three over-riding goals. These expectations include:

- preserving the health and safety of oneself and every member of the School community;
- creating an environment which encourages learning; and
- showing respect for oneself, for one another, for the School and its purpose, and for the School's property.



Behavior contrary to these expectations negatively impacts the School community. Intensity, frequency, intention, and/or impact of such behaviors will guide the response from the School, up to separation from the School.

For concerns about any student behavior or discipline

- students or parents/guardians should speak with their division Director; or
- students can complete the online “Saber Speak Up” anonymous reporting tool, located in Schoology.

BULLYING, HAZING, HARASSMENT AND SEXUAL MISCONDUCT

The New Community School is committed to being a socially diverse community that values mutual respect, human dignity and individual differences, and that sustains a school environment in which students and employees can study and work in an open atmosphere, unhampered by bullying, hazing, harassment and sexual misconduct. It is essential for the School to be a safe and supportive environment that cultivates learning and personal growth. Bullying, hazing, harassment and sexual misconduct interfere with this goal. The School will not tolerate any form of bullying, hazing, harassment or sexual misconduct of any student, employee, parent, vendor or community member by another student, employee, parent, vendor or community member, whether on or off campus and whether online, orally or in writing. Such acts undermine the School's standards of its community and contribute to a negative educational and developmental environment. The School, at its sole discretion, determines whether conduct rises to the level of bullying, hazing, harassment or sexual misconduct under this policy. The School will take appropriate action to prevent and address conduct that violates this policy, including disciplinary action and other consequences. Any violation of the School's bullying, hazing, harassment and sexual misconduct policy by a parent will be considered a violation of the School's behavioral expectations of its parents and may be grounds for discipline of the offending parent's child(ren), up to and including dismissal from the School.

A. Definitions

Bullying. Va. Code § 22.1-276.01 defines bullying as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying.

Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.” Cyber bullying is a form of bullying conducted through phones, computers, email, text message, social media or other electronic systems or media. All bullying is prohibited by the School.

Hazing. Va. Code § 18.2-56 defines hazing as “to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.” For purposes of this policy, hazing need not involve pressure or acts relating to a formal School club or group. Hazing may assume numerous forms, including any type of physical activity that may adversely affect the mental or physical health or safety of the community member, physical brutality, any activity that may intimidate or threaten a community member, verbal abuse or social pressure. In Virginia, depending on the severity, hazing could rise to the level of criminal activity. All hazing is prohibited by the School.

Harassment. Harassment refers to conduct or behavior that has the effect of impairing morale, interfering with a student’s educational performance or an employee’s employment or creating an intimidating, hostile or offensive educational or work environment. Harassment can assume numerous forms and may include verbal, written, visual and physical conduct. Harassment includes, but is not limited to: making disparaging statements, telling jokes or using epithets, slurs, stereotypes, insults or labels based on classifications identified by this policy; threats of physical harm; intimidating conduct, such as unwanted touching of a person or a person’s property; and assault or blocking or impeding a person’s movement. Harassment may include comments on a person’s appearance, including dress or physical features, dress consistent with gender identification or making jokes or inappropriate comments focusing on race, color, national origin, sex, sexual orientation, gender identity, status as a veteran, marital status, pregnancy, childbirth or related medical conditions including lactation, age, disability or genetic information, whether communicated in-person or electronically. All harassment is prohibited by the School.

Sexual Misconduct. Sexual misconduct is a broad term encompassing any behavior of a sexual nature that violates this sexual misconduct policy or Virginia law. The School will not tolerate any form of sexual misconduct, whether occurring on or off campus and whether occurring online, in writing or in person. Sexual misconduct includes, but is not limited to, the following:

- Sexual assault. Sexual assault is non-consensual sexual penetration or sexual contact of one person by another.
- Sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other visual, verbal, nonverbal or physical conduct of a sexual nature when:
 - submission to such conduct is an explicit or implied term or condition of an individual’s employment, educational or School-related opportunity;
 - submission to or rejection of sexual conduct by an individual is the basis for any employment, educational or School-related decision affecting that individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual’s work, educational or School-related performance by creating an intimidating, hostile or offensive working or educational environment.
- Sexual exploitation. Sexual exploitation is taking non-consensual, unjust or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to: engaging in, permitting, reproducing or facilitating non-consensual viewing, photographing, video-recording or audio-recording of obscene, pornographic, sexual or intimate activity (such as nudity, sexual contact, sexual conduct, sadomasochistic abuse, dressing, showering, toileting or similar activity); prostituting another person; or knowingly infecting another person with a sexually transmitted infection or disease.

- **Stalking.** Stalking is a course of conduct directed toward a specific person that is unwanted, unwelcomed or unreciprocated and would cause a reasonable person to fear for their own or a third party's safety, security or wellbeing, or feel material emotional distress due to repetitive contact or the perception of such conduct. Stalking behaviors may include: non-consensual communication by any means; use of surveillance in-person or via social media or other electronic means without obtaining consent; collecting information about a person's routine, friends, family or co-workers without their consent; and uninvited visits to a residence, workplace, classroom, place of worship or other locations where an individual is commonly found.
- **Dating abuse.** Dating abuse is a pattern of behaviors one person uses to gain and maintain power and control in a personal relationship. Dating abuse can include emotional and verbal abuse, isolation, manipulation, abuse through digital media, written or oral communications, stalking and more.

All sexual misconduct is prohibited by the School.

B. Reporting Bullying, Hazing, Harassment and Sexual Misconduct

If a student, parent or community member witnesses or otherwise becomes aware of bullying, hazing, harassment or sexual misconduct of any kind, or feels they are a victim of bullying, hazing, harassment or sexual misconduct, they should report this information to any employee of the School with whom they are comfortable. The employee will then report the matter to the Head of School. Under state law, School employees have mandatory child abuse and neglect reporting obligations, which may apply based on the nature of the report. Any report of bullying, hazing, harassment or sexual misconduct should be specific and include all relevant information so that the School may conduct an appropriate investigation. Students have access to the online "Saber Speak Up," an anonymous reporting tool, located in Schoology.

When the School receives a report of bullying, hazing, harassment or sexual misconduct, the School will strive to protect the identity of the reporting party, if appropriate under the circumstances, and, to the best of its ability, conduct an investigation of the alleged misconduct brought to its attention. Students considering reporting misconduct to the School, and their parents, should understand that the School can conduct an investigation into alleged misconduct only upon the information it has received about the incident. While the School does not limit the time period for reporting, immediate reporting is important, as the School may not be able to fully investigate or consider as wide a range of corrective actions the more time has passed between the alleged misconduct and the report. The passage of time impacts the effectiveness of an investigation.

Interim measures. Upon receipt of a report of alleged bullying, hazing, harassment or sexual misconduct, the School may request additional information and conduct an initial inquiry to determine whether the report alleges a potential violation of policy. The School may meet with the individual(s) who made the report, the individual(s) who were reportedly subjected to the misconduct and others. If the School determines that the report pertains to behavior that may violate this Bullying, Hazing, Harassment and Sexual Misconduct policy, the School will undertake an investigation related to the reported conduct.

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular circumstances of a report of misconduct, to protect against further acts of misconduct or retaliation, to provide a safe educational environment and to protect the integrity of an investigation. The School reserves the right to suspend a student accused of bullying, hazing, harassment or sexual misconduct on an interim basis if deemed appropriate by the School based on considerations such as ongoing safety risks to others and the extent of the School's ability to separate the alleged victim and accused during any investigative process. The School will, in its sole discretion and judgment, determine the necessity and scope of any interim measures, including whether and when to contact the parents of the alleged victim, the accused, a witness or others.

Investigation process. The School's investigation into alleged misconduct includes one or more investigators who may meet with the alleged victim, the accused, witnesses and other relevant individuals and gather information about the reported misconduct. In the School's sole discretion, and depending on the conduct alleged, the investigator

may be the Head of School, a School employee designated by the Head of School or an outside investigator. Students and parents must cooperate in any investigation, including meeting with the investigator and truthfully answering any questions posed to them by the investigator, providing all relevant information and omitting none. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School or as required by law. Any individual who discusses the content of an investigation or who otherwise fails to cooperate with the investigation may be subject to discipline.

At the conclusion of the investigation, the investigator will issue a written recommendation concerning the allegations. The Head of School, in his or her ultimate discretion, will determine if the alleged misconduct amounts to a violation of School policy. The School will then communicate to the reporting party, the accused party and their parents or guardians, if possible, as to whether the report of misconduct was substantiated such that the School found the act to have violated School policy, whether the School found no violation of School policy to have occurred or whether further investigation is warranted. If the Head of School determines that bullying, hazing, harassment or sexual misconduct has occurred, the Head of School will determine what remedial action, if any, is needed to end the misconduct, remedy its effects and prevent recurrence, as well as determine appropriate disciplinary action against the perpetrator and any other involved party, up to and including dismissal.

No retaliation. The School prohibits retaliation against anyone who, in good faith, complains or participates in the reporting or investigation process under this policy, regardless of the outcome of the investigation. Retaliation may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning an individual or making real or implied threats of intimidation toward an individual because that individual reported bullying, hazing, harassment or sexual misconduct or participated in an investigation related to a report of misconduct. In addition, anyone who knowingly makes a false claim of bullying, hazing, harassment or sexual misconduct will be subject to discipline, up to and including dismissal.

PROHIBITED SUBSTANCES

The New Community School strives to create a safe and healthy environment for all community members and works to educate students and parents on the dangers associated with alcohol, nicotine products, electronic nicotine delivery systems (such as e-cigarettes, hookah pens and other vapor-emitting devices, with or without nicotine content), illegal drugs including marijuana and other cannabis products, the misuse of legal drugs and other chemical substances and the use of prescription drugs not fully in compliance with a valid prescription (each, a Prohibited Substance). A student's use of a Prohibited Substance is generally unlawful, can have damaging effects on their physical and mental development, places the wellbeing of the student and their community in jeopardy and is incompatible with the mission and values of the School.

Prohibition Against Certain Substances

Student use, possession, manufacture, distribution, sale, transfer, purchase or being under the influence of any Prohibited Substance, and any student's possession, manufacture, distribution, sale, transfer or purchase of any paraphernalia associated with any Prohibited Substance, is prohibited at all times, whether on- or off-campus. Likewise, any student found to be in the presence of the use, possession, manufacture, distribution, sale, transfer or purchase of any Prohibited Substance may be found to be in violation of this policy. Additionally, any parent who facilitates the use of any Prohibited Substance by a student, including by hosting a gathering where a student is using a Prohibited Substance, may be found to be in violation of this policy.

Reporting Prohibited Substances

Students and parents are required to immediately report all known violations of this Prohibited Substance policy to any School employee. The School also expects students to take immediate action to obtain School assistance when they may be at risk from their own association with a Prohibited Substance. Making an intentionally false report or failure by any student to report their knowledge of another student's association with a Prohibited Substance may be considered a

violation of this Prohibited Substance policy and the Honor Code. If a student who has violated this Prohibited Substance policy initiates contact with a School employee and seeks help related to their own use of a Prohibited Substance, the School will consider those circumstances when determining appropriate discipline.

Investigation and Discipline

Depending on the circumstances in which the School receives a report of a violation of this Prohibited Substance policy, the School may conduct an investigation. Students and parents must cooperate in any investigation into violation of this Prohibited Substance policy, including answering any question posed to them by any School employee or agent truthfully, providing all relevant information and omitting none. Any student or parent who violates this policy will be subject to discipline, up to and including prohibition from attending School activities and dismissal from School. Violations of this Prohibited Substance policy and any subsequent discipline are handled on a case-by-case basis. A student found to have violated this Prohibited Substance policy must disclose the location of any remaining Prohibited Substance and paraphernalia that may be on campus. Failure to do so may subject the student to elevated or additional discipline. Student spaces, including but not limited to vehicles, backpacks, wallets and clothing, may be searched in efforts to locate and remove any Prohibited Substance and paraphernalia from School property or activities.

Prohibited Substance Testing

The New Community School reserves the right to test students for any Prohibited Substance at any time for any reason, including (1) suspicion that a student is using, possessing, manufacturing, distributing, selling, transferring, purchasing or under the influence of any Prohibited Substance, (2) the student has a history of Prohibited Substance use, (3) the student is displaying signs of psychological distress and (4) upon written request from the parent/guardians of the student. All Prohibited Substance testing will be conducted at the expense of the parents whose student is the subject of the testing. If a student has been found to have violated the Prohibited Substance policy, the student will typically be required to undergo regular or random Prohibited Substance testing. Testing may be conducted using a Breathalyzer, urine sample, hair sample, saliva sample or another method. If a student's Prohibited Substance test results register positive for a Prohibited Substance, the student will be subject to discipline, and the School may further recommend the student be placed on a care plan or on medical leave. If a student denies using any Prohibited Substance and tests positive for a Prohibited Substance, the School may consider the matter to be an Honor Code violation in addition to a violation of this Prohibited Substance policy.

Medical Leave and Care Plans

At the School's discretion, and depending on the circumstances of the violation, the School may require a student to be placed on medical leave in accordance with the Medical Leave of Absence Policy. The School may also require any student found to have violated the policy to be placed on a care plan. Care plans are created by the School with the goal of improving the student's overall wellbeing and reaching their full potential at TNCS. Care plans typically involve the student participating in counseling with designated School personnel, but may also involve outside medical, psychological or psychiatric care. If required by the School, parents of a student on a care plan must sign release of information forms with non-School affiliated medical care providers in order to facilitate communication between the student's medical care providers and the School. Whether a student completes the requirements of a care plan depends on the actions taken by the student, but successful completion is at the sole discretion of the Head of School. In making such a determination, the Head of School may consult with medical care providers, including those who may be treating the student, School counselors and faculty members as deemed appropriate, as well as the student, parents and caretakers of the student. Students placed on a care plan and their parents are required to cooperate in all aspects of the care plan. A student or parents' failure to fulfill the requirements of the care plan may result in discipline, up to and including the student's separation of student from the School. A student's compliance with a care plan does not exempt the student from any disciplinary consequences arising from future violations of this Prohibited Substance policy.

WEAPONS AND OTHER PROHIBITED ITEMS

The possession of weapons in or on the School's campus, grounds, buildings, dorm rooms, vehicles (including in locked trunks) or property, or in personal vehicles on School property or being used during School activities, is strictly prohibited. A weapon is any object or substance used, attempted to be used, or intended to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, explosive agents, chemicals, air or canister propelled guns, knives, martial arts weapons or any other weapon as described in Va. Code § 18.2-308. Prohibited items under this policy also include lighters, matches, fireworks, mace and pepper spray. Possession of any prohibited item will result in the item's confiscation and may result in a student's suspension or separation from School.

SEARCHING AND SURVEILLANCE

The School is committed to creating a safe environment on campus for all members of its community. For this reason, the School reserves the right to search a student's belongings, possessions, clothing, wallets, electronic devices, mail, vehicles and other property, with or without notice, when concerns arise over Prohibited Substances, theft, self-harm or another behavioral or Honor Code violation. When the School conducts a search of electronic devices under this policy, the scope of the search may be broad, and no records of the electronic systems will be excluded if they are deemed relevant to the investigation. In the event any search yields information regarding behavior by any student which may amount to a violation of School policy, the School may use that information as it sees fit, including disciplining the students or alerting appropriate authorities. The TNCS campus is under 24-hour video and electronic surveillance to help ensure the health, welfare, and safety of students, faculty, staff, and visitors, and to safeguard school facilities.

SEXUAL INTIMACY

The School recognizes that romantic relationships and sexuality are important aspects of adolescent development and identity formation. The School also recognizes that its students and community members are of all ages and levels of development and maturity. The School strives to protect the safety and wellbeing of all members of its community. All student sexual activity, including kissing, sexual touching, intercourse, oral sex or any other sex act whether involving students, parents, or others, is therefore prohibited on School premises or during any School activity. When students are found to have engaged in sexually intimate behavior, responses may include, but are not limited to, conversations with the students involved, referral to School health professionals, parental notification and discipline. Some sexually intimate behaviors violate state laws, and School personnel may be required to report such instances to mandatory reporting agencies.

PROPERTY DAMAGE

Any breakage or damage to school property, accidental or otherwise, should be reported immediately to the division Director. Students causing damage to School property are required to cover the costs of the damage. Failure to report the property damage will result in discipline.

GAMBLING

Gambling, including through the internet, is not permitted on campus. The School's disciplinary response will depend on the circumstances, the amount of money involved, and whether it is a first or subsequent violation of the rule.

REPORTING DISCIPLINE TO COLLEGES AND UNIVERSITIES

The New Community School maintains close working relationships with many colleges and universities, and the School's integrity is integral to these relationships. If asked, students are expected to report disciplinary histories to colleges in an accurate and timely manner. Similarly, if a student's disciplinary status changes after the filing of college applications, the student and the School have the obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. All students should be honest in their communications with colleges and universities throughout the application process. Students and parents should direct questions about this policy to the student's college counselor.

X. TRANSPORTATION

CARPOOLS

Because The New Community School students come from all over the Richmond metropolitan area and beyond, our families frequently cooperate with each other to set up reasonable transportation arrangements. Although carpool arrangements are entirely up to the families involved, setting the ground rules early seems to make everything run more smoothly.

PARKING

Parking is allowed in designated spaces only. Parking in fire lanes, on grassy areas, or other inappropriate areas can result in a vehicle being removed at the driver's expense.

STUDENT DRIVERS

Students wishing to drive to and from school must complete the application and submit it to the school office. If approved, they must obey traffic signs on campus, drive in a safe manner, and comply with school parking and campus regulations. Drivers who drive at unsafe speeds, demonstrate poor driving, reckless, or inconsiderate behavior while entering, leaving, or on School grounds will be reported to their parents. Such behavior may also cause them to lose the right to park their vehicle on School property. Student drivers must park in areas designated for them. Students can only bring a vehicle to school. Trailers are not permitted.

Parking on the TNCS campus is limited and is not guaranteed. Priority will be given to seniors and students with special circumstances as determined by the Head of School. Before driving to school, students must fill out an application for a parking permit. During the school year, this application is available from the Director of Upper School. Approved students will receive a parking permit that must be displayed on their car while parked on campus.

TNCS-PROVIDED STUDENT TRANSPORTATION

Students may be transported on field trips or athletic activities member's personal vehicle. All approved staff drivers are routinely screened through the DMV. Our TNCS buses are properly licensed and inspected annually.

XI. SCHEDULE

CLASS SCHEDULE

Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:00 – 8:10	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:15 – 9:15	Block A	Block F	Block D	Block B	Block G	Block E	Block C
9:20 – 10:20	Block B	Block G	Block E	Block C	Block A	Block F	Block D
10:20 – 10:35	Break	Break	Break	Break	Break	Break	Break
10:40 – 11:40	Block C	Block A	Block F	Block D	Block B	Block G	Block E
11:45 – 12:45	Lunch/ Flex*	Lunch/ Flex*	Lunch/ Flex*	Lunch/ Flex*	Lunch/ Flex*	Lunch/ Flex*	Lunch/ Flex*
12:50 – 1:50	Block D	Block B	Block G	Block E	Block C	Block A	Block F
1:55 – 2:55	Block E	Block C	Block A	Block F	Block D	Block B	Block G
3:00 – 3:30^	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help	Extra Help

*US Flex during the first half of the lunch block. MS Flex during the second half of the lunch block.

^On Wednesdays, the school day will end at 2:55pm. Extra Help will take place during the Flex period.

XII. ACKNOWLEDGMENT

I acknowledge that I have received a copy of The New Community School's School Student and Parent Handbook. I understand that it is my responsibility to read (or have it read to me in totality) and understand the Handbook. If I have a question concerning any policy in the Handbook, I will discuss it with the School. I understand that I and my child must comply with and abide by the policies contained in the Handbook. I understand that The New Community School Student and Parent Handbook does not create any express or implied contract between the School and me, and that neither the Handbook, nor any policy contained in it, is to be interpreted as a contract. Rather, I understand that the Handbook contains information about the key policies of the School. I also understand that the School retains the right to add to, modify or remove its Student and Parent Handbook, and any other School policy, at any time.

Parent Name	Signature	Date
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Parent Name	Signature	Date
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