OUR 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 and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

OUR 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.

OUR MOTTO
Watch your thoughts and words, they become your actions.
Watch your actions, they become your habits.
Watch your habits, they become your character.
Watch your character, it becomes your destiny.

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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STUDENT EXPECTATIONS

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:
  1. Lying for personal gain or advantage;
  2. Telling a lie that harms another person;
  3. Telling a lie that prevents full disclosure of the truth;
  4. 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:
  1. Presenting another person's work as your own;
  2. Giving your work to another student to present as his/her own;
  3. Giving or receiving help on a quiz, test or examination;
  4. Using unauthorized sources of information for help in testing situation; and
  5. Plagiarism (presenting another author's work or ideas as one's own).

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 & 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;
  • 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;
  • improve organizational, planning, and study skills to the level that allows academic success and independence.
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;
• practice responsible digital citizenship.
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 both Algebra I & either Geometry or Algebra II

**HISTORY & SOCIAL STUDIES**
3 credits, to include at least 1 unit each of World History/Geography, Government, and American History

**SCIENCE**
3 credits, to include two lab sciences

Additional credits may include Language Fundamentals, Health, Physical Education, Electives, Online Learning, Independent Study, or Dual Enrollment.

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

Students in grades 9 and 10 are required to be enrolled in Health and Physical Education classes. Students who are unable to complete the required Physical Education classes because of physical limitations may be granted a waiver of this graduation requirement upon the recommendation of the school nurse, the Chair of the Health and Wellness Department, and the Head of School. In most instances every effort will be made to modify class requirements to allow the student to participate to the fullest extent possible.

Juniors are required to take Junior Seminar, a multi-disciplinary course dedicated to the preparation for college.

Seniors must take and pass the Senior Skills Seminar, which includes a required Community Service component, an internship requirement, and a Senior Speech. Seniors who fail to meet diploma requirements by graduation day may, at the discretion of the Head of the School, participate in the graduation ceremony. In such cases, once a student has completed diploma requirements the school will confirm that fact in writing for colleges or employers. Students must take part in Senior Dinner and the June Commencement ceremony unless permission is given by the Head of School.

Upper school students carry a full course load of 6 to 7 credits each year. Some students carry slightly reduced course loads but are still able to make adequate progress towards graduation. Students are classified according to the following standard:

- In order to be classified as a sophomore a student must have at least 4.8 credits
- In order to be classified as a junior a student must have at least 10.8 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. The New Community School is accredited by the Virginia Association of Independent Schools (VAIS) and Southern Association of Independent Schools (SAIS), is a member of National Association of Independent Schools (NAIS).

GRADES AND ASSESSMENT

At The New Community School, grades reflect mastery of the course objectives. Courses are designed to be intellectually stimulating and challenging with the appropriate skill support. Individual courses are described in the Catalog of Courses and outlined in detail in the Curriculum Guide each year. A grade reflects a student’s performance in a course and shows the degree of success in meeting the objective at hand. Generally, grades do not reflect difficulties with spelling and writing mechanics; however, in English classes students may be penalized for mechanical errors, if the particular error involves something the students have been taught and are now expected to apply.

Grades are routinely updated on Portals. Student progress is reported on the following schedule:
FALL:
- Conference day
- Individualized Instruction Plan (IIP) presented by LF teacher in separate parent meetings

MID-YEAR:
- Academic comments
- Written LF report on student’s learning style, strengths, and weaknesses. Mid-year testing results presented.

SPRING:
- Student led advisor conference
- Written progress report on IIP goals

END OF YEAR:
- Advisor reports
- LF Parent conference discussing year-end testing
- LF Present Levels of Performance report

Letter grades are given for all courses in grades 8-12 except electives and LF classes. Classes in grades 5-7 are assessed on a standards-based system using a 0-4 proficiency scale. Math courses are graded using the letter scale in Upper School, or in Middle School beginning with Algebra 1.

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/4 = Excelling in the standards assessed
- B/3 = Proficient in the standards assessed
- C/2 = Developing mastery of the standards assessed
- D/1 = Emerging ability in the standards assessed
- F/0 = No demonstrated progress in the standards assessed

The conversion scale used to translate the average of a course’s learning objectives into a letter grade for the course is as follows:

- A = 3.5 - 4.0
- B+ = 3.2 - 3.4
- C+ = 2.3 - 2.6
- D+ = 1.3 – 1.6
- F = 0.6 & under

Grade point average (GPA) is cumulative beginning with ninth grade. It includes courses taken at other schools, upper school level courses (i.e. Algebra I) taken in middle school, as well as courses taken at The New Community School. 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.

ONLINE LEARNING
The New Community School accepts credits from pre-approved accredited 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. He monitors student progress in online courses weekly and communicates directly with the online teachers as needed.
ACADEMIC SUPPORT SYSTEMS

ACADEMIC SUPPORT AND STUDY HALLS
We offer several opportunities for academic support:

- A daily Extra Help period. Extra Help 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.
- A supervised After-School Study Hall. Students may volunteer to attend or be assigned by a teacher to complete assignments.

Students returning to school after an absence should plan to remain after school on the day of their return to meet with teachers and begin catching up on their assignments.

It is the student's responsibility to notify his or her parents or guardians of the need for alternative transportation arrangements. Assigned students should plan to stay in After School Study Hall until they have completed their obligations and have been dismissed. After School Study Hall for both divisions ends at 4:45pm.

STUDY HALL STUDENT RULES AND RESPONSIBILITIES

1. COME PREPARED
   The time between 3:30 and 3:40pm is for pulling supplies together, using the restroom, getting a snack, and getting organized and ready to work.

2. BE ON TIME
   Study hall roll will be checked at the beginning of Study Hall. Students must be present and ready to work at 3:40pm.

3. RESPECT YOUR PURPOSE
   Student behavior will focus on learning, putting forth good effort, making use of resources, and positive study habits.

4. MAKING ALTERNATIVE ARRANGEMENTS
   If a student cannot attend study hall, they must make arrangements with their teacher. In some circumstances, permission from their Division Director may be needed. Turning in your work ahead of time is not a substitute for this procedure. Students may not leave the assignment in a teacher's mailbox without it being checked by a teacher.

COLLEGE AND CAREER COUNSELING
The mission of The New Community School’s College and Career Counseling Program is to work in partnership with family, 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. More than 90% of our graduates matriculate to institutions of higher learning.

**HOMEWORK / INDEPENDENT WORK**

Independent work assignments are an important aspect of the 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 Portals. Teachers are 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.

**INSTRUCTIONAL MATERIALS**

Tools For All Grades

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

- Office365 school account (with 5 downloads of Office)
- Learning Ally
- Bookshare
- Britannica School
- Britannica Image Quest
- NoodleTools (specific grade levels)

Grades 5, 6, and 7

5th through 7th grade students will need a Wi-Fi capable iPad. We recommend the iPad, iPad Air, iPad Pro, or iPad mini 4 with a minimum iOS of 10.3.3 or higher. Parents are encouraged to put a rugged case on their device. Families will be given a list of required apps toward the end of the summer.

Grades 8-12

8th through 12th grade students will need an Apple laptop. Please select from the MacBook Pro or MacBook Air.

Minimum requirements:

- Storage: 256 GB
- Processor: at least 1.6 GHz dual-core
- Memory: 8 GB
- Operating System: High Sierra or higher

*See the Policy on Acceptable Use of Technology, Appendix 1, page 23*
SUPPLIES
A full set of the supplies that are specifically required will be issued on the first day of school. This includes PE uniform and bag. Students are responsible thereafter for replenishing (and/or replacing) these supplies from the school store. Purchases from the school store will be charged to a student's account and parents will be billed for these purchases.

TESTS AND EXAMINATIONS
Students are assessed in academic classes at intervals appropriate to the curriculum. Tests and quizzes are announced in advance and are preceded by review and study preparation. Students are given additional time when needed to complete tests; however, any test must be completed before the student leaves for the day. Students tested on academic curriculum receive reading or dictation support as appropriate for their current language skills.

In Upper School and 8th grade, semester examinations are given twice a year. In some classes, summative projects will be given in lieu of an exam. Examinations 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. During Review Week, classes review material previously covered and discuss and practice study strategies. There are no tests given during Review Week. However, nightly assignments are an important part of the review process and, during Review Week, tend to be more lengthy than normal. It is important that families not schedule conflicting activities during review and exam weeks.

Seniors who have an A or a B in a class entering the spring Review Week may opt out of the spring exam for that course. Students are not expected to be on campus during Review Week for classes in which they are opting out. However, exempt seniors are still expected to be at school for other obligations and should be in communication with the Director of Upper School about expectations during Review Week.
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 progress and places a burden upon the teacher and other students. The school expects all students to be 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 in advance or early in the morning of the absence. Written explanation or description from a physician may be required for absences of more than three days. An absence is categorized as either excused or unexcused. If appointments must conflict with school, it is important not to miss the same class repeatedly.

Families are expected to make all reasonable efforts to assure that students arrive at school between 7:45 and 7:55am. Students who are late to school are required to report to the school office in Massey Hall for a late pass before reporting to their classes. Similarly, students being picked up early must check out from the school office, waiting in Massey Hall for their transportation unless otherwise instructed.

Family vacations, college visits, and outside appointments should be scheduled to coincide with school holidays when possible. Professional Development days are an optimal time. Requests for early dismissal or late arrival should be made in writing and in advance of the scheduled absence. The student shall be responsible for obtaining notes and assignments and for making up all work missed. Students who have been absent for any reason should plan to stay after school beginning the first day of their return to confer with their teachers and to complete make-up work.

If a student misses more than 10% of class meeting times, his/her credit for the class may be in jeopardy. In such cases, the course teacher, Division Director, student, and family will work together to construct a plan that will allow the student to recover as much missed instruction and assessment as possible and appropriate. The Head of School has the final say in awarding credit for any class.

When a student establishes a pattern of absences and tardies, a mandatory meeting involving the student, parents, and Division Director 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.

EARLY DISMISSALS
All early dismissals must be arranged between a parent/guardian and school personnel.

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, Ext. 2212
- Director of Admission & Enrollment Management – Carolyn Tisdale, Ext. 2218
- Director of Upper School – Adam Rothschild, Ext. 2246
- Director of Middle School – Scott Kay, Ext. 2326
- Director of Athletics – Eric Gobble, Ext. 2225
- Director of Teaching, Learning, and Research – Scott Bray, Ext. 2263
- Director of Business and Operations – Joy Buzzard, Ext. 2211
- Director of Development – Dan Stackhouse, Ext. 2228
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 to 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.

CELL PHONES / ELECTRONIC DEVICES
Smart phone technology can be a helpful tool. There are many applications that are educational and useful for students in the 21st century classroom; however, a student also has a responsibility to use electronic devices in a safe and appropriate manner that will not distract themselves or others.

Cell phones are permitted at school; however, phones should be kept silent and put away unless permitted. Permissible times include: in-class activities when instructed by the teacher, during individual work time with teacher permission, and to call home to arrange transportation needs when at sports practice or on field trips.

Students may be asked to deposit their personal device 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 their device recreationally; however, the acceptable use policy governing the use of school technology applies to personal devices when on campus or during school activities.

Middle School students are not allowed to use their electronic devices during school hours without permission.

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

ENROLLMENT
Enrollment at The New Community School is for one academic year at a time and made by 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.

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 9-week course provided every year in grades 5-10 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.
GRIEVANCE PROCEDURE
The goal at TNCS is to work in partnership with families. Parents should feel free to contact their child’s advisor, appropriate Division Director, and then Head of School if you have concerns.

At times, local school districts will place a student at The New Community School. Parents, students, and placement agencies have the right to file any grievance or complaint against the school with the Virginia Department of Education.

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 language 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 his/her 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, in keeping with Code of Virginia (8VA/C20-671-460).

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

PARENT MEETINGS
Parent’s Night, held in September, is very informative and attendance is encouraged. There are several times throughout the year for parents to meet with school personnel. Each fall there are grade level gatherings for parents and representatives from the school, which are helpful opportunities for networking with other parents and discussing topics of relevance.

The Parents Association holds several meetings throughout the year. In addition, periodic parent education outreach programs are offered.

Parents are welcome to request a meeting with a teacher, advisor, Director, or Head of School.

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. Such requests should be made to the Director of Admissions 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
Parents and guardians of a student enrolled at The New Community School have access to all educational and confidential records of their child. Any persons with rightful access to these records may arrange to see them by appointment with the Head of School. The presence of The New Community School staff person provides an opportunity for discussion of any questions regarding the records and for the school to become more aware of any concerns the parents or guardians might have about the child’s progress.

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 or guardian. 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.

SCHOOL HOURS
School supervision begins at 7:45am, the first bell rings at 7:55am, and classes end with dismissal at 3:30pm. Additional supervision is only provided for school-sanctioned events.

- Students are responsible for informing their parents if they are participating in activities that extend beyond the usual dismissal.
- Supervised After School Study Hall ends at 4:45pm for both divisions.
- Transportation arrangements should be made to prevent a student from being on the school premises unsupervised in the early morning and after dismissal.
- It is occasionally necessary for a student to remain at school after 3:30pm for later transportation. Students may be required to complete homework until they are picked up.
- Once students leave the school grounds, they are no longer under the supervision of the school; however, we encourage students to come back for school-sponsored events.
- Students are not allowed to leave school grounds during the school day.
- Administrative offices are open from 7:45am until 5pm.

TRIPS AND STUDENT ACTIVITIES
School-sponsored extracurricular activities shall be under the direct supervision of staff. At the beginning of the school year, parents sign general permission for field trips. There may be additional field trips 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 & Operations to request assistance.
**PARENTAL COMMUNICATION**

- Weekly Updates are posted in the Campus News section of the website and are available from the school’s homepage. Each week, this page is updated with important information about the upcoming week. Parents also receive a weekly email with a direct link to this resource.
- Division Directors also send weekly emails to parents with information about newsworthy events in their division.

The school encourages parents to make a habit of checking these helpful resources regularly.

**WEATHER-RELATED CHANGES OF SCHEDULE**

In the event of weather-related change in the schedule, the school will activate our notification system, communicating via telephone, text message and/or email to share information. In addition, the school 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 decide at any time that conditions are sufficiently poor for them to keep their child at home, come later, or leave early. The school will work cooperatively with parents at these times for the students’ safety.

Each year there are additional hours built into the calendar for emergency closings. On days when late openings are necessary due to weather, dismissal may be extended to 4:30pm to preserve instructional time. If additional hours are necessary, the Head of School will communicate the make-up plan.

On days when school is closed due to weather, students should check Portals and their TNCS email for assignments and instructions from each of their teachers.
HEALTH & SAFETY ISSUES

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 twenty-four hours without fever-reducing medication before returning to school. The school may exercise the right to request 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 immediately. Please inform the school nurse of injuries incurred outside of school.

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 Nurse’s Office. 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 and the clinic keep signed medical release forms on file in the event of emergencies.

PROHIBITED ITEMS
The New Community School is a smoke-free, tobacco-free, and drug-free campus. The possession, abuse, or illegal use of drugs or alcohol, or tobacco/vaping products on the school premises or on school trips is strictly forbidden and places the student’s enrollment in jeopardy.

Weapons or explosives are not allowed in the possession of students on the school premises, on school trips, or school activities.

For the safety of our community, the school reserves the right to search personal property, including vehicles, backpacks, technological devices, and contents of lockers or cubbies.

Any student who inadvertently arrives at school with questionable or known prohibited items should inform their Division Director. If it is not allowed or known to be contraband, the item must be turned in to the Head of School or appropriate Division Director. Prohibited items that present a threat to health or safety will be confiscated or held by the school for possible return to the parents or appropriately removed from the campus. There may be circumstances that require the involvement of law enforcement.

AT-RISK BEHAVIORS
In keeping with our concern for the healthy development of our students, we encourage open, confidential communications between parent and child and early identification and prevention of use of illegal substances. If the school has reason to suspect alcohol, tobacco, nicotine, or drug use, the appropriate Division Director will convey our concerns to the student and/or the student’s parents. 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 or their division Director.

If the School becomes aware of a student's potential tendency toward self-harm, the student may not be permitted to attend school without a note from an attending psychologist saying that the student is no longer a threat to self or others.
CONCUSSION PROTOCOL
A student who is suspected of sustaining a concussion shall be removed from activity immediately and will not begin the process of re-entering activity until evaluated and cleared in writing by a licensed health care provider. In these cases, the parent should seek medical evaluation for the child as soon as possible.

The New Community School has adopted the “Graduated Return to Play Protocol” guidelines set forth by the Sports Concussion Institute. When a student is in the concussion protocol program, parents are urged to be in communication with the school nurse regarding the presence or absence of concussion symptoms.

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

Concussions have an impact on academics as well. The Center for Disease Control has published guidelines for schools that allow concussed students a gradual return to normal academic activity. In case of a concussion, the school, the parents, and the child’s medical professional should work together to develop an ongoing, appropriate plan that will balance the child’s academic and medical needs.

CRISIS PREVENTION & 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. The primary objective in a time of crisis is to quickly adjust the school community situation from one of effective appropriate emergency response to one of relative control, with timely movement toward healing and returning to the learning process.

Among other topics, this plan instructs the faculty, staff, students and campus volunteers regarding the school’s specific responses to various crises. It includes specific procedures and drills for emergency evacuation of the buildings, for a lockdown of the buildings, response to dangerous intruder, and a drill for seeking emergency shelter from severe storm, tornado, or airborne threat. Students, faculty, and staff practice these drills in alignment with state law in order to prepare for safe and effective responses to an emergency, and emergency procedures are posted throughout campus.

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Where to Go</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Center Green</td>
<td>· Line up with your first period teacher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Be quiet and wait for instructions</td>
</tr>
<tr>
<td>Tornado</td>
<td>The nearest tornado shelter</td>
<td>· Answer roll call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Be quiet and wait for instructions. Be ready to duck and cover if instructed.</td>
</tr>
<tr>
<td>Lockdown</td>
<td>The nearest classroom</td>
<td>· Stay quiet and away from windows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>· Wait for instructions from a teacher</td>
</tr>
<tr>
<td>Earthquake</td>
<td>During the quake:</td>
<td>During the quake:</td>
</tr>
<tr>
<td></td>
<td>· If you’re inside, stay inside</td>
<td>· Drop to the ground</td>
</tr>
<tr>
<td></td>
<td>· If you’re outside, stay outside, away from buildings, trees, and power lines</td>
<td>· Cover your head by moving under a table or desk, or, cover your head with your arms.</td>
</tr>
<tr>
<td></td>
<td>After the quake:</td>
<td>· Hold onto the table leg so it doesn’t move.</td>
</tr>
<tr>
<td></td>
<td>· Whitlock Field</td>
<td>· Stay away from glass, trees, and power lines. If you’re outside, stay away from buildings.</td>
</tr>
<tr>
<td>Violent or Threatening Behavior</td>
<td>Away from the incident to a safe place, such as a classroom</td>
<td>Tell a teacher.</td>
</tr>
</tbody>
</table>

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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, 2019, on file before they can participate in athletics.
- This form is available on the school’s website or from the school nurse.

Administration of Medication Forms
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 his or her belongings or have it available in the clinic,
- 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 he or she forgets to take it at home and needs 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.

Medical Authorizations
Parents must complete this form 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,
- 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 coming for such medication.
SUSPECTED CHILD ABUSE AND NEGLECT
It is the policy of The New Community School that all cases of suspected child abuse and/or neglect are reported to the child protective services department of the local department of social services of the locality where the abuse or neglect was believed to have occurred, or to the Department of Social Services toll-free child abuse and neglect hotline. This will occur as quickly as possible, within the required 24 hours, as required by the Code of Virginia § 63.2-1509.

Any case of suspected child abuse or neglect occurring at the school or on a school-sponsored event or excursion shall be reported immediately to the student's parent. For publicly placed students, the home school division and the placing agency shall also be notified. All notifications will be made by the Head of School or his/her appointee.
TNCS offers a wide variety of student life opportunities.

Both the Middle and Upper Schools offer two seasons of clubs each year. In each season, clubs meet weekly during Student Life period. In the Middle School, faculty members initiate clubs and students sign up for their preference. In the Upper School, student leaders submit club ideas, secure a faculty sponsor, and present their club to the student body in an assembly before students sign up for their preferred club. Once the club season begins, the student leader designs club activities with the help of the faculty sponsor.

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 may submit an application and references to the Faculty Council, which votes on membership each spring. Once accepted, members must retain the minimum GPA to retain membership.

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.

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

TNCS seeks to offer a variety of opportunities for students to serve the greater community alongside their classmates. The Middle School enjoys a longstanding relationship with Westminster Canterbury and volunteers there as a group several times a year. Students also 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, benefitting an outside community organization in which other students may participate.

ATHLETIC TEAM PARTICIPATION
Every student has the opportunity to participate in a sport, regardless of skill or experience. However, participation on a team is a privilege that can be removed for reasons related to attendance or attitude.

DISCIPLINE
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 goals include:

- Preserving the complete health and safety of each member of the school community;
- Creating an environment which encourages learning and involvement;
- Encouraging full participation by showing respect for one's self, for one another, for the school and its purpose, and for the school's property.

Students who adopt these goals as their own make an excellent adjustment to this school community. Activities contrary to these goals (such as disrupting classroom instruction, defacing property, rough housing, or being abusive or disrespectful of others) slow the progress that is possible in a more cooperative atmosphere. Persistence in such activities places a student's enrollment in the school in jeopardy.
According to the Commonwealth of Virginia, “Bullying means 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.” Because safety is a prerequisite to learning and growth, The New Community School will treat instances of bullying as serious offenses which place the student’s enrollment in jeopardy.

If students or parents have concerns about any student behavior or discipline, they should feel free to speak confidentially with the Head of School or the appropriate Division Director. In most instances, addressing such concerns can be accomplished rapidly and discreetly.

The New Community School reserves the right to terminate placement if your child’s behavior impedes his or her education or the education of fellow students as determined by the Head of School.

**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 school without fear of unnecessary discipline or body shaming.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict should be minimized whenever possible.
- Teachers can focus on teaching without the additional burden of dress code enforcement.

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.

**Guidelines**
- Hats, hoods, and other headwear should not be worn indoors.
- Pants, shorts, skirts, and dresses must be worn and secured to prevent the students’ undergarments from being exposed.
- The following items are not permitted:
  - extreme piercings or tattoos,
  - clothing that contains inappropriate language or references alcohol, tobacco, weapons, or other illegal substances,
  - pajamas and other sleepwear,
  - clothing that reveals a student’s midriff.

**Special Dress Days (formerly Tier 3)**

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, graduation, and Science Fair.

**Attire for Special Dress Days**
- One of the following options
  - sport coat, dress shirt tucked in, tie, dress pants or chinos, belt, and dress shoes,
  - dress or romper with dress shoes,
  - skirt or slacks with formal blouse (with or without jacket) and dress shoes.
- No flip-flops, sneakers, or baseball caps.
On days of formal occasions, 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.

**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.

**PE Uniform**
A PE Uniform is required.

**LUNCH AND FOOD**
We urge students to bring nutritional lunches and substantial snacks to have at break and lunch periods. We encourage students to bring water to class. Pizza is available for purchase at school on Monday to help support our athletic program and will be charged to student accounts. Lunch can be purchased in advance Tuesday, Wednesday and Thursday through our outside vendor. Information on ordering those lunches is on our website. On Fridays, TNCS will host various food truck vendors (cash or credit) on our campus. Occasionally, school organizations will hold fundraising lunches (cash or account). Healthy vending machine options are available for purchase in Founders Hall at designated times of day.

**ON / OFF LIMIT AREAS**
Students are required to be in supervised areas during lunch and break and before and after school.

**PERSONAL PROPERTY**
Students should leave valuable personal property not used for instruction at home. The school cannot be responsible for keeping clothing that is not adequately labeled or for personal property not stored, locked, or carried as suggested. All outerwear and layered clothing should be labeled or initialed for possible return if misplaced.

Middle school students have designated cubbies in which outerwear and textbooks may be stored during the school day. Lockers and combination locks may be assigned to upper school students to provide a secure place for personal property. Students who want locks may use only those distributed by the school.

To ensure a safe learning environment, the school reserves the right to search personal property, including vehicles, backpacks, technological devices, and contents of lockers or cubbies.

**PHYSICAL EDUCATION ATTIRE**
At The New Community School, physical education is required of all Middle School students. Upper School students must take 1½ credits of Health and PE.
Attendance and excused absences in PE class will be considered under the same attendance policy governing all other classes. Students who do not participate in P.E. class because they do not have their proper clothing will be required to make up missed class time, potentially before school, to receive credit for the course.

GRADES 5-6
Students in grades 5-6 will not change for PE but should bring a pair of sneakers.

ALL OTHER GRADES
For participation in physical education class each student will need to wear a TNCS gym uniform and sneakers. Gym uniforms will be available for purchase online and at the school store kiosk. One uniform will be distributed to each student at the beginning of each year.

SCHOOL PROPERTY
Any breakage or damage to school property, accidental or otherwise, should be reported immediately to the school office. Although occasional accidents are expected in a school setting, the costs for property damage due to vandalism, carelessness, or lack of self-control may be charged to the student responsible.
TRANSPORTATION

CAR POOLS
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 car pool 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 vehicles on school property. Student drivers must park in areas designated for them.

Parking on the TNCS campus is limited. Priority will be given to Seniors, Juniors, 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. This application is available at the front office. 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 by TNCS bus, chartered coach, or a staff member's personal car. All staff are routinely screened through DMV. Our TNCS buses are properly licensed and inspected annually.

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.

Dropoff and pickup of students at other locations are prohibited.

Morning Dropoff
After entering through the main gate, continue straight past Massey Hall. Student drivers will continue on the roadway past the Cottage and park in the Gym parking lot. Drivers who are dropping off students will turn left after passing the Stannard Science Labs and unload passengers between the Labs and Massey Hall. Cars should complete the left turn before allowing students to unload.

Dismissal Pickup
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. Cell phone use in the dismissal line is prohibited for safety reasons.

The curb in the dismissal zone is a fire lane. Drivers waiting for the end of an athletics practice or a student in study hall should wait in a parking space in the Gym lot if one is available.

Drivers on a tight schedule for pickup might consider arriving a few minutes after dismissal time to allow for the major dismissal traffic to clear. For safety and traffic management concerns, please do not leave a vehicle blocking any driveway or walkway and never leave the motor running in an unattended vehicle. For safety reasons, please refrain from cell phone use during carpool.
APPENDIX 1

ACCEPTABLE USE OF TECHNOLOGY

Use of technology at The New Community School should reflect a genuine respect for 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 the school property. Technology includes but is not limited to: computers, other hardware, electronic devices including any cell phone, tablet, software, Internet, Intranet, e-mail, and all other networks. The following code of conduct is meant to clarify acceptable use of the technology at school. 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.

Specific website company/vendor privacy policies should be consulted regarding collection of information, including information for students under the age of 13. Please contact The New Community School at any time regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the school. As requested, The New Community School can also provide contact information for the educational companies and vendors for such websites for parents to contact directly. Parents can also contact The New Community School (and/or the website company/vendor) at any time 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.

CODE OF CONDUCT

1. 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.
2. All use of the technology shall respect privacy, copyright law, and shall not violate federal, state, or local laws. The school’s honor code shall be respected.
3. Use of technology at school is considered a privilege and not a right. As such, the privilege may be removed 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. No image, audio, or video recording shall be taken, used, shared, or published without the subject’s knowledge and consent.
6. The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Community School is not responsible for any damage, including loss of data. Use of any information obtained via the Internet is at the user’s risk. The New Community School is not responsible for the accuracy or quality of information on networks.
7. 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.
8. Attempts to harm or destroy another person’s data, the Internet, or other networks connected to the Internet backbone are considered vandalism.
9. Cyber bullying of any kind will not be allowed or tolerated at TNCS.
10. All aspects of our Honor Code apply to use of technology.
APPENDIX 2

2019-20 COURSE OFFERINGS

ENGLISH
Humanities 5/6
English 7
English 8
English 9
English 10
English 11
English 12

MATH
IMPACT Math
Pre-Algebra
Algebra 1
Algebra 2
Geometry
Statistics
Pre-Calculus

HISTORY
Humanities 5/6
World History 7
World History 8
World History 9
American History
U.S. in the Modern World
Government & Politics
A.P. U.S. History

SCIENCE
Science 5/6
Science 7
Science 8
Physical Science
Environmental Science
Chemistry
Biology
Environmental Biology

LANGUAGE FUNDAMENTALS
Language Fundamentals
Reading & Writing
Executive Functioning, Reading & Writing
Senior Skills Seminar

HEALTH & WELLNESS
Physical Education
Advanced PE: Strength Training
Advanced PE: Careers in Fitness
Advanced PE: Fitness Concepts
Health 5-6
Health 7-8
Health 9-10

ELECTIVES
Art
Biotechnology
Ceramics & Sculpture
Computer Applications
ConSenses Art
Creative Writing
Darkroom Photography
Digital Photography
Drama Production
Drama Skills
Drawing & Painting
Electrical Engineering
Entrepreneurship
Filmmaking
Green Garden Project
Guitar
Intro to App Development
Introduction to Programming
Introduction to TNCS
Junior Seminar
Keyboarding
Literary & Arts Magazine
Model General Assembly
Multimedia
Music 5-6
Music 7-8
Music Production & Business
Outdoor Lifestyle
Personal Finance
Programing
Public Speaking
Recording Studio
Robotics
STEAM
The Story of Rome
Ukulele
Wondering About Philosophy
Woodworking
World Religions
Yearbook