



STUDENT/PARENT HANDBOOK 2022-23

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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 – Dan Stackhouse, 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.



2022-2023 Calendar

AUGUST

| | | |
|----------------|-------------------|-------------------------------|
| August 8 | Monday | Upper School Athletics Begin |
| August 15 | Monday | Middle School Athletics Begin |
| August 22 | Monday | New Student Orientation |
| August 23 | Tuesday | First Day of Classes |
| August 27 – 28 | Saturday – Sunday | SAT |
| August 31 | Wednesday | Middle School Parents Night |

SEPTEMBER

| | | |
|-------------|----------|---|
| September 1 | Thursday | Upper School Parents Night Last Day to Add a Class |
| September 2 | Friday | Faculty Professional Learning Day, No Classes |
| September 5 | Monday | Labor Day – No Classes |
| September 9 | Friday | Last Day to Drop a Class |

OCTOBER

| | | |
|-----------------|--------------------|---|
| October 1 – 2 | Saturday – Sunday | SAT |
| October 7 | Friday | Faculty Professional Learning Day, No Classes |
| October 10 | Monday | Fall Break – No Classes |
| October 18 – 20 | Tuesday – Thursday | 12th Grade Leadership Retreat |
| October 28 | Friday | End of First Quarter |
| October 31 | Monday | Faculty Professional Work Day, No Classes |

NOVEMBER

| | | |
|----------------|-------------------|---|
| November 4 | Friday | Admissions Program |
| November 5 – 6 | Saturday – Sunday | SAT |
| November 8 | Tuesday | Student-Led Conference Day, No Classes |
| November 12 | Saturday | Upper School Fall Dance |
| November 21-25 | Monday – Friday | Thanksgiving Break, No Classes |
| November 28 | Monday | Faculty Professional Learning Day, No Classes |

DECEMBER

| | | |
|-------------------------|--------------------|--------------------------|
| December 3 – 4 | Saturday – Sunday | SAT |
| December 5-7 | Monday – Wednesday | 11th Grade College Trip |
| December 16 | Friday | Noon Dismissal |
| December 19 – January 2 | Monday – Monday | Winter Break, No Classes |

JANUARY

| | | |
|------------|-----------|---|
| January 3 | Tuesday | Faculty Professional Work Day, No Classes |
| January 4 | Wednesday | Classes Resume |
| January 16 | Monday | Martin Luther King, Jr. Day, No Classes |
| January 20 | Friday | Second Quarter/First Semester Ends |
| January 27 | Friday | Upper School Ski Trip |

FEBRUARY

| | | |
|-------------|-----------|---|
| February 1 | Wednesday | Last Day to Add a Class |
| February 3 | Friday | Middle School Ski Trip |
| February 6 | Monday | Last Day to Drop a Second Semester Class |
| February 17 | Friday | Faculty Professional Learning Day, No Classes |
| February 20 | Monday | President's Day, No Classes |

MARCH

| | | |
|----------|---------|--|
| March 6 | Monday | School Closed, No Classes |
| March 7 | Tuesday | Faculty Prof. Learning/Progress Review, No Classes |
| March 31 | Friday | Noon Dismissal Third Quarter Ends |

APRIL

| | | |
|------------|-----------------|--------------------------|
| April 3-10 | Monday – Monday | Spring Break, No Classes |
| April 11 | Tuesday | Classes Resume |

MAY

| | | |
|--------|----------|---|
| May 4 | Thursday | Student-Led Conference Day, No Classes |
| May 5 | Friday | Faculty Professional Work Day, No Classes |
| May 19 | Friday | Grandparents Day |
| May 29 | Monday | Memorial Day, No Classes |

JUNE

| | | |
|--------|----------|-------------------------------------|
| June 1 | Thursday | Senior Honoring |
| June 2 | Friday | Last Day of Classes, Noon Dismissal |
| June 5 | Monday | 8th Grade Moving Up Ceremony |
| June 6 | Tuesday | Graduation |

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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 his/her own;
- giving or receiving help on a quiz, test, or examination;
- using unauthorized sources of information for help in testing situation; and
- 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 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 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;
- show their full face on Zoom calls; 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 as well as you can:

- 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.

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 2 lab sciences) |
| Health and Wellness* | 2 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 |

*Students in the Class of 2021-2023 are required to have 1.75 credits of Health and Wellness. The Class of 2024 and beyond are required to have two credits for graduation.

All courses taken above the program requirements are considered electives.

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 the 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, at the discretion of the Head of School, participate in the graduation ceremony. 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 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 interested in dual enrollment should talk with the College and Career Counselor 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 | .06 – 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 most colleges seem to 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.

ACADEMIC SUPPORT SYSTEMS

ACADEMIC SUPPORT AND STUDY HALLS

We offer several opportunities for academic support.

- A daily Extra Help period 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.
- Academic Support 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 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 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

Electronic 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.

Grades 5, 6, and 7

5th and 6th 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. Some to consider would be Otter Box, Life Proof, Survivor, and Gumdrop. Families will be given a list of required apps toward the end of the summer. 7th grade students will be assigned a school-owned MacBook to take home for assignments. Families assume all liability for any damage to these school-owned devices.

Grades 8-12

8th through 12th grade students will need either a MacBook Air or MacBook Pro.

Minimum requirements:

- Storage: 256 GB
- Processor: at least 1.8 GHz Intel Core I5
- Memory: 8 GB
- Operating System: Big Sur 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, 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.

For courses that give Upper School credit, semester examinations or summative projects are given twice a year. 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.

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 8am. 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.

Student Drivers

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

Excessive Absences

- At any point, the school may require documentation regarding absences from a third party professional.
- 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.

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.

CELL PHONES / ELECTRONIC DEVICES

In the Upper School, cell phones are permitted, however phones should be kept silent and put away unless permitted. Students may be required 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 who bring a mobile phone to school must leave the device with their advisor at the beginning of the day. Phones will be returned to students at the end of the school day.

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, social media use during class, cheating, cyber bullying, circumnavigating the firewall, inappropriate websites, and unauthorized photography, video, or audio recording.

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.

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 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.

Parents are expected to cooperate with the school in all matters relating to the school and to student's enrollment. Parents' inability to cooperate may cause the school to take action against the student, including dismissal or restriction on the student's or parents' participation in school activities.

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.

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 if you have 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, 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 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. |
| Zoom | 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 shall maintain accurate and complete records for every student enrolled 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. FERPA does allow schools to disclose records under specified conditions.

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 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.

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

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 7:45am. If student drivers arrive on campus early, they must remain in their own car until 7:45am.

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 shall be under the direct supervision of faculty or 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 and Operations to request assistance.

VIRTUAL / REMOTE LEARNING

It is our intent that the 2022-23 school year will be an in-person, on-campus school year. Any requested virtual or remote learning due to a special circumstance must be pre-approved by the Head of School well in advance.

HEALTH & 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 alcohol, tobacco, nicotine, or drug use the appropriate division Director will convey our concerns to the student and/or 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.

If the School becomes aware of a student's potential tendency toward self-harm, the student will 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.

CLINIC PROTOCOLS

- The Clinic is generally opened 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, she will return shortly or she can be contacted by faculty/staff. If the clinic is closed, directions will be posted on the door 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. Parents/guardians should ask the student to go to the Clinic first. If the child 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 gastrointestinal disease (vomiting or diarrhea), or has a positive COVID-19 test, they will need to go home. Otherwise, the nurse (with the parents input) will make a decision if the child 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. Potentially infectious students may be asked to wear a mask in the Clinic.
- Except for previously scheduled medications, teachers sending a student to the Clinic should communicate with the school 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 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

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 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, 2022, 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 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, or
- 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, and
- provide the school with additional medical information regarding your student.

COVID-19 Exposure and Immunization Records

- Families should report any COVID-19 exposures or positive diagnosis, as well as COVID-19 immunizations and boosters, to the School Nurse as soon as possible

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.

PROHIBITED ITEMS

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

Weapons, explosives, or look-alikes are not allowed on the school premises or on school-sponsored activities on school trips, or school activities.

The school reserves the right to search personal property, including vehicles, backpacks, and electronic devices.

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. Discipline can range from suspension to expulsion. There may be circumstances that require the involvement of law enforcement.

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 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 and the Clinic keep signed medical release forms on file in the event of emergencies.

SURVEILLANCE

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.

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 their appointee.

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 removed 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.

Multi-layered masks may be required as state guidelines dictate.

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.
- Clothing must be worn and secured to prevent the students' undergarments from being exposed.
- The following items are not permitted:
 - clothing that contains writing or graphics, with the exception of
 - TNCS spirit wear
 - College branding
 - Clothing manufacturer's branding (e.g. Nike swoosh);
 - clothing that contains inappropriate language or references alcohol, tobacco, weapons, or other illegal substances;
 - pajamas and other sleepwear; 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.

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 expulsion.

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

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.

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.

ON / OFF LIMIT AREAS

Students are required to be in supervised areas.

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.

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

SCHOOL PROPERTY

Any breakage or damage to school property, accidental or otherwise, should be reported immediately to the division Director. Costs for property damage due to vandalism, recklessness, or lack of self-control may be charged to the student responsible and may result in further disciplinary action.

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, benefitting 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.

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.

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 by TNCS bus, chartered coach, or a staff member's personal vehicle. All approved staff drivers are routinely screened through the DMV. Our TNCS buses are properly licensed and inspected annually.

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.

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, 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. The notice in Appendix 4 of this handbook provides answers to common questions about what they can and can't do with your child's personal information, including:

- What personal information is collected?
- How does this information get used?
- Will my child's personal information be disclosed?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using their accounts?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create accounts for your child.

I give permission for The New Community School to create/maintain Office 365 and G Suite for Education accounts for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice in the handbook. 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. 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.

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

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. 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 on this course website or provided on any distance learning platform (such as Zoom) are only for the use of students enrolled in this 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. 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.
 9. 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.
 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 our Honor Code apply to use of technology.

G SUITE FOR EDUCATION NOTICE

This notice describes the personal information we provide to Google for these 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. You can read that notice online at gsuite.google.com/terms/education_privacy. You should review this information in its entirety, but 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**](#).