

# The New School

## Student-Parent Handbook 2016 - 2017



TNS



# THE NEW SCHOOL

ReThinking Education

NOTES:

Scan this QR code with a QR reader on your smart-phone or tablet device to access an online version of this handbook.



# what's inside

- 4 Why is it called "The New School"?
- 5 Statement of Non-discrimination  
Toward Students and Employees
- 6 A Note About this Student-Parent  
Handbook
- 6 Contact Information
- 7 Founding Princ
- 8 Organizational Structure
- 8 Board of Trustees
- 8 Head of School
- 8 Faculty and Staff
- 8 Important Contacts
- 9 Academic Program
- 9 Assessment
- 10 Project-Based Learning
- 11 Entrepreneurship Program
- 11 Internships
- 11 Academic Accommodations and  
Modifications
- 12 The New School Community Standard
- 12 Cell phones and other electronic devices
- 13 Computer Policy
- 14 Clothing
- 14 School Calendar
- 15 Communication between Teachers/  
The New School and Parents
- 15 Communication between Teachers/  
The New School and Students
- 15 Email
- 16 Academic and Personal Honesty
- 16 Signing In
- 16 Leaving School
- 16 Harassment, Bullying and Other  
Aggressive Behaviors
- 16 Substance Abuse
- 16 Weapons
- 17 Nuts and Bolts
- 17 Attendance/Absences/Tardies
- 17 Medication/Medical Emergencies
- 18 Extracurricular Activities
- 18 Transportation
- 18 The New School Building and Grounds
- 18 School Day
- 18 Lunch
- 18 Snow Days and other Non-Scheduled  
Closures
- 18 Student ID Cards
- 19 When Things Go Wrong
- 19 Visual Identity



# Why is it called “The New School”?

We named our school *The New School* so that we would be reminded of the importance of always critiquing our work at the school, and the willingness to make things new as we strive to create the best possible learning environment for our students.

Many people have noted that after a few years, The New School won't be “new” anymore. But for us, newness is a mindset; it is embedded in the school's culture. The New School will still be new in three years, or ten years, or a hundred years, because our school culture is one in which we are always looking critically at what we are teaching, how we are teaching, and the results we're achieving. New research is constantly being conducted and published, and other institutions are trying out innovative techniques as well. At The New School, our culture of productive critique means that we view it all with one question in mind: How do we improve what we're doing? In doing so, we are modeling the mindset we want our students to adopt with their own work.





## Statement of Non-discrimination Toward Students and Employees

Below, you will find our official school statement about non-discrimination. It's important. But we think it's more important to explain why we have adopted a non-discrimination policy in the first place.

At The New School, we know that diversity can express itself in many ways, as differences in identity, experience, backgrounds, beliefs, and ideas. Diversity is central to our core principles and to how we envision education working best. A diverse school community is critical for promoting a culture of respect, personal and social responsibility, and academic excellence.

We don't discriminate at The New School for three primary reasons. First, we believe that discrimination is morally wrong, and we know that if we are living up to our potential as a school, we are providing our students with not just an academic education, but a moral education as well. Second, a diverse school community prepares students for the world that they are inheriting, a world that is increasingly diverse. Finally, we don't discriminate because we know that our quest for academic excellence is intimately linked to our commitment to diversity. The quality of any school is fed by the many and varied lives that pass through it. Our students learn from us, but also from one another, and the way each of us interprets and negotiates our world is informed by our identity, culture and experience. Greater diversity means greater variation in perspectives and approaches. **In short, it means a better school.**

### Here is our official Statement of Non-discrimination Toward Students and Employees:

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



## A Note About this Student-Parent Handbook

This Student-Parent Handbook is a living document. By that, we mean that it is always changing. In fact, if you are reading this sentence on a printed sheet of paper, the book you are holding in your hand may not be THE Handbook, even though it says "Student-Parent Handbook" on the cover. Things may have changed in the time since your copy was printed. For example, Georgia law related to high school graduation requirements may have changed, or we may have tweaked a policy to reflect new best practices. The Handbook will be updated at least annually. Whenever we make a change to the Handbook, all current students and parents will be notified. You can find the latest, definitive copy of the Handbook on our website, at [www.tnsatlanta.org](http://www.tnsatlanta.org).



## Contact Information

*Campus and Mailing Address\*:*  
**1015 Edgewood Avenue  
Atlanta, GA 30307**

The New School is located in the school building of Inman Park United Methodist Church, just down from the Inman Park MARTA station.

*Phone:* **404-500-9753**

*Email:* **info@tnsatlanta.org**

*Web:* **www.tnsatlanta.org**

*\*2016-17 Campus Address*  
**655 Memorial Dr. SE  
Atlanta, GA 30312**

### *Leadership Contacts*

#### **Peter Lefkowitz**

Head of School, Lead Humanities Teacher,  
Board Member

*Phone:* **(404) 840-9900**

*Email:* **peter@tnsatlanta.org**

#### **Mary Campbell Jenkins**

Director of Enterprise, Board Member

*Phone:* **(404) 797-6031**

*Email:* **marycampbell@tnsatlanta.org**

#### **James Watson**

Director of Innovation, Lead Math Teacher,  
Board Member

*Phone:* **(404) 797-2067**

*Email:* **james@tnsatlanta.org**



# Founding Principles

When we decided to create The New School, we knew that determining our founding principles was the first order of business. These principles express our core beliefs and values, and will serve as touchstones as The New School grows.

First,

## **Students are Architects**

of their own learning. That's how they discover, and develop, their passions. But they don't work alone. At The New School,

## **Teachers are Guides,**

experienced adults who know just when to ask a probing question, offer encouragement, or challenge a student to go further. We live in a vibrant, diverse, inspiring city, with both complex problems and innovative solutions, so we're committed to the idea that

## **The Classroom Extends into the Community,**

where our students will do field work and original research, and work in internships. The work that students do at The New School grows out of the radical idea that

## **Schoolwork should be**

## **Meaningful and Relevant,**

that it should engage students' passions and give them a sense of purpose.

Finally, we believe that at its best, High School is a

## **Place of Connection**

for students, a place where they can be themselves, make lasting friendships, find supportive mentors, and understand themselves and the world they are growing up in.



# Organizational Structure

## Board of Trustees

The Board of Trustees of The New School is composed of individuals who are committed to our principles. They are leaders in the community, who by their own support and leadership contribute to The New School's development. Our Board is a group of dynamic thinkers, excited about the prospect of constantly reimagining what a great high school education should look like. The Board of Trustees focuses on policy setting and strategic planning, and delegates the operation of The New School to the Head of School.

The members of the current Board of Trustees are **Brady Lum** (Chair), **Elizabeth Strickler** (Secretary), **Nicole Davis** (Treasurer) **Michelle Newcome**, **Mary Campbell Jenkins**, **Peter Lefkowitz**, and **James Watson**.

## Head of School

The Head of School for The New School is the chief executive officer and is responsible for The New School's operations, the employment of all personnel, and carrying out the School's founding principles and mission, as well as the policies set by the Board of Trustees. For the 2016-2017 school year, **Peter Lefkowitz** will be the Head of School.

## Faculty and Staff

Students at The New School spend their high school careers in the company of great teachers. Not sometimes. *Always*. Recruiting and retaining the best teachers we can find is our top priority, because we know that no matter how impressive our curriculum and our students are, we can't have a great school without great teachers.

Our teachers are mentors. They make a difference in students' lives, help them see the world in a new way, and take students and their ideas seriously. Master teachers like those at The New School help students tap into their own potential by acting as guides, helping students through the academic world, and through their lives. At The New School, our student-teacher ratio means that students can't hide in the back of the classroom. But more importantly, they don't want to.

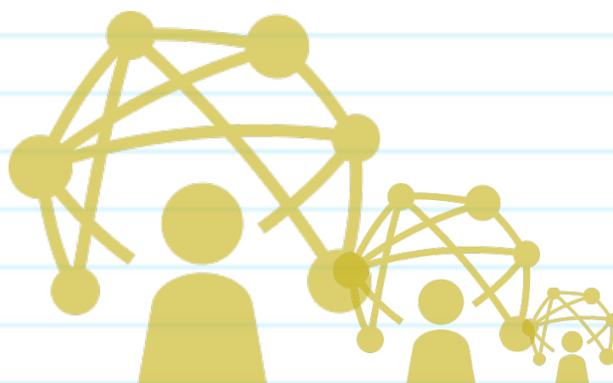
## Community Partners, Speakers, Extracurricular Leaders

Students at The New School have a lot of great teachers – many more than you'll find at most other schools. That's because in addition to our master teachers, TNS students will learn from a raft of other successful, dynamic people each year – our Community Partners, Speakers, and Extracurricular Leaders.

The New School's Community Partners come from many different places – large and small corporations, the arts community, city hall and the Golden Dome, film studios, grassroots organizations, and local colleges and universities, to name just a few. They're entrepreneurs, computer programmers, urban planners, engineers, and artists. As diverse as they are, they share a couple of traits in common – a passion for their professions and a yearning to share that passion with young people. TNS Community Partners work with students on short and long-term projects, in school, in the community, and in their workplaces.

In addition, our weekly Speakers Series exposes TNS students to over 50 creative, inspiring individuals every year, people who specialize in inspiring students to envision, and accomplish, great things. People like, Steve Carse ("The King of Pops"), Steven Yeun (actor on *The Walking Dead*), Chuck Reese (*The Bitter Southerner* founder), Kathryn Petralia (COO of Kabbage - GA's most funded startup).

Finally, our TNS-X and other extracurricular leaders do intense, focused work with small groups of students after school. TNS-X leaders include public artists, NPR producers, tech startup founders, actors, top chefs, professional photographers and musicians, and other passionate leaders in the arts and entrepreneurial community.



## Academic Program



### Assessment

#### In General

At The New School, we teach a rigorous college preparatory curriculum, which challenges students to push themselves in all academic areas. Our course of study includes an array of core Advanced Placement options that we expect all of our students to take advantage of.

We teach students to look critically at their work, and to be regularly engaged in the work of improving it. This kind of learning is central to what we do at The New School, and it is reflected by the prominent role that student reflection and feedback plays in our assessment system. We constantly evaluate effort and student growth as well as excellence in the final products of learning experiences.

Student progress at The New School will be assessed using a variety of indicators and measures. These include, but are not limited to, public exhibitions of project work, cumulative tests, papers, quizzes, class participation, homework assignments, problem sets, lab reports, and portfolios of work. In all of these, we seek to accurately reflect and communicate student learning and areas for growth, but also to motivate students to push themselves to higher levels of achievement.

In addition, our college preparatory curriculum will include significant work preparing students to take the SAT, ACT, and AP tests, as well as college counseling to ensure that students find the college or university that is the best fit for them.

#### Exhibitions

At The New School, one of our more effective means of assessment is student exhibition of their own work.

Exhibitions, sometimes called Performance-Based Assessments, require students to demonstrate the knowledge and skills they have gained, including a reflection on the learning

process, to diverse audiences. In addition to taking a chemistry test, they may present their experimental methods and findings to a group of peers. In addition to writing an essay that teachers and classmates will read, they may write and perform a play based on the topic they are studying. Over the course of their high school career, students will present the fruits of their labors to academics, community members and local political and business leaders.

#### Class Rank

The New School does not rank its students.

#### HOPE Scholarship Program

The Georgia Student Finance Commission administers the HOPE Scholarship Program, which rewards students with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities. The GSFC establishes the eligibility criteria for HOPE. In addition to specific grade point average requirements, beginning with the graduating class of 2017, students will be required to pass at least four classes that meet the GSFC's Academic Rigor requirements. These include AP courses and other advanced courses in core academic areas. Students at The New School will have ample opportunity to meet all of the requirements for the HOPE Scholarship program before their graduation date.

#### Assessment Reporting

The New School employs an alphanumeric grading and grade point average system. We supplement this traditional system with evaluative narratives, student-driven self-assessment, and measures of the extent to which student effort and growth is consistent with student potential.



## Graduation Requirements

In order to graduate from The New School, students must successfully complete the requirements of the College Preparatory Curriculum, set forth by the State of Georgia (listed below, including Entrepreneurship and Internships, which are specific to The New School).

CREDITS	REQUIREMENTS
4 credits	English
4 credits	Math ( <i>including at least Algebra I, Algebra II, and Geometry, + one other math</i> )
4 credits	Science ( <i>including at least one lab course from each of the physical and life sciences</i> )
3 credits	Social Studies ( <i>1 credit each of World History and American History, plus a half-credit each of Economics and US Government</i> )
2 credits	Foreign Language ( <i>2 credits in the same language</i> )
1 credit	Health and Physical Education ( <i>½ credit each</i> )
5 credits	Acceptable Academic Electives ( <i>these include courses in the arts and computer science, as well as courses in Social Studies and Foreign Language over the requirements listed above</i> )
1 credit	Entrepreneurship
1 credit	Internships

## Project-Based Learning

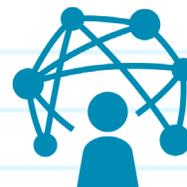
The New School’s project-based curriculum is at the heart of our commitment to engage students, and to get them doing work that really matters.

Great projects focus on student learning, but also on what students can do with that learning. By planning, organizing, prioritizing, managing time, and working with others toward a common goal, students see that their education has a purpose.

But if project-based learning has many benefits for students, it also requires them, their families, and the school, to adjust their preconceptions about “schoolwork.”

For example, because much project work done at The New School will be conducted, in whole or in part, off campus, students will need to get used to the idea of working outside of school. When our students and their instructors spend time interviewing public officials at City Hall, or analyzing urban planning options on the Beltline, or doing public opinion polling in Summerhill, they won’t be on a field trip. They’ll be doing fieldwork.

Students need to act accordingly, always keeping in mind that they are representing The New School (which may mean dressing up a little more than usual on certain days), and doing real, meaningful work that requires the same focus, seriousness, and commitment that classwork does. Some days students will be taking public transportation, other days they will be transported in school vehicles. Each student will almost certainly spend a number of afternoons outside his or her comfort zone. But it is important that students also remember that even when they are not in the physical school building, they are still in school, and that all of our expectations for excellence still apply to them.





# Academic Program



## Entrepreneurship Program

During their junior year, New School students will be able to start their own businesses as part of our entrepreneurship curriculum. Students will learn about problem discovery, rapid prototyping, lean startup methodology, hypothesis testing, business planning, team building, sales and marketing, legal issues, financing, and more as they follow their passions and launch their own enterprises. The groundwork for the entrepreneurship program will be laid during the project based learning component of the freshman and sophomore curriculum as students gain experience in creative problem solving, group work, prototyping and testing.

## Internships

Internships can motivate profound learning for several reasons. The work has real consequences that matter to an audience beyond the student and teacher. Resources for learning expand exponentially when students are not confined to one building and a pre-determined set of materials. Students develop personal relationships with experts in the areas of their interests, mentors who can have extremely beneficial roles in their lives. Finally, students see their skills grow, gain self-confidence and mature at a much faster rate than do students in more traditional learning settings.

During the junior year, The New School students will be guided through a process of reflection and discovery to identify the areas of their greatest interest. With the help of advisors, they will connect with organizations and professionals with whom they can deepen their knowledge and skills, and will set up internships to take place during their senior year. At internship sites, students will develop projects, supervised by their mentors and their teachers and advisors at school. All internships will include student presentation of their research and learning.

## TNS-X

The TNS-X program is an additional program designed to provide platforms for our students to build professional relationships with leaders in the arts and innovation and work on projects with students from across the city. Our programs combines creative arts with technology and innovation and are led by passionate, committed, accomplished adults who take our students and their work seriously, building products and inspiring them to produce professional quality work. Programs are determined by student interest and carry additional fees of between \$50 - \$250 per class (some special-partnership classes are free). Recent programs have included:

- Culinary Science (with Chef Phillip Meeker)
- Drone Design (with MASS Collective)
- Electronic Music Production
- Heritage Skills (with Homestead Atlanta)
- Laser Cutting (with MASS Colletive)
- News from the Future
- Photography
- Programming: Ruby
- Public Art (with Molly Rose Freeman)
- Podcasting (with NPR)
- Sculpture
- Web Design

## Academic Accommodations and Modifications

The New School will work with students who need academic accommodations (e.g., extended time for tests, written instructions to supplement oral instructions). In order to receive academic accommodations, the school will need to be provided with a psycho-educational evaluation relating to the accommodation, and the school and the student's parents must agree on reasonable accommodations to be provided. The New School will not modify its curriculum or assignments for individual students.



# The New School Community Standard

In student handbooks at many other schools, this section is called something like “Student Conduct” or “Behavioral Policies,” and is essentially a long list of rules.

We do have rules at The New School, but we believe that for rules to work, they have to make sense, to students and parents, as well as to faculty and staff. All of our rules grow out of a very simple idea, which we call the TNS Community Standard:



***Students at The New School should respect, care about, and support one another and the school. Their actions should reflect this respect, care, and support.***

At The New School, each member of the community is expected to do their best to hold themselves and their peers to the TNS Community Standard. It’s one of the ways that students create and preserve the culture of The New School – a culture that is positive, safe, and productive for all of us.

We do not expect perfection. We do expect each student’s best effort. We also understand that young people make mistakes. We count on them making mistakes, actually. Mistakes are our opening to teach, and to lead by example, by teaching students to learn from their mistakes.

In the topics that follow in this section of the Handbook you will find some examples of how we apply the TNS Community Standard on a day-to-day basis. Even when we do have hard and fast rules (such as those concerning bullying or illegal activity), those rules grow from, and reflect, the TNS Community Standard. These examples also highlight another important aspect of using the TNS Community Standard: it’s quick, it’s easy, and students can do it themselves, thus becoming the regulators of their own behavior.

That being said, there will of course be times when someone will have to make judgment calls about, for example, the manner in which a student is dressed, or what constitutes disrespectful language in a particular situation. In these instances, the guideline is likewise simple and easy to apply: the teacher in charge makes the call. For what happens when things go wrong, see *When Things Go Wrong* below.

## Cell phones and other electronic devices

We see cell phones and other electronic computing devices as important tools that have innumerable educational uses, and so the last thing we want to do is ban them from the campus. At the same time, students need to learn (and we need to teach them) how to use these devices appropriately and responsibly. We know that this kind of education is a critical part of student safety and wellness, and we take it very seriously.



*Our cell phone policy is simple:*

**If a student brings a cell phone to school, it must remain in their bag during class and project time unless they are using an educational application on the phone.**

Our policy related to the use of electronic devices at The New School is a great example of how a potentially complicated area can be easily navigated by keeping in mind the TNS Community

# The New School Community Standard



Here are a couple of quick examples:



*A student uses her cell phone during class to check a homework assignment that she thinks she may have forgotten. Is this disrespectful in any way? Does it detract from the learning of other students, or the student herself, and thus show that the student isn't supporting her own learning or that of her peers? The answers to these questions are most likely "No," and so the student should feel free to use her phone in this way.*



*A student is playing a game on his tablet during class. Is this disrespectful? It probably is, given that it communicates to the teacher and the class that the student thinks his time is better spent playing a game than working on whatever the class is engaged in. Playing games when others are working is distracting to others as well. So the student in this case should understand that this kind of device use isn't appropriate.*

## Computer Policy

Students are required to bring a working computer to school every day. The computer, can be an Apple (recommended), PC, or even a chrome-book, but must be in good, working condition, and able to connect to the internet. Students should bring their computer to school fully charged.

The New School curriculum provides its students with considerable access to technology, and freedom in its use. This freedom requires responsible use of the computers and other devices. For the rest of this section, the term "computers" includes any device with has the properties of a computer, such as the ability to access the Internet, or the ability to store digital data.

**Our computer use policy applies at all times during the school day. It applies to computers and devices owned by The New School, as well as to computers and devices that students bring with them to school.**



*The general rule is simple:*

**Computers should be used primarily for schoolwork.**

- Students may use computers for purposes other than schoolwork (for instance, checking personal e-mail), provided that any use not related to schoolwork must be consistent with the TNS Community Standard.
- The determination of whether a particular use is consistent with the TNS Community Standard will be made by the school. In general, any computer use that distracts other students from their work is not allowed; nor is any display of pornographic content, gratuitous violence, inappropriate language, or other content that the school deems inappropriate.
- Students should backup all of their files by using a cloud computing service (such as Google Docs), by emailing them to yourself, or by using an external memory device.
- The New School reserves the right to monitor any Internet use, email use, or any other use of the computers.
- Printers are available in the classrooms for student use, but are restricted to schoolwork.
- Students may not use computers in a manner that violates copyright laws or other applicable laws.
- Students may not download anything or install anything onto any computer, or alter the hardware or software of any computer, without permission of a teacher or administrator.



## Clothing

Clothing choices are an important means of self-expression for students. The overarching rule in this area is that clothing should not distract either the wearer or others. In general, students will want to avoid clothing that is too revealing, is torn, ragged, or dirty, or that features words or images that would likely be offensive to others.

An additional consideration that students will want to take into account when deciding what to wear to school is that students will often be leaving the school during periods devoted to project work. In these instances, students will be representing the school to a variety of audiences, each of which may have different expectations regarding what is “acceptable” dress. And students may also need to consider the type of work that they may be doing at or away from school on a particular day. Students will have advance notice of special considerations such as these, to minimize any potential conflicts over wardrobe choices.

Because Dress Code is often a fraught topic, we have a brief list of our most frequently asked questions about clothing, along with our answers:



*Can I wear jeans? Yes, unless you have been informed that you will be in a setting where jeans would be inappropriate on this particular day.*



*Is this skirt o.k.? As long as it's opaque and covers the large majority of your leg above the knee when standing or sitting, then yes.*



*Do I have to wear shoes? Do flip-flops count? Yes, you have to wear shoes. A school is a dangerous place to be barefooted – staples, thumbtacks, etc. Likewise, flip-flops are also not a safe choice.*



*Can I wear this t-shirt? As long as it is clean, doesn't have holes, covers you appropriately, and doesn't have offensive words or images, yes. Unless you'll be in a setting where t-shirts would be inappropriate on this particular day.*



*Why can't I wear these pants? Because they are pajamas.*

## School Calendar

The official calendar for The New School is posted on the school's website.

## Communication between Teachers/The New School and Parents

One of the key characteristics of the lives of teenagers who thrive during their high school years is that their parents and their schools act as partners. To that end, we believe that frequent, relevant communication between teachers and families is vitally important. The better we know our students, the better we can teach them, advise them, and mentor them. The more families know about what's going on at school, the more integrated a student's life can be.

### Absences/Tardies

It is essential that students are in school unless they are ill, have appointments that can not be scheduled during non-school hours, or there is a compelling family reason. **Parents should notify the school before 8:45 a.m. if their student is going to be absent or tardy for any reason.** If a student is not in school, and the school has not been notified by a parent that the student is absent, the school will call the student's parent by 9:30 a.m. Students with three or more unexcused absences in a month will be responsible for additional clean-up duties.

### Weekly School Updates

Each week that The New School is in session, parents will receive an update from the school, detailing what has transpired at the school in the preceding week, and what is on tap for the week to come.

### Student-Specific Communication

The New School and all of its teachers encourage parents to contact us whenever they have questions, need to share information, or are concerned about any aspect of their student's experience at school. In addition, parents may expect to receive student specific communication from the school in the form of individual student progress reports.

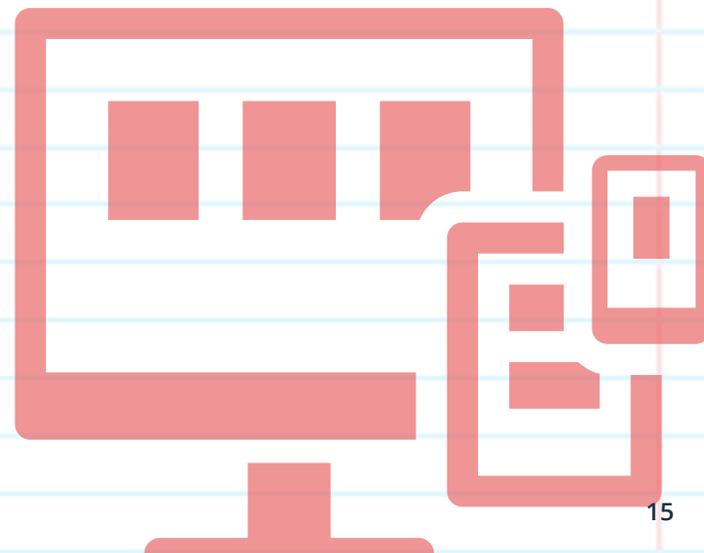
*Note:* It is the policy of The New School to share with each student any communications between teachers or the school and that student's parents, unless the school determines that such disclosure would not be in the best interest of the student or the school community.

## Communication between Teachers/The New School and Students

We want students at The New School to feel comfortable contacting their teachers with questions, comments, requests for advice, etc., outside of class, within the reasonable parameters that individual teachers will set. The more we communicate with each other, the easier it is for teachers and students to catch misunderstandings before they become problems. We also know that open, honest communication between teachers and students is at the heart of the relationships that make The New School such a meaningful place for kids. Individual teachers will let their students know the best ways to contact them.

### Email

The New School students will each have a [tnsatlanta.org](mailto:tnsatlanta.org) email address through our Google apps account, which they will be responsible for checking for correspondence from the school, their teachers, and their classmates.





## Academic and Personal Honesty

We expect our students to act honorably with respect to their academic lives as well as their personal lives. We take honesty seriously and model it every day. This includes honesty about oneself, one's life experiences, and one's knowledge and abilities. It is only by being honest that students can begin to develop in those areas where they need to grow.

Lying, cheating, and stealing can poison the learning environment for all of its members, make everyone in the school less safe, and imperil our ability to serve our students. Incidents of lying, cheating, or stealing will be addressed immediately, and may lead to any of a range of responses, including restitution, community service, loss of privileges, suspension, and expulsion.

## Student Safety

We know that among our primary responsibilities as a school is to provide a safe learning environment, and we are vigilant about ensuring that we not breach the trust that families place in us every day. But student safety is best achieved through a partnership between the school and its students. As young adults, high school students must take responsibility for heightened awareness about their own safety, and for taking care not to put themselves, or others, in situations that are unsafe.

### Signing In

In order for the school to accurately keep track of all students and their whereabouts, students must sign in no later than 5 minutes from the time they arrive at school each morning.

### Leaving School

The New School takes seriously its role as caretakers of its students and their safety during school hours. Students may not leave school at any time during the school day without (1) permission from a parent, communicated to the school, and (2) proper sign-out procedure.

### Harassment, Bullying and Other Aggressive Behaviors

Aggressive or threatening behavior, harassment of any kind, hazing, and bullying are not tolerated. Any complaints of harassment should be reported promptly to a teacher or administrator who will then report to the Head of School. A full investigation will be conducted immediately and confidentially.

### Substance Abuse

Every student at The New School agrees, as part of the application process, to abide by the school's policy on illegal substances.

Use of illegal substances, including alcohol, endangers the lives of young people, stunts students' academic and emotional development, and jeopardizes the culture and community that we work so hard to build and nurture at The New School.

Therefore, we will not tolerate any use or possession of illegal substances. Students may be required to undergo professional drug/alcohol assessment, or submit to drug/alcohol testing if the school, in its judgment, deems such steps necessary.

### Weapons

Because learning cannot happen in an environment in which students do not feel safe, weapons and fire hazards of any kind are prohibited on school grounds or while participating in any school-sponsored activity.

For the safety of all people, The New School reserves the right at any time to search lockers, book bags, and personal property. Searches may be conducted by School officials and/or appropriate authorities.





# Nuts and Bolts

## Attendance/Absences/Tardies

Our expectation is that students will arrive at school on time, and that they will stay at school for the entire school day, each day that school is in session, unless extenuating circumstances arise. Actually, our expectation is that our students will want to be in school, that they will feel at home here with their teachers and classmates, and that there will even be days when they won't want to leave. Students who are frequently absent have a difficult time keeping up with their schoolwork, and strain the resources of the school. Students who are frequently tardy disrupt their teachers and classmates, in violation of the TNS Community Standard.

But we are aware that certain absences, late arrivals, and early dismissals are unavoidable. We ask that students and their families limit them to those resulting from the following:

- *illness*
- *medical appointments*
- *religious holidays*
- *educational travel*
- *college visits*
- *significant family commitments*

## Medication/Medical Emergencies

There are no trained medical professionals on staff at The New School. Should a student need to be treated for an illness or injury at School, sent to a hospital or other medical facility for treatment, or sent home due to an illness or injury, the student's parents will be contacted using the telephone numbers provided on the Student Health Form.

### Student Health Form

Students are required to have a Student Health Form on file prior to the first day of school. This form must be completed annually. It is the responsibility of the parent to notify the school if the health needs of the student change. This form alerts the school to allergies, medical conditions or physical limitations of the student. It also authorizes the school administer certain over-the-counter medications should your child become ill or injured during the school day.

### Immunizations

Georgia state law requires all students to have a complete Georgia Certificate of Immunization (form 3231) on file prior to the first day of school. An immunization form from another state or country is not acceptable. These forms can be obtained from your physician or local public health department. In the case of a religious exemption, a notarized statement is acceptable in lieu of a certificate.

### Medications

The New School policies and procedures regarding medications taken by students at the school or during school hours are explained in the Medication Guidelines addendum. Students are required to have a Medication Form on file prior to the first day of school.

### Student Illness

We ask that you do not send your child to school if he or she is sick. The following are a few guidelines to follow:

- **Temperature** – *Your child must remain home if he or she has an elevated temperature (100.2 degrees or higher). Your child should be fever-free, without taking any fever-reducing medication, for 24 hours, before returning to school. If school personnel record a temperature for your child of 100.2 or higher, you will be called to pick him/her up.*
- **Diarrhea** – *If your child has diarrhea that cannot be controlled, he or she should remain home, or you will be called to pick him/her up.*
- **Vomiting** – *Your child must not have vomited for 24 hours prior to returning to school.*
- **Contagious Diseases** – *Your child must remain home when he or she shows symptoms of or has been diagnosed with a contagious disease, such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, head lice, skin rash, nasal drainage, and frequent uncontrollable cough. If your child exhibits any of the above illnesses or symptoms, we will call you to pick up your child.*

### Illness at School

The New School makes every effort to contact parents if a student becomes ill at school. Parents are expected to pick up a sick child as soon as possible.



## Extracurricular Activities

The New School offers numerous extracurricular options for students through the TNS-X and Sports programs, normally immediately following the end of the school day. Extracurricular activities at The New School stem from student interest, and so vary from year to year. Please contact the Head of School for a current list of extracurricular activities.

## Transportation

Students are responsible for transportation to and from The New School. The school will provide for the transportation of students to locations in and around the Atlanta area during the school day. Transportation during the school day will primarily consist of school vehicles, public transportation (MARTA trains and buses), and walking.

## The New School Building and Grounds

*\*Please note, there will be updated campus policies after the move to the new building (anticipated, September, 2016).*

The New School leases its school space from Inman Park United Methodist Church. We have excellent relationships with IPUMC, and with the other organizations that lease space from the church. We want students to feel at home when they are at school. As is true in their own homes, we endeavor to be good neighbors, as well as good stewards of our space. Students should be aware of the boundaries of the school's property, and should take extra care when they are in common areas of the building to represent The New School in ways that preserve and enhance our relationships with our neighbors.

In practice, this means keeping voices lowered, keeping common areas clean, greeting our neighbors in a friendly manner, and helping out when and where we can.

Likewise, students should remember that the chairs, tables, books, and equipment that they use today may well be used by other students

in years to come. In other words, all furnishings, equipment, and materials should be treated gently.

Parking for students and visitors is available in the parking lot adjacent to the school building. No parking is allowed in the parking lot outside of normal school hours. In addition, free street parking is available in the neighborhood around the school building.

## School Day

The New School will be open for students to arrive each day at 8:00 a.m.

## The school day will officially begin at 8:45 a.m.

The school day will conclude at 4:00 p.m. Optional after-school activities through the TNS-X and Sports programs will normally end between 5:45p.m. and 7:00p.m. Students not participating in after-school activities should be picked up by no later than 5:00p.m.

## Lunch

Students should provide their own lunch. Refrigerators and microwaves are available for food storage and preparation, but the school does not have a working kitchen, and so food brought to school should not require any preparation other than microwave reheating.

## Snow Days and other Non-Scheduled Closures

The New School will notify students and their families by phone (at the students primary home contact phone number) of any closure of the school due to weather or other causes. In most cases, we follow the Atlanta Public Schools with respect to weather-related school closings.

## Student ID Cards

All students will be issued The New School student ID cards at the beginning of each school year.

# When Things Go Wrong



We realize that high school students are capable of making mistakes and making poor choices, both in and out of school. If at all possible, we treat mistakes and poor choices made in school, or with respect to school activities, as opportunities for growth and age-appropriate development. Our goal is to help students learn to resolve conflicts in positive ways. And because problems at school, especially a small school like ours, happen within the school community, they affect the whole community, and they are usually best resolved within the community. For students, this process often includes meaningful, balanced consequences that take into account the totality of a situation. The conflict resolution process will begin with a conversation between the student(s) involved and the appropriate teacher(s) and/or the Head of School. The process emphasizes the importance of students' taking responsibility for their own actions. Resolving conflicts between students or between students and the school may involve restitution, community service, and loss of privileges, among other actions.

In cases of more serious violations, it may be necessary for us to take stronger action. Acts that jeopardize our ability to assure a safe learning environment for all of our students, or that repeatedly violate the spirit of the TNS Community Standard, fall into this category. Similarly, the school may determine that The New School is not in a position to appropriately serve a student and their family. In cases such as these, the Head of School, in consultation with the faculty, may impose more severe consequences, including suspension or expulsion, for the good of the community of The New School.

## VISUAL IDENTITY

OFFICIAL LOGOS: 1.



2.  THE NEW SCHOOL

3.  THE NEW SCHOOL | ReThinking Education

4.  THE NEW SCHOOL | ReThinking Education

SCHOOL COLORS:



#1b3044  
c91 m79 y49 k48



#008AB3  
c90 m33 y17 k1



#818b61  
c51 m33 y71 k9



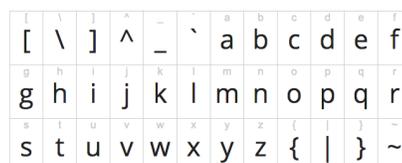
#FFFFFF  
c0 m0 y0 k0



#000000  
c75 m68 y67 k90

SCHOOL FONTS:

OPEN SANS



ECONOMICA



