



A Handbook for Parents/Guardians and Students

August 2011 – July 2012

BRAINS in FOCUS

“Educating one child at a time”

520 Eldon St.

Lynchburg, VA 24501

www.newvistasschool.org

School Office: 434-846-0301

Fax Number: 434-528-1004

August 2011- July 2012

BRAINS in FOCUS

Table of Contents

Introduction

Foreword to Parents and Guardians	i
Brief History of NVS	iv
Program Objectives	v

Personnel

Faculty & Staff (e-mails included)	1
Faculty & Staff Room Assignments	2
Board of Directors	4

Schedules

Calendar, 2011 – 2012	5
Student Activities Calendar, 2011-2012	6
Elementary Schedules	7
Middle School Schedules	10
Upper School Schedules	13

Student Life

Guidance Counseling/Advising	16
Healthy for Life/Physical Education	16
Enrichment	17
Friday Clubs	18
Community Service Teams	19
Upper School Leadership Council	20
Problem Solving/Discipline	21
Dress & Appearance	26
Housekeeping	28
Lunch	28
Personal Technological Equipment	28

Academics/Instruction

Instruction, Evaluation, & Student Progress	30
Reporting	30
Formal Testing/Assessment/Grades	31
Grading System	34
Graduation	35
Dual Enrollment	35
Homework	35
Field Trips/Beyond the Walls	36

Attendance	36
Counseling Services	39
After School Opportunities	39
Study Hall – After School (ASSH)	
Study Hall – Extra Help (ASEH)	
Technology	40
<u>Policies & Procedures</u>	
Admissions	43
Bookstore	43
Cancellations/Delays	44
Complaint Resolution	44
Contraband Items	44
Financial Aid/Tuition	45
Lost Books/Materials	46
Passes	46
Property Damage	47
Student Records	47
Supervision	47
Telephone Use	48
Transportation	48
Violence Policy	48
<u>Health & Safety</u>	
Contraband Items	49
Crisis Management Plan	49
Infectious Diseases	49
Injury/Accidents	49
Medication	50
Sexual Harassment	50
<u>Parents’/Guardians’ Role</u>	
Parents’ “Mom Squad”	52
Volunteers	52
<u>Appendix</u>	A-1
Prospective Student Letter	A-2
Enrollment Agreement 2011-2012	A-6
Standards of Conduct Contract	A-8
VDOE Minimum Immunization Requirements	A-9
Immunization Letters to Parents	A-10
Supply Lists	A-12
School Floor Plan	A-15

Enclosures to be signed and returned to the school office:

Technology Usage Agreement
Review of Handbook
Volunteer Options

Extras/Pull-outs for home reference

2011-2012 NVS Calendar
2011-2012 Student Activities Calendar
Technology Usage

FOREWORD to Parents and Guardians NEW VISTAS SCHOOL Mission and Philosophy

Dear Parents and Guardians:

Welcome to New Vistas School for the 2011-2012 school year, New Vistas' twenty-sixth year of operation. And thank you for entrusting us with your child during this important time of development, growth, and learning. We're committed to putting the "special" in special education. We will concentrate throughout this year on **BRAINS in FOCUS**, best practices for teaching by stimulating and engaging the brain. Our program at NVS addresses *all* of a young person's essential learning needs: academic competence, problem-solving, social development, and a sense of self-knowledge and personal responsibility. All are essential to a lifelong learner.

The school will provide a unique, individualized, enriching education for your child in a civilized environment.

We at New Vistas are committed daily to fostering the Mission of the School for each young person we teach:

Mission of the School: The mission of New Vistas School is to provide an individualized instructional program for students, kindergarten through grade twelve, with learning and attention differences, as well as the associated emotional difficulties that often accompany these challenges..

Likewise, the ***Philosophy*** of New Vistas School guides all of our decisions regarding program, policies, and practices. That ***Philosophy*** is grounded in the following principles:

Students with learning and attentional difficulties have the potential and the desire to learn;

Students can succeed if they are taught to build on their strengths and to address weaknesses;

Mastery of basic skills and valid academic accomplishments has positive effects on the students' self-confidence and self-esteem;

Problem-solving, critical thinking, and organizational skills are essential to the fostering of lifelong learners.

Given appropriate remediation and a challenging academic program, successful transition to another school and/or college attendance is a viable option for most NVS students;

A school's responsibilities include providing a safe, nurturing environment that fosters the development of personal characteristics, including responsibility,

self-discipline, and respect for others – all necessary for productive citizenship.

As learning problems know no economic bounds, economic status should not be a barrier to attendance at NVS.

In order to support this Mission and carry out these Principles, NVS undertakes the following *Objectives*:

To prepare students for successful transition into traditional school settings and/or further study at the college or career level;

To remediate deficiencies in basic, essential skills;

To focus on academic challenges appropriate for students of average to above-average potential;

To stress problem-solving, critical thinking, and organizational skills, in an attempt to build on strengths and to compensate for weaknesses;

To provide a safe, nurturing environment, intended to foster personal growth and positive self-esteem;

To encourage personal responsibility and productive citizenship; and

To raise funds for financial aid/scholarships for those students whose families are unable to afford the full tuition rate at NVS.

New Vistas is an independent and non-sectarian school, organized as a non-profit institution open to students of all races, creeds, ethnic, and socio-economic backgrounds

Throughout the year memos and newsletters will provide additional information and notice of any needed changes (though we will strive to maintain the schedule included in this packet). Occasionally such a calendar disruption is necessary; our aim is to give you sufficient notice when this occurs.

All calendars and schedules for the year are provided *for your use*. Please note that all scheduled days are considered “school” calendar days and are part of the full opportunities of the school’s program. Field trips, spirit days, fun day, and commencement are all important aspects of the program that enable us to teach your child the importance of being part of and participating in a community.

Parents and children tend to have the most questions about:

- Attendance;
- Problem-solving/discipline;
- Dress and appearance;
- Technology use;
- Homework; and
- After School Study Hall (ASSH).

PLEASE be certain that you and your child *go over and discuss* those sections together to avoid stress or confusion or misunderstanding. If any of these have been troublespots/hotspots in your child's prior schooling, please be doubly certain that they understand the school's policies:

Student Life

Academic/Instruction

Policies & Procedure: Contraband Items, Lost Books/Materials, Passes,
Property Damage, Telephone Use, and Violence Policy

Health and Safety

Please note as you review the calendar that we have gone to fewer all-day teacher workdays, in an effort to maintain greater educational structure and consistency for the young people. This means that on "teacher work days" students will attend half days and teachers will have half days to complete assessments and reports.

I must emphasize that SUPERVISION BEGINS at 7:45 and ENDS at 4:00 DAILY, except Wednesdays, when supervision ends at 2:00. Before and after those times, NO FACULTY/STAFF is assigned to be on duty. Please, for the safety of your child, do not drop off a child before 7:45 or leave a child on school grounds after 4:00.

Please keep this handbook handy, so you'll have a quick reference related to calendar, schedules, numbers and addresses, and policies. If you have any questions or concerns related to this handbook's contents, please contact the school office and set up a meeting with the Head of School or Assistant Head of School.

New Vistas School is one of the three VAIS (Virginia Association of Independent Schools) schools in this region. Along with VES and James River Day School, we keep the academic standard high, provide your child with personal attention, and maintain a commitment to citizenship, leadership, and community service.

Again, thank you for choosing New Vistas as the educational home for your child. We look forward to positive, productive learning experiences together.

All best,

Charlotte G. Morgan, M.Ed., M.F.A.
Head of School

A Brief History of NEW VISTAS SCHOOL

In 1986, New Vistas School was founded by five Lynchburg-area women as a private, non-profit day school dedicated to serving the needs of children and adolescents experiencing learning and attention difficulties. “Founding Mothers” Dell Hancock, Patricia Kirtley, Libby Jarrett, Dorsey Mayo, and Lucy Guggenheimer Ross were honored for their vision and fortitude at the 2007 Commencement & Graduation. This year, 2011-2012, marks the twenty-sixth anniversary of the school’s continuous service.

A community-wide tutoring component for young people and adults was added in 1987. In 1990 the school moved to its present location, 520 Eldon Street, which it owns.

This facility is sound and well-maintained. It consists of an older two-story building of fourteen rooms with a newer two-story wing of fifteen smaller rooms, plus six bathrooms. A two-room Science Lab (or SLAB) is also located on the campus grounds.

In September 1995, a Primary Program for grades K-4 was added, with a Transitional Elementary developmental option for those children with specific needs and/or deficits outside the traditional K-4 offerings.

In 2001 The Lucy Guggenheimer-Ross Endowment was established by Rosel and Elliot Schewel.

New Vistas School was accredited by the Virginia Association of Independent Schools in 2005; on the 2009-2010 Interim Visit the accreditation was renewed for another five years.

At the end of the 2006 school year, after the school experienced twenty years of success and growth under her leadership, co-founder and Head of School Lucy Guggenheimer Ross retired.

In 2007 NVS expanded its offerings to students with special needs by collaborating with Presbyterian Homes and Family Services in the management of their Webster School. At the conclusion of the 2009 spring semester Webster School was closed.

In coming years the Board of Directors hopes to provide an education for a growing number of children, increasing enrollment and expanding the facilities.

Today, NVS remains committed to its mission and core principles of offering an individualized instructional program in a safe, nurturing environment to even more students who need these specialized services in the central Virginia region.

Charlotte Morgan was chosen as Head of School for the 2006-2007 school year. Her professional career working with students with specific learning needs (as well as unique and varied talents) brings a wealth of experience and knowledge to the school. Her on-going leadership will be invaluable as NVS faces current challenges for growth while maintaining the integrity of the small group instruction the students require.

PROGRAM OBJECTIVES

ACADEMIC PROGRAM

Objectives:

- To meet the individual educational needs of each student accepted;
- To prepare students academically for successful transition into traditional school settings and/or further study at the college or career level;
- To remediate deficiencies in basic, essential skills;
- To focus on academic challenges appropriate for students at developmental levels K-12, predominantly with average to above average intelligence;
- To stress problem-solving, critical thinking, and organizational skills, in an attempt to build on strengths and to compensate for weaknesses;
- To develop responsible use of current technologies for education and communication;
- To offer after-school tutoring services to NVS students as well as those in the wider community;
- To engender close communication between parents and staff regarding academic expectations and progress.

Student Population Served:

- Learning Disabilities;
- OHI;
- Emotional Disturbance
- Traumatic Brain Injury;
- Asperger's Syndrome

Grades Served:

- Elementary (K/TE through 5th grades);
- Middle (6th – 8th grades);
- Upper (9th – 12th grades)

GUIDANCE/COUNSELING PROGRAM

Objectives:

- To assist each individual student in developing his/her self-awareness and self-advocacy skills;
- To assist each student in understanding/developing his own learning potential;
- To stress problem-solving, critical thinking, and organizational skills, in an attempt to build on strengths and compensate for weaknesses;
- To provide a safe, nurturing environment, intended to foster personal growth and positive self-esteem;

- To engender close communication between parents, guidance staff, advisors, and administration regarding the personal/social development of each student;
- To prepare students social/emotionally for successful transition to another school and/or college/career.

Student Population Served: SAME as above

Grades Served: SAME as above

HEALTHY FOR LIFE PROGRAM

Objectives:

- To develop a sense of fair play, cooperation, and collaboration;
- To encourage positive decision-making regarding healthy decisions for life in terms of nutrition and physical activity;
- To instruct/practice recreational games a person might enjoy for life;
- To create a sense of respect for individuality, especially self;
- To encourage mind/body balance;
- To assist in the development of healthy social choices.

Student Population Served: SAME as above

Grades Served: SAME as above

ENRICHMENT/COMMUNITY SERVICE PROGRAM

Objectives:

- To expose students to the wide variety of options in the fine and practical arts;
- To assist students in identifying and developing personal talents and leadership skills;
- To encourage mind/body balance through games, hobbies, life interests;
- To arouse a sense of community awareness and volunteerism.

Student Population Served: SAME as above

Grades Served: SAME as above

DUAL ENROLLMENT PROGRAM

Objectives:

- To provide additional coursework for students who have particular curricular interests and/or needs;
- To provide college experience prior to college transition.

Student Population Served:

- ONLY identified Junior and Senior NVS students, a minimum of sixteen years of age, who are in need of additional curricular opportunities AND have the independence to manage college coursework;
- ONLY with parental permission.

Grades: ONLY selected Juniors and Seniors

FACULTY & STAFF, 2011 - 2012

Lower School Unit:

Elementary School:

Beth Hall	TE-3	bhall@newvistasschool.org
Zann Tweedy	TE-5 Student Activities Dir.	ztweedy@newvistasschool.org

Middle School:

Sarah Coppola	MS Immersion/Social Studies & Cognitive Training	scoppola@newvistasschool.org
Lori Bell	Math	lbell@newvistasschool.org
Diane Roy	MS Immersion/Science PE, Healthy for Life	droy@newvistasschool.org
Mary Harvell	Language Arts/Foundations	mharvell@newvistasschool.org
Susan Sperduto	Unit Coordinator/Reading	ssperduto@newvistasschool.org

Upper School Unit:

Marie Arrington	Science	marrington@newvistasschool.org
Lori Bell	US Coordinator	lbell@newvistasschool.org
Nan Buckley	Math	nbuckley@newvistasschool.org
Kenna Doremus	English	kdoremus@newvistasschool.org
Andrew Hill	Upper School Aide & PE	ahill@newvistasschool.org
Conan Magruder	History	cmagruder@newvistasschool.org
Lisa Thomas	Foundations I & II (Re.)	lthomas@newvistasschool.org

Staff:

Lori Bell	Guidance/Transition Counseling	lbell@newvistasschool.org
Barbara Johnson	Business Manager	bjohnson@newvistasschool.org
Nancy Kendrick	Administrative Assistant	nkendrick@newvistasschool.org
Charlotte Morgan	Head of School	cmorgan@newvistasschool.org
Coni Nowakowski	Technology Coordinator	cnowakowski@newvistasschool.org
Sally Horner	Development Director	shorner@newvistasschool.org
Lisa Thomas	Assistant Head of School, Language Coordinator	lthomas@newvistasschool.org

Faculty/Staff Room Assignments

Main Building:

102, Front Hall Office	Ms. Nancy Kendrick, Administrative Assistant
101	Susan Sperduto, Lower School Coordinator/MS Reading
104	Computer Lab B
106	Zann Tweedy, E-School, TE-5
108	Bookstore
	Dining Hall
	Kitchen
112B	Faculty Workroom
114	Maintenance Supply Closet
117-119	Lori Bell, Guidance Counselor, U-School Coordinator
120	Conference Room
121	Study Hall/Student Waiting Room
122-124	Ms. Lisa Thomas, Assistant Head of School, Lang. Coord.
123	Ms. Sally Horner, Development Director
125	Ms. Barbara Johnson, Business Manager
126	Ms. Charlotte Morgan, Head of School
127	Back Hall Fire Door
215	Upstairs Girls' Restroom
218	Ms. Coni Nowakowski, Technology Coordinator; Computer Lab A
220	Ms. Sarah Coppola, Middle School Immersion/Social Studies/ Cognitive Training
221	MS Supply Closet
222	Language Resource Room

223	Ms. Mary Harvell, MS Language
224	Ms. Beth Hall, E. School, TE-3
212	Ms. Kenna Doremus, US English
210	Overflow classroom
209	Math Lab/Math Resource Room
207	Upstairs, Boys' Restroom
206-206A	Mr. Conan Magruder, US History
205	Ms. Nan Buckley, US Math
204-204A	Overflow classroom
201	Upper School Locker Room
202	Office, Mr. Andrew Hill
203	Office, Mr. Conan Magruder
<u>Science Lab (SLAB):</u>	
Lab #1	Ms. Marie Arrington, US Science
Lab #2	Ms. Diane Roy, MS Science & PE

Board of Directors

2011-2012

Executive Committee

Donna Clark, Chair
Terry Marsh, Treasurer, Chair, Finance Committee
L.H. MUNDIN, Immediate Past Chair
George Hurt, Past Chair Emeritus
Sunny Monk, Vice Chair
Page Langley, Special Events/Fund Raising
Patti McCue, Development/Marketing
Charlotte Morgan, Head of School; Ex Officio
Marianne Ramsey, Development Director; Ex Officio
Lisa Thomas, Recording Secretary; Assistant Head of School; Ex Officio

Members At Large

Lois Asensio
Clay Coleman
Kevin Corwin
Mary Glenn Cobb
Sally Elliott
Jimmy Kline
Troy McHenry
Wendy Moseley
Stevie Savage

Nominees for 2011-2012:

Mason Basten
Glenn Buck
Nancy Kelbaugh
Justin Mays

New Vistas School Calendar, 2011-2012

August 25-26	New Teacher Pre-Service
August 29-Sept. 2	Teacher In-Service, 8:30-4:30 daily
September 1	1:30 – 3:00 New Student Orientation
	3:30 – 5:00 Returning Student Registration
September 6	First Day of School
September 22	Parents' Night, 7 – 8:30
<i>(October 5 Interims)</i>	
November 4	End of 1 st Quarter
November 7	12pm Dismissal, ½ day Teacher Workday (November 9, Academic Reports)
November 23-25	School Closed; Thanksgiving Holiday
November 28	Classes Resume
<i>(December 7 Interims)</i>	
December 16	Early Dismissal 12pm
December 19 –January 1	School Closed; Winter Holiday
January 2	Classes Resume
January 16-20	All School ½ day Dismissal all week for All School Mid-Year Standardized Testing Middle School/Upper School Exams
January 20	End of 2 nd Quarter (January 24, Academic and Advisor Reports)
<i>(Feb. 22 Interims)</i>	
March 1-5	School Closed; Mid-Winter Break Administrative Retreat
March 6	Classes Resume
March 23	End of 3 rd Quarter
March 26	12 pm Dismissal; ½ Teacher Workday (March 28, Academic Reports)
April 9-13	School Closed for Spring Break
April 16	Classes Resume
April 29-May 2	CGM, VAIS Accreditation Visit to Chesapeake Bay Academy
<i>(May 2 Interims)</i>	
May 28	School Closed; Memorial Day Holiday
June 8-13	MS/US Exams; All-School ½ day Dismissal
June 11-13	Afternoon only Exam Makeup Sessions (\$50 fee)
June 14	All-School Fun Day
June 15	Commencement; Last Day of School (Please note that this is a scheduled calendar day)
June 18-20	Teacher Work Days End-of-Year Academic and Advisor Reports to be mailed home

****Please note: Holidays may be used as inclement weather make-up.****

Total instructional days per calendar is 182

Instructional days per month are as follows:

September 19	December 12	March 19	June 10
October 21	January 22	April 16	
November 19	February 21	May 22	

NVS Student Activities Calendar, 2011-12

September	
6	First Day of School; Community Building
16	Celebrate our History/History Day
22	Parents' Night, 7 – 8:30
30	Spirit Friday
October	
TBA	Yard Sale (<i>Start "setting aside" treasures!</i>)
28	Fall Festival, Honoring Grandparents & Honored Elders
November	
TBA	Ring Dance
22	Thanksgiving Festivities (Units Plan)
December	
TBA	Community Service: Salvation Army
16	Spirit of the Holidays Friday
January	
16-20	[All School Mid-Year Standardized Testing MS/US Reviews and Exams]
27	Spirit Friday
February	
1-10	Valentine Treat Sale
14	Valentine Celebration/I Love Reading Day, Language Arts Day
24	Spirit Friday
March	
16	"Shepherd's Pie [Pi] Day" Activities/Math Day
29	Career Day
30	Spirit Friday
April	
TBA	Senior Trip
25	Science Fair/Science Day
TBA	Middle School Overnight
9-13	Spring Break
27	Spirit Friday
May	
4	Fly-Up Day
18	Can-Do Night
25	Spirit Friday
June	
8-13	[MS/US Reviews and Exams]
14	Whole School Fun Day
15	Whole School Commencement/Senior Graduation

2011-2012 Daily Schedule, Elementary

M, T, Th, F

8:00 – 8:15	Morning Activities, Announcements
8:15 – 9:00	Block #1 Wilson Reading/Spelling
9:03 – 9:48	Block #2 Reading Comprehension/Vocabulary
9:51 – 10:05	Break/Snack/Free Play
10:10 – 11:08	Block #3 F o C: Writing/Computer 10:10 – 10:35 Writing 10:38 – 11:08 Keyboarding (Computer Lab)
11:11 – 11:57	Block #4 Math
12:05 – 12:45	LUNCH/Free play
12:50 – 1:40;	Block #5 M,T: Social Studies: Th/F: Science
1:43 – 2:28	Enrichment Period #1 w/ MS: Arts Exploratory – Let’s Get Cultured!
2:31 – 3:06*	Enrichment Period #2: PE w/ MS
3:10 – 3:30	Extra Help/Organization, Homeroom
3:30	Dismissal from Homeroom

Note: The five blocks include Wilson Reading, Spelling, Reading Comprehension, Vocabulary, Math, Writing, Computer, Social Studies, Science; Enrichment includes the arts and PE.

*Fridays, Seventh Period is shortened and Clubs and Community Service take place from 2:45 – 3:15; Extra Help is 3:18 until 3:30

Elementary Wednesday Schedule

8:00 – 8:15	Morning Activities, Announcements
8:15 – 9:00	Block #1 Foundations/Wilson Reading
9:03 – 9:48	Block #2 Reading Comprehension/Vocabulary
9:51 – 10:05	Break/Snack/Free Play
10:10 – 11:08	Block #3 Writing/Spelling/Computer 10:10 – 10:35 Writing/Spelling 10:38 – 11:08 Keyboarding (Computer Lab)
11:11 – 11:57	Block #4 Math
12:05- 12:29	Lunch
12:32 – 1:02	Block #4 Science OR Social Studies
1:05 – 1:15	Organization; dismissal

Elementary One-Hour Late Schedule 2011-2012, M, T, Th, F

9:00 – 9:15	Morning Activities, Announcements
9:15 – 10:00	Block #1 Foundations/Wilson Reading
10:03 – 10:48	Block #2 Reading Comprehension/Vocabulary
11:51 – 11:05	Break/Snack/Free Play
11:10 – 12:08	Block #3 Writing/Spelling/Computer
12:11 – 12:57	Block #4 Math
1:05- 1:29	Lunch
1:32 – 1:45	Free Play
1:50 – 2:40	Block #4 Science OR Social Studies
2:43 – 3:18	Enrichment Period #1
3:21 – 3:30	Extra help, organization; dismissal

Elementary Two-Hour Late Schedule 2011-2012: M, T, Th, F

10:00 - 10:15	Move to Homeroom; Morning Activities
10:15 – 11:00	Block #1 Wilson Reading/Spelling
11:03 – 11:48	Block #2 Reading/Comprehension/Vocabulary
11:51 – 12:05	Block #3 Math
12:10-12:35	LUNCH
12:40-12:55	Physical Activity
1:00 - 1:45	Block #4 Writing
1:50 – 2:40	Block #5 Social Studies OR Science
2:43-3:18	Enrichment Period #1 *
3:21-3:30	Dismissal *

* Fridays: Clubs/Community Counts meet at 2:45 until 3:15; Extra Help starts at 3:18

Note, ALSO: There is no two-hour late schedule for Wednesdays.

Elementary School Half-Day Schedule

8:00 - 8:15	Move to Home Room; Morning Activities
8:15 - 9:00	Block #1
9:03 – 9:48	Block #2
9:51 - 10:06	BREAK
10:08 – 10:38	Block #3
10:41 – 11:11	Block #4
11:13 – 11:48	Block #5
12:00	Extra Help and Dismissal from Homeroom

Middle School Daily Schedule M, T, Th, F

8:10 – 9:35 Homeroom & First Immersion Block (90 minutes)

9:38 – 11:08 Second Immersion Block (90 minutes)

11:11 – 11:26 BREAK

11:29 – 12:19 Third Block (50 minutes)

12:22 – 12:47 LUNCH

12:50 – 1:40 Fourth Block (50 minutes)

1:43 – 2:28 Enrichment Period #1 (The Arts)

2:31 – 3:06* Enrichment Period #2 (PE)

3:10 – 3:30 Extra Help/Dismissal

3:30 – 4:00 After School Study Hall

*Fridays, Seventh Period is shortened and Clubs and Community Service take place from 2:45 – 3:15; Extra Help is 3:18 until 3:30.

Wednesday Dismissal at 1:15

Blocks 1 – 3: The same

Block 4: 12:22 – 1:07 (No MS lunch on Wednesdays)

1:15 – 1:15 Extra Help/Dismissal

1:15 – 2:00 After School Study Hall

Middle School One-Hour Late Schedule Monday, Tuesday, Thursday, Friday

9:10 – 10:35 Homeroom & First Immersion Block (90 minutes)

10:38 – 12:08 Second Immersion Block (90 minutes)

12:11 – 12:26 BREAK

12:29 – 1:19 Third Block (50 minutes)

1:22 – 1:47 LUNCH

1:50 – 2:40 Fourth Block (50 minutes)

2:43 – 3:13 Enrichment Period #2 (PE)

3:16 – 3:30* Extra Help/Dismissal

3:30 – 4:00 After School Study Hall

*Fridays, Seventh Period is shortened and Clubs and Community Service take place from 2:45 – 3:15; Extra Help is 3:18 until 3:30.

MS Wednesday One-Hour Late Schedule

9:10 – 10:00 Homeroom & First Block (50 minutes)

10:03 – 10:53 Second Block (50 minutes)

10:56 – 11:09 BREAK

11:12 – 12:02 Third Block (50 minutes)

12:05 – 12:55 Fourth Block (50 minutes)

12:58 – 1:15 Extra Help/Dismissal

1:20 – 2:00 After School Study Hall

Middle School Two-Hour Late Schedule

10:10 – 11:40 Homeroom & First Immersion Block (90 minutes)

11:43 – 1:13 Second Immersion Block (90 minutes)

1:16 – 1:41 LUNCH

1:44 – 2:34 Third Block (50 minutes)

2:37 – 3:30 Fourth Block (50 minutes)/Dismissal

3:30 – 4:00 After School Study Hall

Middle School Half-Day Schedule

8:10 – 9:00 Homeroom & First Block (50 minutes)

9:03 – 9:53 Second Block (50 minutes)

9:56 – 10:11 BREAK (10 minutes)

10:14 – 11:04 Third Block (50 minutes)

11:07 – 12:00 Fourth Block (50 minutes)/Dismissal from Fourth Block

Please Note: Only the four core courses meet on the half-day schedule, for 50 minutes each.

On Half-Day Schedules, there is NO supervised After School Study Hall.

Upper School Daily Schedule Monday, Tuesday, Thursday, Friday

- 8:10 – 8:20 Announcements and attendance in HR (First Period class)
- 8:20 – 9:10 First Period
- 9:13 – 10:03 Second Period
- 10:06 – 10:56 Third Period
- 10:59 – 11:19 BREAK
- 11:22 – 12:12 Fourth Period
- 12:15 – 1:05 Fifth Period
- 1:08 – 1:40 LUNCH
- 1:43 – 2:28 Enrichment Period 1: PE (M, T, Th, F)
- 2:31 – 3:06 Enrichment Period 2: (M, T, Th, F)*
- 3:10 – 3:30 Extra Help (M, T, Th)*
- 3:30 Dismissal
- 3:30 – 4:00 After School Study Hall (ASSH) OR After School Extra Help (ASEH)

* Fridays: Abbreviated Enrichment; 2:08 – 2:45; C/CC 2:48 – 3:15; EH, 3:18 – 3:30

Wednesday Schedule

- 8:10 – 1:05 Same
- 1:8 – 1:15 Extra Help
- 1:15 Dismissal
- 1:15 – 2:00 After School Study Hall (ASSH) OR After School Extra Help (ASEH)

Upper School One-Hour Late Schedule: Monday, Tuesday, Thursday, Friday

9:10 – 9:20 Announcements and attendance in HR (First Period class)

9:20 – 10:10 First Period

10:13 – 11:03 Second Period

11:06 – 11:56 Third Period

11:59 – 12:19 BREAK

12:22 – 11:12 Fourth Period

1:15 – 2:05 Fifth Period

2:08 – 2:40 LUNCH

2:43 – 3:13 Enrichment Period 1: PE

3:16 – 3:30 Extra Help (M, T, Th)*

3:30 Dismissal

Please Note: Periods 1 – 5 are 50 minutes; Enrichment & Extra Help are shortened.

US Wednesday One-Hour Late Schedule

9:10 – 10:00 Homeroom; First Period (40 minutes)

10:03 – 10:43 Second Period

10:46 – 11:26 Third Period

11:29 – 11:44 BREAK

11:47 – 12:27 Fourth Period

12:30 – 1:15 Fifth Period/Dismissal from 5th Period

Upper School Two-Hour Late Schedule

10:10 - 10:15	Announcements and Attendance (in First Period class)
10:15 – 11:00	First Period (45 minute periods)
11:03 - 11:48	Second Period
11:51 - 12:34	Third Period
12:37 – 12:52	BREAK
12:55 - 1:40	Fourth Period
1:43 - 2:28	Fifth Period
2:31 - 2:48	LUNCH
2:51 – 3:30	Extra Help
3:30	Dismissal
3:20 - 4:00	After School Study Hall (ASSH)

Please Note: Periods 1 – 5 are 45 minutes; PE, Electives, and C/CC are cancelled.

Upper School Half-Day Schedule

8:10 - 8:15	Announcements and Attendance (in First Period class)
8:15 – 8:50	First Period
8:53 - 9:28	Second Period
9:31 - 10:06	Third Period
10:09 – 10:24	BREAK
10:27 – 11:02	Fourth Period
11:05 - 11:40	Fifth Period
11:43 – 12:00	Extra Help, Announcements, and Dismissal

Note: Only the five core courses meet on the half-day schedule, for 35 minutes each.

There is **NO** After School Study Hall on the Half-Day Schedule.

STUDENT LIFE

New Vistas School provides a “whole child” education, challenging intellect, developing skills, promoting effective social interaction, recognizing and stimulating talents, and providing opportunities for community service and positive citizenship. Student Life development is critical for the most optimum student participation and growth.

A. Guidance Counseling/Advising

New Vistas School offers a strong educational program which integrates guidance counseling as well as transition, college, and career counseling.

Additionally, each student also has a Faculty Advisor.

A guidance counselor assists students in identifying talents and interests. Additionally, she works with students preparing to transition or to sit for power tests such as the PSAT and SAT. She assists them in making and implementing transition plans as well as making college and career choices. She organizes the annual Career Day also.

Faculty members serve as advisors for individual children, assisting with interpersonal aspects of the school day. New Vistas is committed to the concept of developing the whole child; as such, we pay especial attention to each student’s growth not only as an individual but as a member of a larger community. The advisor may work with the parent/guardian as well as the student in helping those in need of assistance with interpersonal communication.

For behavioral development, each child is assigned a problem solver, also, should any day to day issue occur, so that the student has access to someone right away. In this way minor problems do not become major concerns, and students learn the process of identifying the problem, understanding his/her part in it, considering logical consequences, and looking at ways to avoid the same problem in the future.

NVS does NOT have a school psychologist on staff; for those children who need specialized clinical assistance outside school, New Vistas expects close communication between the parents/guardians as well as the therapist to assure that the school day incorporates any prescribed aspects of treatment. If a child is in therapy, NVS requires a signed release form in order for the school to coordinate effectively and consistently with the treatment plan. Please call the school and notify Guidance Counselor Lori Bell OR Lower School Coordinator Susan Sperduto if your child is receiving counseling outside the school.

B. Healthy for Life/Physical Education

Our PE program is grounded in a Healthy for Life approach. This encompasses recreational games, nutrition, thoughtful decision-making, and a positive attitude toward physical activity and exercise. Collaboration and participation are also focal points. NVS focuses on teaching children to work as a positive, productive part of a team or group; involvement, consideration, respect, taking turns, helping those who are less talented in a particular game or sport: these are critical to positive social development and a healthy lifelong outlook.

C. Enrichment

Recognizing and encouraging talent in the practical and fine arts as well as introducing new enrichment activities for life are at the heart of the NVS enrichment program. After a morning of academic and developmental study, students spend much of the afternoon on enrichment activities as well as Healthy for Life programs.

Additionally, three Fridays of the month students participate in selected clubs; on the other Friday, they take part in all-school Community Service.

Friday Clubs

Enrichment, cooperation, socialization, and leadership training are strong aspects of a whole-child approach to education.

To enhance our offerings in these important aspects of our school program, we are scheduling Clubs on Fridays, on the 1st, 2nd, and 3rd Friday of each month.

Students will select from a range of Club offerings, such as:

Eagle Spirit Club

Cheerleading

Creative Writing

Football Fever

Wii Activities

Games/Game Strategy

Skateboarding

This list is not intended to be exhaustive; rather, it is merely a sampling of the possibilities. Students make suggestions at the beginning of the School Year and we seek faculty sponsors.

Every Friday, PE and Enrichment Activities will end at 2:45, and students will report to their chosen Club (or Community Service, on the fourth Fridays). A brief Extra Help is scheduled after Clubs.

Community Service

Along with academic challenge and a stimulating enrichment program, New Vistas strives to instill in each member of the student body a strong sense of service to the community.

On the Student Activities Calendar, we have scheduled annual community service events as a regular part of our school year. Students develop a sense of the needs of others and how they can help in the wider community.

To further enhance this strand of our program, we are also scheduling opportunities for students to help in their own school community. Community Service Teams will meet one Friday in our regular monthly calendar. Faculty, staff, and students will work together in ways to serve the NVS community and our friends and neighbors.

Community Service Teams will meet every fourth Friday. Teams will form around a common interest in ways to serve and help our school and our neighborhood.

Outdoor Care, NVS Grounds

Kitchen Care

Thinking Green

Housekeeping/Handyman Help

Adopt-A-Nursing Home OR Community Service Project

This list is a sampling of the options that worked well last year. The students themselves will help shape the Teams and their missions.

Every Friday, PE and Enrichment Activities will end at 2:45 and students will report to their chosen Club or Community Service. They will end the day with a brief Extra Help.

PLEASE NOTE that dismissal for all students on Fridays is the usual time, 3:30.

Upper School Leadership Council

This Council is made up of five upper school students whose primary focus is to give students a voice within the upper school by acting as a liaison between students and faculty. Four of the five students are elected by their peers, while one student is voted by the faculty. The mission of the Council is to:

- Develop and implement team building skills by helping teachers to plan community building days at the start of each school year.
- Give students a voice in community development by working with teachers and students to help plan various activities/events throughout the year.
- Teach students how to become effective peer mediators by learning and implementing a peer conflict resolution model.
- Foster appropriate role modeling for younger students within the school community by displaying respect for self, respect for others, and respect for property at all times.

The Council will meet and address issues related to the above topics once a week during the school year. In addition to these meetings, the Leadership Council will also be active participants in various events throughout the school year.

2011-2012 US Leadership Council

Senior:	Allie Hutcherson
Junior:	Devon Akerson
Sophomore:	Cole Werner
Freshman:	Lexi Maxwell-Jones
Faculty Appointee:	Jordan Clark

D. Problem Solving/Discipline

Even in a nurturing environment, disciplinary issues arise. Students come with varying expectations, old habits, defenses, and social behaviors. We use a problem-solving approach to respond to singular problems and a state-designed Functional Behavioral Assessment and Plan for lingering specific concerns.

NVS advocates that the best discipline is self-discipline. To aid students in determining acceptable behavior, the faculty and advisors encourage them to reflect on their behavior in terms of three GOALS:

1. Preserving the health and safety of each member of the school community;
2. Shaping an atmosphere that encourages curiosity, learning, and involvement;
3. Showing respect for self, others, and the school.

Young people who adopt these goals adjust well to the NVS community. Activities contrary to these goals (such as disrupting instruction, being abusive or disrespectful, defacing property, or being unable or unwilling to be redirected) slow progress as well as individual and communal learning. Behavioral intervention/disciplinary action grows out of disregard for one of the above goals. Persistence in such activities places a student's enrollment in the school in jeopardy.

Student conduct during school-sponsored activities away from the school is subject to all school policies and regulations. Also, under Virginia state law, student conduct going to school and returning home is regulated by the school.

If students/parents/guardians have any concerns regarding student behavior or discipline, they should contact the Head of School or Assistant Head of School. In the event that the complainant is not satisfied with the internal resolution or prefers, they may file a complaint with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.

Discipline Policy:

- I. **Purpose:** In keeping with New Vistas School's philosophy, discipline is a means of teaching children positive social behaviors necessary for productive citizenship in a community. Discipline at NVS is an integral part of the classroom academic and social learning process. Each student is guided toward understanding the importance of developing personal responsibility for behavior and self-control.
- II. **Focus:** The supportive environment at NVS focuses on building skills necessary to stop inappropriate behavior from reoccurring, while at the same time encouraging a student to develop reasonable self-control and self-management. We respond to a student's behavior immediately, in ways that encourage and develop understanding, dependability, and responsibility.
 1. When a disruption or an infraction occurs, every effort is made to deal with the problem on an individual basis rather than in the presence of a student's peers.
 2. A problem-solving intervention is the first recourse, unless safety is involved.

3. A student who is unable to remain in class for any reason is directed to his/her Problem Solver and/or the Assistant Head of School.
4. Repeated or serious discipline problems are referred to the Assistant Head of School and/or Head of School.
5. Where safety is involved, the first recourse is to protect the health and safety of the children involved. NVS does not adhere to a policy of timeout or seclusion in its day to day operations. However, should authorities and/or parents need to be notified, seclusion in the Head of School's office with a supervising adult may be required. Should restraint be required in extreme volatile cases, all guidelines of the VDOE will be followed.

III. **School Rules:** All NVS staff enforce these rules after students have been oriented about acceptable and unacceptable behaviors. Faculty and staff believe that if students understand the consequences of inappropriate behaviors, they will behave more responsibly.

1. A warning will often be issued for minor infractions and used as an opportunity to instruct the child in personal responsibility and self-control. This is especially true for new and younger students.
2. Time out from the classroom for brief periods in a waiting room may be prescribed at times to encourage the student to reflect and settle down as well as to allow for uninterrupted instruction for the other students. Reflective activities are provided.
3. The Guidance Counselor, Assistant Head of School, or Head of School will usually work with a student sent from class in a problem-solving approach. For the sake of consistency, each child is assigned a problem solver.

Basic GUIDELINES are posted in classrooms as gentle reminders of BASELINE expectations:

- *Be on time with all needed materials;*
- *Follow class procedures and teachers' directions;*
- *Show respect for self, other students, teachers, and property.*

Specific School rules are as follows:

1. Students must arrive on time and remain on campus (or with a supervisor on field trips) the entire school day.
2. Students must have their student planners/agendas with them throughout the day. Organizers/agendas will be reviewed by teachers and advisors.
3. Needed materials **MUST** be brought to class. Students who come without proper supplies will be sent to the Administrative Assistant, who will provide the necessary materials from the School Bookstore and charge the family account. The student will be assigned ASSH.
4. Students must come to class with all assignments and projects completed in a

satisfactory manner, up to that child's abilities. Failure to do so results in ASSH.

5. Teasing or ANY FORM of bullying other students is unacceptable.
6. Fighting, using bad language, and name calling are not permitted.
7. At all times students are expected to be thoughtful, considerate, and respectful of themselves and everyone else in the community.
8. Students are to respect other peoples' property and the school property and are NOT to disturb things that belong to others in any manner.
9. Bringing contraband items to school (unapproved electronic equipment, alcohol, tobacco products, or any non-approved medicines or illegal drugs) is considered a serious offense, even the first time the infraction occurs.
10. Students need a Hall Pass when not in class or on a supervised activity.
11. A Tardy Pass is needed if a student is tardy for school OR for a class. In this case, it is the student's responsibility to ask for the Tardy Pass from the Administrative Assistant or teacher in charge.
12. The Dress for Success Code MUST be followed for all school-sponsored activities.

IV. **Consequences/Non-Compliance with School Rules:**

If a student disrupts/fails to follow classroom or school rules:

Level I:	Warning issued from the teacher or supervising adult
Level II:	Student sent to an administrator for appropriate intervention, problem-solving, and consequences
Level III:	Parent/guardian involved

Possible Sequence of Consequences:

- Intervention
- Time out/quiet reflection
- Agreed upon consequences that arise from the problem, including but not limited to detention or community service
- Possible in-school suspension (ISS) with work responsibilities assigned
- Parents notified of a problem
- Parent/guardian conference
- Student possibly sent home for the remainder of the day of infraction
- Suspension
- Expulsion

1. Detention:

Detention is seen as a tool to encourage a child to reflect on behavior in a meaningful way. A student assigned to detention may be asked to contribute to the school by completing a community service project, such as grounds clean-up, or helping the Administrative Assistant, to encourage positive citizenship.

- Detention may be assigned by teaching staff, the Guidance Counselor, the Assistant Head of School, or the Head of School. Parents are notified.
- A student assigned to detention will NOT be required to attend Study Hall (ASSH), though they may be detained in the Student Waiting Room to complete an assignment related to the problem. *Writing will NOT be used as punishment.*
- If a student is assigned Community Service, it is up to the faculty or staff member who assigns it to supervise.
- A teacher may request that the Head of School permit the student to serve the detention in his/her room, under his/her supervision.
- The student will receive a written notice of the detention, to be signed by the parent or guardian and returned within two school days. If the notice is not returned within that time, the person who assigned the detention will follow up by calling the parent or guardian.

Possible offenses that could lead to the assignment of a detention are:

- Disruptive classroom behavior after teacher warning
- Disrespectful behavior to other students or staff
- Minor disrespect of school property
- Repeated interventions without modification of behavior

2. Suspension Policy:

Suspension will be used only when other means of intervention/correction/instruction fail to bring about the desired respectful conduct.

- On the day of the incident, the student's parents/guardians will be contacted to come in for a conference with the possible follow-up of a suspension;
- Students must be picked up within two hours;
- Another conference will be arranged with the parents/guardians, the student, and the teacher (when appropriate) with the Head of School or Assistant Head of School before the student is permitted to return to school.

- This conference may involve the development of a behavioral contract, which all will sign (parents, student, administrator).

Possible reasons for a suspension (representative, not exhaustive):

- Defiance of authority;
- Improper dress (see Dress for Success);
- Use of profanity or vulgarity;
- Bullying
- Smoking or having tobacco products on school grounds;
- Lying or stealing or cheating;
- Possessing or using contraband items;
- Defacing or damaging property;
- Verbal or physical threats;
- Fighting that includes physical violence.

- 3. Expulsion Policy:** The administration of New Vistas School reserves the right to expel any student involved in behaviors or plans for behaviors that are a threat to student and school health, safety, or integrity. Should a student incur repeated suspensions, the possibility of expulsion exists also.

E. Dress & Appearance: Dress for Success

New Vistas School's dress code is grounded in respect for self, respect for others, and respect for the school's mission and philosophy.

Needed:

- Gym shoes for Physical Education; these should be suitable for walking outdoors as well as gym activities
- PE clothing for PE days, suitable for intense physical activity (white t-shirt, loose jeans, sweats, or shorts required)

Restricted:

- Ear piercings and *small* nose studs *only* are allowed; *any* other piercings are deemed unsafe or distracting and are not allowed
- Undergarments *cannot* be visible
- Shirts, sweatshirts, and sweaters can not be longer than the tip of a student's index finger alongside his/her leg when standing
- Shorts and skirts must be as long as the tip of a student's index finger alongside his/her leg when standing
- Splits in skirts, shorts, or dresses must be no shorter or higher than the length indicated in the item directly above
- Necklines *shall not* reveal cleavage
- Sleeveless shirts that are manufactured as sleeveless are permitted; tank tops and shirts with spaghetti straps are not permitted unless worn under a sweater or jacket or another shirt.
- Shirt straps must be three finger widths.
- Jeans with holes may *only* be worn if another garment is worn under them so that no skin and/or underwear is visible.
- Clothing must be clean and fitted

(Continued on next page . . .)

Not Permitted:

- Piercings deemed unsafe or distracting by *any staff* are not allowed
- Caps and hats and head coverings inside (unless a documented religious dictate)
- Sunglasses inside
- Bedroom slippers or any other “hazardous” shoes
- Undergarments worn as outerwear, including pajamas
- Clothing with messages about drugs, alcohol, tobacco, sex, or profanity
- Clothing with messages against another’s race, sex, color, creed, origin, size, or ancestry
- Clothing (including bandanas) suggestive of gang colors, designs, or symbols
- Chains, spikes, or dog collars

Recourse for Dress Code Violations:

- I. Any teacher may call attention to a dress code violation and send the offending student to the office to call home for proper clothing.
- II. Advisors will address initial dress code offenses.
- III. Assistant Head of School will address second offense.
- IV. Head of School will address third offense.

Students who wear clothing that is restricted or not allowed will call home and ask that appropriate apparel be provided by the parent/guardian immediately. Otherwise, the Unit Coordinators will send the student to the Assistant Head of School who will provide a tee shirt or loose-fitting trousers if that will resolve the issue. If it does not, then the student dressed inappropriately may work in the waiting room the remainder of the day or until the appropriate clothing arrives.

F. Housekeeping

In keeping with our foundation of courtesy and respect, students are expected to leave the classrooms and dining hall neat, picked up, with furniture in place after each use.

Unless a special event dictates otherwise, the following guidelines are in place for food and drink consumption on campus:

1. Food and drink are allowed ONLY in the dining hall, kitchen, or outside picnic table area;
2. Clear water bottles filled with water ONLY are permitted in classrooms;
3. When students finish eating, they are responsible for disposal of refuse in proper containers/recycling bins as well as cleaning of any school dishes/utensils used.

G. Snack/Lunch

NVS does not have the facility to provide a daily full-lunch service.

1. Providing a *nutritious* snack and lunch each day is the responsibility of the parent/guardian. Heavily processed foods (especially with considerable sweets or salts) are strongly discouraged.
2. The American health-care industry has expressed concern related to the need for children and adolescents to eat fewer empty calories. Students are encouraged to bring *nutritious* food and snacks daily; fast food products are *strongly discouraged*; sodas and soft drinks are not permitted;
3. NVS will strive to provide a lunch option once a week. In the past, this has been pizza or fresh-made sub sandwiches. A notice will go home to parents/guardians describing this option the second week of school.
4. Students are encouraged in the use of polite table manners and appropriate conversation during meals.

H. Personal Technological Equipment

1. Cell phones and all other electronic communication/entertainment devices are NOT permitted for elementary or middle school students during the school day, except those assigned for the technology usage contract. If a student brings such a device to school, s/he MUST turn it in to the Administrative Assistant prior to the start of the school day. It is preferable for students to leave these items at home.
(NOTE: In case of a family emergency, please contact the school office.)
2. Personal radios, CD players, and other AV equipment are NOT allowed at school. Should a student bring such a device, it will be confiscated and returned ONLY to a parent/guardian.
3. Laptop computers and spelling devices are encouraged. All rules related to school computers also relate to individual laptops.
4. All MS/US students will be *required* to bring a thumb drive (USB memory stick) designated *for school use only to school daily*. This will be provided as part of the initial supply packet. If the student loses the thumb drive, another will be provided and cost charged to the student account.

For the 2011-2012 school year, NVS will pilot a change in the electronics policy for *Upper School students only*.

Students in grades 9-12 will be allowed to keep their cell phones and other electronic devices with them during the day under the following conditions:

- Devices must be turned off during class, unless otherwise instructed by the teacher in a particular class;
- Students are not to use their phones or devices EVER on school grounds to send/receive personal messages OR take and/or send pictures of themselves or others while at school;
- Devices may not be used in such a way that they are a distraction to others *(Teachers, Unit Coordinators, and Assistant Head of School will use their discretion as to what constitutes a distraction);
- Students may use their devices during break and lunch for games, research, etc. unless otherwise instructed not to do so;

Any abuse in the use of student devices will result in the loss of use privileges. Consistent abuse may result in revocation of this pilot program.

INSTRUCTION, EVALUATION, AND STUDENT PROGRESS: PHILOSOPHY AND GOALS

Each child has a right to an appropriate education. That fact is the keystone of all instruction at New Vistas School.

As the NVS mission states, we provide an individualized approach to teaching grounded in the most recent research in Learning Disabilities and Attention Deficit/Hyperactivity Disorder, Asperger's Syndrome, and certain behavioral disorders. Overall, the student/teacher ratio is 4:1. However, certain classes may be as small as one to one, as need dictates, or as large as six to one, for purposes of interaction and discussion. Experienced and well-trained faculty continue to hone their knowledge and skills through in-service sessions, coursework, and conference attendance.

Certain well-researched guidelines lead us as we teach; most specifically, Orton-Gillingham is documented as an approach to use with students with Specific Learning Disabilities and/or Dyslexia. Instruction is individualized, structured, interactive, multisensory, and hierarchical. Students learn with their eyes, ears, sense of touch, and muscles, and what they learn is taught to automaticity. Small classrooms afford teachers the time and freedom from distraction to assure that each child is taught and evaluated appropriately on a regular basis.

Young people with ADD/ADHD often have not learned the self-monitoring and academic strategies to enable them to progress through education successfully. Instruction at NVS incorporates not only content but evidence-based strategy instruction as well. Focus, organization, critical thinking, and problem solving are directly taught during the structured school day.

All young people benefit from adult guidance regarding social skills, civic responsibilities, and service to the wider community. These are integrated into the NVS daily program.

Instruction is indissolubly linked to assessment and student progress. Standardized tests are given twice annually to each child, providing objective measurement of gains and ongoing needs. Each class schedules daily homework and regular quizzes, tests, and progress measures to determine learning and continued learning needs.

Many of our students come to NVS "turned off" to learning. Our goal is to renew their optimism and enthusiasm for learning, and to awaken their intelligence and talents for their use throughout life.

A. Reporting:

1. Students receive report cards five times a year at nine-week intervals. If a student is struggling, s/he will receive an interim report after three weeks as well.
2. Advisors, or the staff person who oversees the progress of the "whole child" in terms of interpersonal development and community involvement, will report to the parents three times a year.

3. Examinations for all middle and upper school students are given twice a year, in January and May/June. These exams cover an entire semester's study.
4. At the end of the academic year the parents/guardians receive a narrative academic summary of their child's overall progress as well as a report of standardized post-testing.
5. Each private pay student at NVS has an individualized Student Educational Plan, or SEP, which the parents review, discuss, accept, and sign. These SEPs are similar to but not limited by the same federal/state guidelines as an IEP.
The Student Education Plans at NVS are not legal documents and will neither replace nor override an Individualized Education Plan (IEP) or 504 Plan created by the Child Study Team of your zoned public school district. We recommend that families of students currently found eligible for special education services maintain their child's eligibility by attending all annual IEP and/or triennial meetings. Please be aware that the public schools are not required to transfer services, for example, speech therapy, occupational therapy, or extended school years services, to students who are parentally placed at New Vistas School.
6. Each publicly placed student at NVS has an IEP from the sending LEA. NVS personnel work with the family and the school system to formulate the IEP, see that it is followed and updated as required, and assist in transition services when appropriate.
7. NVS personnel provide pro bono educational advocacy to any NVS parent who believes that the IEP provided by the LEA does not afford a free, appropriate, public education.
8. In conjunction with the sending LEA for publicly placed students, NVS guidance personnel will administer the required SOL tests under the strict guidelines provided by the Virginia Department of Education.

B. Formal Testing, Assessment, and Grading:

1. All students are pre- and post-tested annually on standardized measures for reading, writing, and math (at present, The Wechsler Individual Achievement Test-III and Key Math R initially; the WRAT mid-year). These objective measures provide parents, students, and the school with necessary information on overall progress and continuing needs. Most students with learning disabilities and/or ADHD enter NVS with gaps in their educational achievement, so these formal measures are an objective snapshot of progress and needs over the course of a school year.
2. As markers of academic coursework, students in the Upper School and Middle School receive numerical grades in content courses. These grades have letter equivalents (see page 19). Each course has objectives that reflect the

requirements for satisfactory completion of the class requirements. Students receive copies of these at the beginning of each semester. These course objectives reflect reasonable expectations and degrees of challenge for students at that grade level. Subsequent grades reflect a student's degree of success when measured by these objective standards, rather than by individual standards for each student. Instruction as well as assessment provide each student's needed accommodations so that skill deficits are not a factor.

Please note that grades at NVS typically do NOT reflect difficulties with spelling and writing mechanics. However, once a student is measured as **competent** on certain skills, s/he will be **held responsible** for accurate use of those skills across the disciplines. This practice holds students accountable for making use of new learning, with the educational goal of establishing deep learning in long-term memory and eventual independence.

While evaluation practices may differ somewhat among departments and across grade levels, all teachers at New Vistas School endorse certain philosophical foundations related to assessment. The following explanations of letter grades reflect that philosophy:

- A** Reflects **excellence**. Work that is of A quality goes well beyond the basic requirements of the assignment or course. It displays an exceptional depth of understanding of the material, as well as original thought and thoroughness. Work is presented with few, if any, inaccuracies.
 - B** Reflects **better than average** work. Work that is of B quality demonstrates a solid understanding of an assignment or coursework. While above average work in the B range may have flashes of excellence, such quality is not sustained. Errors are minimal and do not detract from the overall presentation of the work.
 - C** Reflects **satisfactory**, average performance. Work that is of C quality indicates a basic understanding of the assignment or course. It meets the requirements of the task or course but demonstrates little originality or thought or exceptionality of detail. Understanding is concrete with little fresh insight. The presentation may contain some inaccuracies, but these are not gross or disruptive to meaning.
 - D** Reflects **below satisfactory** performance, with some understanding of the essential elements of the assignment or course. The student has not met all of the core requirements of the task or course. The work may also contain significant inaccuracies. D quality work is **below the expected level** for mastery and understanding for students in a content course at this grade.
 - F** Reflects work that does **not meet the basic requirements** and indicates that little to no long-term, useful learning has been measured or retained.
3. Teachers may use their own judgment and policy regarding rewriting and make-up work and the subsequent impact on grades. However, the school endorses guided self-correction leading to greater independence.

4. In Middle School and Upper School, IF a student earns a D or an F on a test or a test-weighted project, after additional instruction, study, and review that ***student will re-take the test***. Individual teachers determine the weight of the re-test.
5. All NVS teachers strive to assess student performance in ways that reflect ***mastery*** of the published objectives of their courses. The school supports the view that, while artificially inflated grades might give students an immediate sense of satisfaction, in the long run such false measures only hamper true progress towards competence and independence.
6. If hard-working students experience less-than-expected progress in any course, teachers will explore instructional methodology, assignments, and assessment measures to determine how to better enable that student to meet the objective criteria, evaluative measures, and learning goals of the course.
7. All New Vistas School grades comply with state mandates, and as such are accepted for transfer to other schools and colleges. NVS is a member of the Virginia Association of Independent Schools and holds high regard for fair, appropriate assessment and grading.

C. Grading System:

Upper School and Middle School

Students receive numerical grades in full-credit academic courses and selected enrichment classes (Studio Art). Health, PE, and other Enrichment in the Fine and Practical Arts are graded on an Honors/Pass/Fail system.

Each teacher determines the weight of certain evaluative tools in arriving at an overall grade. The letter equivalents for numerical grades are as follows:

A	=	94 to 100
B	=	86 to 93
C	=	78 to 85
D	=	70 to 77
F	=	Below 70

Academic Honors:

Honor Roll: All A's and B's, with at least one A, in all the academic courses, with nothing below P in electives.

Scholar's List: All A's, with no grade below P in electives.

Elementary School (TE-5)

Elementary students receive letter grades only in their academic subjects as well as their enrichment courses. Additionally, they earn marks in Conduct and Effort.

The letter grades and their meanings are as follows:

E	=	Excellence, suggesting performance above what is expected of a student of this age and/or grade
S	=	Satisfactory, suggesting performance in the range of what is typically expected of a student of this age and/or grade
N	=	Needs Improvement, suggesting performance below what is typically expected of a student of this age and/or grade

D. Graduation:

1. In compliance with Virginia mandates, NVS requires a minimum of 22 credits for Graduation with a standard diploma. If specified by the IEP/SEP, a student may graduate with a modified standard diploma of 20 credits.
2. Upon successful completion of all academic requirements, a New Vistas School Diploma is awarded at graduation. In most cases this is a standard diploma.

E. Dual Enrollment Options for Upper School Students

New Vistas School offers dual enrollment opportunities with Central Virginia Community College (CVCC) for those Upper School students who qualify. In order for students to take classes at CVCC, below are the required guidelines/procedures:

Student/Parental Responsibilities:

- Request permission for dual enrollment with NVS college counselor;
- Register as a dual enrollment student at CVCC;
- Pay tuition for the class/classes being taken;
- Arrange for transportation to the class/classes;
- If student wants accommodations in place, student must meet with Disability Support Service Counselor at CVCC and complete paperwork for accommodations. (Paperwork must be completed prior to taking class).

New Vistas School's Responsibilities:

- Write letter to CVCC giving a student permission to take a dual enrollment class;
- Write an accommodation letter to CVCC if necessary;
- Post grade credit to the NVS transcript once earned.

Although CVCC and New Vistas School work cooperatively, occasionally schedules do conflict and an NVS student must take a class during school hours. New Vistas School does not reimburse tuition on such an occasion.

F. Homework:

Homework assignments are an important aspect of the instructional program at NVS. Assignments are designed to provide for the application and reinforcement of concepts, information, and skills previously taught in class, or to prepare for new learning.

1. In elementary grades teachers assign between fifteen (15) minutes per evening of review, practice, study, or preparation per subject .
2. Middle and Upper School students should expect approximately thirty (30) minutes of homework per evening in each of the four core subjects. This will vary as long-term projects are incorporated. Teachers will coordinate to schedule these and/or use an interdisciplinary approach, so that homework does not become overwhelming.

G. Field Trips/Beyond the Walls

Field trips are encouraged at New Vistas as an essential aspect of the experiential learning process. To that end, we have established our “Beyond the Walls” program throughout the school. Where possible interdisciplinary field trips are especially productive.

1. Parents/guardians are encouraged to volunteer to assist with field trips.
2. Field trips typically require an additional charge. For any family that finds such an added cost prohibitive, please contact the Business Manager and NVS will make every attempt to defray that cost.

H. Student Attendance

The academic program at New Vistas is based on a thoughtfully structured instructional sequence at each grade, **requiring daily attendance** to ensure optimum progress. Absence from class disrupts the student’s educational growth and advancement.

The school expects all students to be in regular attendance for the full school day, every day, barring medical problems or family emergency. Compulsory school attendance is required by the Code of Virginia.

1. **Categories of Absence:** The school recognizes three categories of absence: *illness, excused* and *unexcused*.

Illness: Despite concerns about missing and making up work, a student should NOT come to school with a fever or an infectious disease.

- If a student must be absent due to illness, the parent should immediately notify the school office.
- When homework is requested for an excused absence, it will be available at the school office after 3:30 p.m. on the day it is solicited.
- When the student returns to school, s/he should bring a note from home within two days explaining the reason for the absence.
- An absence of three or more consecutive days ***requires*** written explanation from a physician.

Excused: An excused absence is one for which the student has been excused by the Head of School.

- Except for absences due to illness, permission for an excused absence must be requested, ***in writing***, well in advance of the planned absence.
- A student whose absence has been excused is entitled to make up tests and other work missed while absent, within two days of return. Study Halls will be assigned in order to assist with work completion.
- The student will be entitled to extra help from faculty as needed to catch up on work missed, but the responsibility for scheduling such meetings will be up to the student.
- No grade penalty will pertain to work turned in at the time agreed upon.

Unexcused: An unexcused absence is one for which illness has not been documented and/or permission has not been given by the Head of School. This includes suspension.

- A student whose absence is unexcused will NOT be allowed to make up tests and other work missed; this creates a grade penalty. Tutoring at the expense of the family may be necessary to cover missed material.
- The student will NOT be entitled to extra help from faculty.
- Teachers may require ASSH to complete practice work to assure that the student is able to continue with the curriculum. This work will be evaluated but will ***not*** count towards the grade.

2. **Tardy/Absence Policy:**

All students are expected to be in attendance, on time, every school calendar day.

Tardy for class: A pass is needed if late for homeroom or class; a detention may be given.

- Because instruction is sequential and structured, any lateness, even a few minutes, disrupts not only the late student's learning but the entire class's focus
- If a student is tardy for class **three** times, this constitutes an absence from that class.

Tardy for school: Parents will be contacted by the Advisor after repeated tardies (3 or more).

- For students who drive to school, detention will be assigned after three (3) tardies per semester. Driving privileges may be revoked for a period of time if tardiness continues.
- Three tardies constitutes an absence.
- Students late to school must enter the classroom quietly, with a note from the Administrative Assistant. A teacher may assign ASSH or ASEH for work missed.

Medical Appointments: Parents are requested to arrange for medical and other appointments ***outside*** regular school hours (ESPECIALLY 8:10-1:00).

Dismissal: Requests for early dismissal or late arrival should be made in writing and in advance if possible. These requests should be given to the Administrative Assistant. Early dismissals must sign out at the school office.

The student is responsible for making up all work missed as a result of the early dismissal or late arrival, within two days of return to class.

Absence Policy: New Vistas School has adopted a twelve-day school absence policy per semester:

- If a student is absent nine (9) days during a semester, the parents or guardians will be notified in writing.

- Students who are absent thirteen (13) or more days in a semester will receive no high school credit toward graduation for that semester *unless* the student or parent applies to the Head in writing for an individualized make-up plan between school and student.
- Elementary students who are absent thirteen (13) or more days in a semester jeopardize their ability to progress to the next grade level. Outside tutoring at the family's expense may be required.
- For Middle School and Upper School students, this policy applies to individual class periods.

NOTE: *IF a student leaves the school grounds without supervision or permission, the Administration, for the safety of the child, will be forced to first call the police and then the parents/guardian.*

I. Counseling Services

1. New Vistas School provides a strong educational program which integrates counseling and problem-solving to build on each student's strengths and talents.
2. The Guidance Counselor works with students, advisors, problem solvers, parents, and staff to bring about the most effective opportunities involving individual development and attainment of academic and behavioral goals.
3. Providing guidance to students is a shared responsibility requiring the cooperative efforts of all teachers, administrators, the Counselors, and parents.
4. The focus in the Upper School at NVS is on college and career counseling and successful transition to adult life.
5. The Counselor plans an annual Career Day and works individually with students to determine their strengths and interests and to help them find ways to develop those.
6. The Counselor helps students plan for and make the transition from New Vistas to another school, the workplace, or college.
7. NVS does not have an in-house psychologist. Families are encouraged to seek outside professional assistance when we identify personal and interpersonal problems that extend beyond the usual developmental markers. Students who receive outside professional assistance ***must have a release form on record*** so that selected Administrators and/or Counselors/Advisors may talk with the therapist.

J. Study Hall/After School Opportunities

During the school day: Most students at NVS will not have time in their day for an assigned study hall period. Juniors and Seniors MAY, instead, have a period of Community Service that serves as an Elective credit.

Clubs and Community Service Teams meet during the school day on Fridays, rather than After School.

After School Study Hall/After School Extra Help

Supervised After School Study Hall (ASSH) is designed to assist students in improving their academic performance and to promote productive homework/study habits. Students are assigned to ASSH when the student's homework is incomplete in some way OR when students come without assigned materials (such as thumb drive, work handwritten instead of word processed, etc.).

Assignment to After School

A student is assigned to After School Study Hall (ASSH) when:

- The student does not complete his/her homework, assigned materials, long-term assignment or project, or submits work not up to the particular student's capability and skill;
- The student has come to class without the assigned materials;
- The student and/or teachers and/or parents/guardians request ASSH.

A student is assigned to After School Extra Help (ASEH) to:

- receive additional instruction from a classroom teacher;
- receive additional time to complete a test or class assignment/project;
- make up missed quizzes or tests.

Dismissal from After School:

Elementary, Middle, and Upper School students are dismissed at 4:00. IF a student finishes the work assigned or completes the work with a teacher, s/he may begin homework or read quietly until dismissal.

Parents/guardians must pick students up within ten (10) minutes of the dismissal time. The duty person or monitor will remind any parent/guardian when s/he is late. Offenders will be charged a \$10 fee for such service.

K. Technology

Teacher/Staff and Student Use of the Computers on School Property

Technology at New Vistas School is viewed as a powerful teaching and learning tool. We believe that in order for technology to enhance education, teachers and students need to discover how, where, and why to apply it. The creative integration of computers into daily classroom learning extends and supports the curriculum. Therefore, respect for all technology must be maintained at all times. These policies apply to all school computers and any laptops used on school property.

Student Thumb Drive (Memory Stick) Use

Thumb drives brought to New Vistas School are to be used for school assignments only. No personal downloads and/or files are to be stored on the thumb drive. Thumb drives must be virus scanned when connected to a school computer. Thumb drives will be randomly collected and files checked by the Technology Coordinator.

Teacher/Staff and Student Policy for Internet Use

The Internet system provides immediate access to information. It also provides great possibilities for learning. The ability to utilize current technology has become vital to learning as a lifelong process. Students and teachers will utilize computers to access information and connect with resources around the world to support their learning.

- A) The use of the New Vistas School Internet system is considered a privilege and is permitted solely for educational purposes.**
- B) However, despite the fact that this is a powerful teaching/learning tool, not all material on the Internet is suitable for students. In support of the school's philosophy and objectives, the following guidelines for teacher/staff and student access and use have been established:**
1. The use of the Internet by a student may only be in the presence of a New Vistas School employee.
 2. New Vistas School's Internet system is established solely for educational purposes.
 3. Parent/Guardian permission is needed to post student photographs and/or names.
 4. Students are strictly prohibited from entering an unsupervised "Chat Room" or social networking site.
 5. No personal information may be included on the World Wide Web.
 6. No one may purchase personal items via the school Internet system. Purchase of school related items via the Internet is done by the NVS administrative assistant and business manager only.
 7. Students may not check personal e-mail accounts (AOL, Yahoo, EarthLink, Hotmail, etc.)
 8. Teachers/staff and students are to report any misuse immediately to the Technology Coordinator.
- C) The following items are considered unacceptable use:**
1. Any use of the Internet for commercial use or political lobbying.
 2. Any use of the Internet for illegal, inappropriate use, or obscene purposes, or support of such activities.
 3. Illegal activities as defined by law enforcement.
 4. Deliberate and intentional introduction of viruses.
 5. Downloading of restricted and copyright materials.

At the minimum, any student found in violation of the above guidelines will be restricted from using the Internet system and computer network for two weeks. Parents/guardians will be notified of any inappropriate use. Any work that students are assigned using the school's computers or Internet system will not be available to the restricted individual. The student will receive a "zero" for the missed work. A second offense will warrant a student being suspended from use of the school's Internet system and computer network for a full semester.

Violation of the Internet use policy could result in suspension or expulsion.

SAMPLE (Signature page to be signed/returned to New Vistas)

New Vistas School
Technology Usage Agreement

I have read the above policies and regulations regarding the use of the school's computers and Internet system on pages 39-40 of this handbook. I agree to abide by the schools' policies and regulations regarding technology at all times.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

POLICIES and PROCEDURES

A. Admissions

Admission Policy

1. The Admission Committee determines acceptance, non-acceptance, or acceptance with stipulations for each applicant.
2. The Admission Committee may consist of the Head of School, the Assistant Head of School, and the appropriate Unit Coordinator.
3. Each Admission Committee decision will be documented.
4. New Vistas School does not discriminate in admission or program on the basis of race, creed, religion, sex, or national origin.

Admission Procedures

1. Upon receipt of a formal application, application fee, and all required intake records, the Assistant Head of School will schedule an Admission Committee meeting. (Note: The Head of School may schedule the meeting with or without all basic intake records with the understanding that the additional records may be a prerequisite for admission and/or enrollment.)
2. Upon receipt of a formal application, application fee, and all basic intake records, the admission process shall not exceed fifteen (15) working days, including the date of notification.
3. The Admission Committee determines whether enrollment is in the best interest of the student and the school.
4. The Assistant Head of School is responsible for notifying the parent or guardian of the Admission Committee's decision in a timely manner.
5. Upon acceptance, subsequent enrollment requires a current immunization record and reports of physical and psychological examinations that are not more than three years old.

B. Bookstore

Policy

1. NVS believes that appropriate supplies ease the school day for students and make the instructional process less anxiety-producing.

2. To that end, the school equips an on-campus bookstore with supplies needed for all classes.
3. The initial supply packet, at a minimal cost to parents/guardians, is prepared for each student at the beginning of the school year. (Please see Appendix for the current price lists for 2011-2012.)
4. The school prefers that students purchase their supplies at the school bookstore. Cost will be competitive with local retailers.

Procedures

1. At the beginning of each school year, teachers prepare a supply list for each elementary class as well as each course in the Middle School and Upper School.
2. Parents purchase these packets at registration.
3. Re-supply of school supplies will be available each morning between 8 a.m. and 8:15a.m. Other bookstore openings will be announced. Charges may be billed to the parent account.

C. Cancellations/Delays

1. School closings and delays due to inclement weather will be determined by the Assistant Head of School acting in conjunction with the Head of School. Every effort will be made to arrive at a decision based on safety by 6:30 a.m.
2. It is likely that the school's decision will not be in conflict with Lynchburg City Schools in terms of closings and time of delay, *but* NVS will in all likelihood NOT follow Lynchburg City Schools when they close mid-day.
3. Closings and delays will be announced for New Vistas School on *WSET TV* and on *the school answering machine*.

D. Complaint Resolution

Complaints with policies or procedures should be submitted in writing to the Head of School. Such a complaint will lead to a conference between members of the school administration and the complaining party, in an effort to resolve the problem. In the event that the complainant is not satisfied with the internal resolution or prefers, they may file a complaint with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.

E. Contraband Policy

Policy

1. The safety of every member of the school community is at the forefront of all policies related to contraband items.
2. No potential weapons such as knives, guns, razors, etc., or explosives such as firecrackers or projectiles such as slingshots or handmade shooting devices are allowed.
3. Cigarette lighters and matches are not allowed.
4. Personal technological devices as described on page 23 are allowed ONLY with the policies and procedures in place.
5. All of the above as well as any item in the same category but not listed are considered contraband items.
6. The possession, sale, or use of drugs, alcohol, or tobacco products on school premises or on school trips is prohibited. All alcohol products, tobacco products, and drugs not specifically prescribed for a student and stored in the school office are contraband items.

Procedures

1. Any contraband item will be confiscated immediately by any member of the staff or faculty;
2. If the contraband item is considered a dangerous weapon or an illegal drug, police may be called immediately;
3. As soon as the presenting situation is stabilized, parents or guardians will be called;
4. Only a parent or guardian will be permitted to retrieve these items unless law enforcement is involved;
5. The breaking of any aspect of the contraband policy places a student's school enrollment in jeopardy and may result in expulsion;
6. The school has on file a Crisis Management Plan.
7. The administration and staff at New Vistas School reserve the right to conduct random, unannounced searches of students' belongings, including automobiles, to ensure the safety of all. Parents or guardians should inform students that at the time of a search, purses, backpacks, and coats or jackets, as well as any other personal items, will be subject to such search.

F. Financial Aid/Tuition

Financial Aid Policy:

1. New Vistas School is a member of the School Scholarship Service (SSS), conducted by the Educational Testing Service (ETS) under the auspices of the National Association of Independent Schools (NAIS). The SSS provides schools

with information and guidelines for making aid awards to their students fairly and equally on the basis of need. New Vistas School also has a financial aid application.

2. The Financial Aid/Scholarship Committee, with the advice of a member of the Board of Directors, meets annually to award the funds. This committee is comprised of the Head of School, the Assistant Head of School, and the Business Manager.
3. The Finance Committee of the Board of Directors advises the administration on financial aid awards and sets guidelines for distribution.

Financial Aid Procedures:

1. Financial aid forms may be obtained from the school's Business Manager once a child has been accepted to the school.
2. Once the SSS is completed and the subsequent information arrives from SSS, the Head of School and Assistant Head of School meet with the Business Manager to make awards.

Tuition Policy:

1. As of July 1, 2011, tuition for the 2011-2012 academic year is \$17,500 for elementary students and \$18,500 for middle and upper school students (exclusive of fees).
2. The Business Manager will notify parents/guardians of options for payment schedules.
3. Reports are only released when tuition accounts are up to date.

G. Lost Books/Materials

At New Vistas every effort is made to assist students with organization and maintenance of materials. However, sometimes a misplaced item becomes permanently "lost." In that case, students are responsible for the missing object. Workbooks, library books, class texts, etc., will be replaced at cost, with the charge added to the student account.

H. Passes

Policy

It is the responsibility of the school and its staff to be aware of where a child is at all times of the day. To that end, NVS requires any student outside of class during the school day, when not in a supervised activity such as break or lunch, to have a Hall Pass signed by adult school personnel.

Procedure

It is the student's responsibility to get a pass from the Administrative Assistant, a teacher, or administrator when tardy or late for school or class or reporting for an Intervention.

I. Property Damage

Policy

Damage to school property or someone else's personal property will not be tolerated. Parents or guardians are responsible for payment for damage to school property, whether accidental or intentional.

Procedures

1. Parents or guardians will be notified of the damage with a fair estimate of the cost.
2. Parents/guardians will be billed for the damage the month following the event.

J. Student Records

Policy

A student's permanent record may be reviewed by any parent or guardian.

Procedures

1. The parent or guardian should make a written request for review of a student's record.
2. Within five working days of receipt of the request, the records will be available for review.

K. Supervision

Policy

General student supervision begins at 8:00 a.m. and concludes 10 minutes after daily dismissal, unless special arrangements are made.

Procedures

1. Students will report to After School Study Hall or After School Extra Help until 4:00 p.m. if they are not picked up within 10 minutes of dismissal.

2. Parents will then need to come into the main entrance to await the child's dismissal from ASSH or ASEH at 4:00 p.m., so as not to disrupt this important study time.
3. Students may not be on the school grounds unsupervised.
4. Written permission must be provided by a parent or guardian for students to ride with someone other than their designated drivers.
5. Parents/guardians may call to make changes in transportation arrangements AT LEAST A DAY PRIOR to such change, as staff/faculty will NOT contact parents or guardians requesting transportation changes.
6. A Late Fee of \$10 will be charged to the parent account any time a child is picked up more than 10 minutes late.

L. Telephone Use

Except in cases of emergency, the NVS phone is predominantly for business, not personal, use.

Policy

Students will ONLY be permitted to ask the Administrative Assistant to make calls for them regarding school matters or health issues during break and lunch or before and after school if the request is appropriate.

Procedure

Students will need to get a Pass from the teacher on duty to ask the Administrative Assistant to make a call to a parent or guardian.

M. Transportation by Staff

Parents/guardians are responsible for timely transportation to/from school on all school days. Drop off and pick up are from the parking lot at the back mudroom door. Parents/guardians should watch children enter the building at drop off. Late arrival: Parents accompany the child into the building. Faculty/Staff will supervise afternoon pickup.

Anyone authorized by New Vistas School to drive students must have a documented valid driver's license. All authorized employees are fully covered by the school insurance policy when driving the school van or school car.

If parents, guardians, students, or employees use their own personal vehicles on school business, their personal insurance is primary.

N. Violence

1. Any threat of violence or violent action will be taken seriously.
2. No verbal or physical threat or abuse of a staff member or peer is permitted.
3. Any infraction of this policy could result in long-term suspension or expulsion.

HEALTH & SAFETY

NOTE: A report of physical examination by a physician and a current (within three Years) record of immunization is required for each student's permanent records. This **MUST** be on record by the first day of school.

A. Contraband Items

Please refer to CONTRABAND Items and POLICY on page 43 and 48 of this handbook.

B. Crisis Management Plan

The full Crisis Management Plan is in the offices of the Administrative Assistant, the Assistant Head of School, and the Head of School.

FIRE DRILLS/GET OUT OF THE BUILDING (Code BLUE): To avoid accident/injury in case of fire or any other hazardous material located in the building; ALL students and staff follow designated exit instructions in a calm, quiet, orderly manner. They assemble at the safety point. Faculty and staff bring the day's role and account for those in their charge at that moment, to ensure that all persons on site are present at the safety point.

EACH FIRE DRILL SIGNALS A POTENTIAL DANGER IN THE SCHOOL: Faculty and staff set examples of appropriate serious behavior.

LOCK-IN DRILL (Code RED): In preparation to avoid accident or injury if/when a suspicious unauthorized person or an intruder(s) is spotted in or near the building

TORNADO DRILL (Code YELLOW): In preparation to avoid accident or injury if/when a tornado warning has been issued for the immediate vicinity and/or a tornado has been sighted; take shelter immediately.

Any rule infraction by a student during any avoidance drill or safety exercise will be handled immediately by the teacher in charge.

C. Infectious Disease

In accordance with the *Regulations Governing Operation of Proprietary Schools*, ANY student or employee having a diagnosed contagious/infectious disease shall be excluded from school during the active phase of said illness.

A student or employee may return to school upon documentation by a health care provider that the individual is no longer contagious or infectious.

D. Injury/Accidents

The school office keeps signed medical information forms for each child on file in the event of illness, accident, and/or medical emergency.

1. Any accident or injury occurring in school or on official school business is reported to the Assistant Head of School or Head of School immediately. *In a serious emergency, the student's well-being is the first thing to manage.*
2. Once a situation is stabilized, parents/guardians should be informed.
3. A First Aid Kit and student medical records are in the school vehicle on school trips.

E. Medication

1. For students who need to take medication, either prescription or non-prescription, during school hours, a parent or guardian must bring said medication to the school office and give it to the Administrative Assistant in person.
2. Medication should be accompanied by a signed authorization from a physician, with clear instructions for administration. Only then will students be able to receive correct dosage from the Administrative Assistant.
3. The school office maintains a small supply of Tylenol and Advil. A student may request this medication ONLY IF a Tylenol/Advil authorization form (signed by a parent or guardian) is on file in the office.
4. The Administrative Assistant is the designated medications employee for NVS.
5. Please note that the Medical Management Officer for NVS this year is Nancy Kendrick. Should she be unavailable, responsibility falls to Lisa Thomas.

F. Sexual Harrassment

It is the policy of New Vistas School to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment.

Prohibitions:

1. It is prohibited for any employee or student, male or female, to harass an employee, student, or visitor to the school.
2. Harassment includes but is not limited to unwelcome sexual advances or requests or signals, engaging in verbal or physical conduct of a sexual nature, or using such tactics to intimidate, bribe, threaten, or reward. Specifically:
 - Submission to or rejection of such conduct is used as a basis for employment or decisions affecting an employee or student;

- Such conduct creates an intimidating, hostile, or offensive working and/or learning environment;
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in school programs.
3. These prohibitions are representative, not exhaustive.

Responses:

1. Any employee or student who believes that s/he has been subjected to sexual harassment should file *a written complaint* of the alleged act immediately with the Head of School OR the Chair, Board of Directors if the Head of School is involved.
2. The written complaint should state in detail the basis for the complaint, the names of persons involved, and the dates of specific incidents.
3. A thorough confidential investigation of any reported incident will be undertaken immediately to determine the nature and extent of the alleged offense.
4. Either the Head of School or Chair, Board of Directors, will assemble a team to investigate, including the legal advisor to the school.
5. The question of whether an action or incident constitutes prohibited behavior will be determined based on all the available facts. All parties will be interviewed by the investigating team.
6. A written report will be filed at the conclusion of any investigation of sexual harassment, regardless of the outcome of that investigation. The Head of School and Chair, Board of Directors, will keep the report on file.
7. The Head of School and Chair, Board of Directors, will inform all parties of the decision of the team and any further measures as a result.
8. Any administrator, teacher, employee, or student who is found to have engaged in sexual harassment will be subject to disciplinary action appropriate to the offense, from a warning up to and including discharge or expulsion. All contractual obligations by NVS will be voided upon such an employee discharge.
9. Any individual filing a sexual harassment complaint is assured that s/he will be free from any retaliation from filing such a grievance. Retaliators will be subject to disciplinary action up to and including expulsion or discharge.

PARENTS' & GUARDIANS' ROLES/VOLUNTEERS

A. **Parental involvement** is critical for the ultimate success of the school in attaining its Mission. To that end, the administration invites parents or guardians to call and schedule conferences at any time with the child's Teacher, Unit Coordinator, the Advisor, the Guidance Counselor, the Assistant Head of School, or the Head of School. Open communication is the key to working together for the good of the child.

This year, the Head of School will make every effort to schedule *Parents' Coffees*, at least once per semester for each Unit, in order to bring families together to discuss like-minded issues related to their children and the Mission and programs of NVS.

Additionally, we will continue our *Mom's Squad* of willing volunteers to assist in the many ways New Vistas identifies sporadic needs and opportunities. Of course, we will also ask any Dads/Guardians to sign up for assistance as needed, also. The school's Administrative Assistant will maintain a list of those able to assist. Anyone interested in participating on the Mom's Squad, please contact Nancy Kendrick in the School Office.

B. **Volunteers** are a vital part of New Vistas School. These individuals enrich programs, aid staff members, and help to involve the wider community in the life of the school. Besides parents and guardians, we encourage friends of the school – any Senior Citizens, college students, or neighbors – to help with library maintenance, selected school trips, office needs, special events, or beautification of the grounds; also, we invite them to contact the Administrative Assistant, Nancy Kendrick, and make their talents known.

Appendix A

Prospective Student Letter	A-2
Enrollment Agreement 2011-2012	A-6
Standards of Conduct Contract	A-8
Virginia Department of Education Minimum Immunization Requirements	A-9
Immunization Letters to Parents	A-10
Supply Lists	A-12
School Floor Plan	A-15



Dear Prospective Student and Family:

We are pleased you are interested in New Vistas School. Founded in Lynchburg in 1986, New Vistas is a private non-profit day school created to meet the needs of students who have a medical diagnosis of ADD/ADHD and/or educational diagnosis of Dyslexia or other specific Learning Disability. At New Vistas we focus on the “whole child,” to develop a child’s talents and potential both inside and outside the classroom. A challenging and flexible educational program is offered within a small, noncompetitive, and supportive environment. Class size is generally between two to six students in a personal atmosphere of confidence and caring. With respect for different approaches to learning, academic goals are set for each student according to his or her skills, interests and abilities. New Vistas School offers a full day, state licensed, educational program. We are accredited by the Virginia Association of Independent Schools (VAIS) and a member of The International Dyslexia Association (IDA).

MISSION

The mission of New Vistas School is to provide an individualized instructional program for students, kindergarten through grade twelve, with learning and attention differences, as well as the associated emotional difficulties that often accompany these challenges. New Vistas is an independent, non-sectarian, non-profit institution open to students of all races, creeds, ethnic, and socio-economic backgrounds.

OBJECTIVES

- To prepare students for successful transition into traditional school settings and/or further study at the college or career level;
- To remediate deficiencies in basic, essential skills;
- To focus on academic challenges appropriate for students of average to above-average potential;
- To stress problem-solving, critical thinking, and organizational skills, in an attempt to build on strengths and to compensate for weaknesses;
- To provide a safe, nurturing environment, intended to foster personal growth and positive self-esteem; and to encourage personal responsibility and productive citizenship.

ACADEMICS

New Vistas provides an individual approach to teaching founded in the most recent research in Learning Disabilities and Attention Deficit Hyperactivity Disorder.

Experienced and well-trained faculty continue to hone their knowledge and skills through in-service sessions, coursework, and conference attendance. Certain well researched guidelines lead as we teach - most specifically, the Orton-Gillingham approach. This is a multi-sensory learning approach which involves the use of visual, auditory, and tactile pathways used simultaneously to enhance memory and learning of language. Each class schedules daily homework and regular quizzes, tests, and progress reviews to determine learning and continued learning needs. New Vistas School's curriculum in all grades is grounded in the Virginia Standards of Learning (SOL) with an emphasis on developmentally appropriate skill levels.

Young people with ADHD often have not learned the strategies to enable them to progress through education successfully and independently. Focus, organization, critical thinking, and problem solving are directly taught during the structured school day. Students learn to work collaboratively with peers – life skills invaluable in the world they will confront after formal schooling.

Our PE program is grounded in a Healthy for Life approach, designed to improve students' self image by emphasizing the importance of personal health and fitness and by engaging them in daily physical activity. Noncompetitive team activities as part of a physical education program enable teachers to use a variety of instructional strategies to maximize learning. Team activities of this nature increase socialization, cooperation, self regulation, decision making ability, verbal communication methods, and positive interactions with peers.

ENRICHMENT

In the Elementary, Middle, and Upper Schools, field trips are a high priority throughout the school year. These trips include everything from a trip to the local library that will only take an hour or so, all the way up to a week-long trip to places such as Boston and New York City. Field trips are encouraged at New Vistas as an essential aspect of the experiential learning process.

For students with ADHD, dyslexia, and other learning differences, art can be a gateway to learning. NVS's entire student body enjoys art and drama classes. In addition to specific classes, students are exposed to fine art through the monthly exhibits held in our lobby through the Art All Around program. Since inception in 2006, the program has included

exhibitions by area artists such as Pam Wallace, Kelly Mattox, Karen Bowden, David Johnson, John Morgan, and many others.

Studio Art participants learn to work in a variety of media: charcoal, graphite, acrylic and watercolor painting, stained glass, ceramics, and printmaking. Field trips include frequent visits to the Maier Museum, the Daura Gallery, and the Lynchburg Art Club, as well as visits to sites, like the Anne Spencer Garden, which offer rich subject matter. Skills learned in classes, such as creating stained glass pieces, have blossomed into a lifelong hobby for many of our students. Ceramic skills—both hand-building and throwing techniques—have been honed through cooperative work with Academy of Fine Arts.

The students also enjoy drama classes in which they are involved in one large production in spring. Art students make the back drops and scenery.

COMMUNITY SERVICE

Along with academic challenge and a stimulating enrichment program, New Vistas strives to instill in each member of the student body a strong sense of service to the community.

On the Student Activities Calendar, we have scheduled annual community service events as a regular part of our school year. Students develop a sense of the needs of others and how they can help in the wider community. To further enhance this strand of our program, we are also scheduling opportunities for students to help in their own school community each month.

ANNUAL TUITION RATE

Tuition for the 2011-2012 school year is \$18,500 for upper and middle school and \$17,500 for elementary school. The payment can be arranged through various payment plans.

FINANCIAL AID

NVS has limited funds to be distributed for financial aid for our students. The school uses the services of the School and Student Services for Financial Aid (SSS) through NAIS. A copy of the Parent's Financial Statement (PFS) form obtained from the Business Office must be filled out completely and returned to SSS. A financial aid committee reviews all information submitted and disburses the funds as equitably and fairly as possible.

NVS TUITION AND TAXES

It is not the intent or function of the school to render legal or actuarial advice. However, there are sections of the IRS tax code which in some cases might be applicable to

deducting NVS tuition as a medical expense. As the tax code is always changing, please consult your accountant or tax advisor to judge the applicability in your family's situation.

DIPLOMAS

NVS, a non-profit, independent school licensed to operate by the Virginia State Department of Education, issues a diploma to all students who complete graduation requirements. Current diplomas awarded are the Standard Diploma and the Modified Standard Diploma.

Thank you for your interest in New Vistas School. New Vistas is a community “where students learn to believe in themselves.”

2011/2012
ENROLLMENT AGREEMENT
FOR

(Student Name)

PLEASE READ THE ENROLLMENT AGREEMENT CAREFULLY. IT IS YOUR CONTRACT FOR NEW VISTAS SCHOOL SERVICES AND SUBSEQUENT PAYMENT FOR SERVICES.

This agreement is entered into by and between **(Parent/Guardian)** and **NEW VISTAS SCHOOL** and is legally binding.

In consideration of the mutual promises made in this agreement the parties agree as follows:

1. The School will provide educational services as deemed appropriate by the faculty and staff of New Vistas School.
2. The School shall maintain monthly attendance records, which shall be submitted to the Parent/Guardian on the student report cards.
3. For the services to be rendered by the School to the Parent/Guardian under the terms of this Agreement, the Parent/Guardian agrees to pay tuition to the School for the education of the child, a total amount of **\$0.00**. Payments may be made according to the option selected on the attached Payment Plan.
4. Tuition does not include the cost of physical education uniforms, supplies, lunch, special events, trips, activities, and transportation to and from school. These costs will be billed to Parent/Guardian as incurred.
5. The Parent/Guardian agrees to the following Cancellation/Refund policy:
 - a. All enrollment cancellations must be submitted to the School in writing.
 - b. The \$500.00 enrollment fee is non-refundable.
 - c. If written enrollment cancellation is received by the School on or after July 1, 2011 but on or before the first day of school, the undersigned Parent/Guardian shall pay to the School a sum equal to twenty five percent (25%) of the total tuition applicable to the Student.
 - d. If written enrollment cancellation is received by the School or if the student is dismissed from the School after the first day of school but on or before November 30, 2011, the undersigned Parent/Guardian shall pay to the School a sum equal to fifty percent (50%) of the total tuition applicable to the student plus any other fees incurred by the student.
 - e. If cancellation in writing is received by the School or if the student is dismissed from the School after November 30, 2011 the undersigned Parent/Guardian shall pay the school one hundred percent (100%) of the total tuition applicable to the student plus any other fees incurred by the student.
 - f. All refunds due a Parent/Guardian shall be paid in full by the School within thirty (30) days after receipt of written notice by the School.

ENROLLMENT AGREEMENT 2011/2012

Page 2

- 6. Enrollment under this agreement shall be for the **2011/2012** school year. The Parent/Guardian understands that failure to pay may result in actions by the School including but not limited to withholding of reports, transcripts or other data, and/or suspension of education services. NVS reserves the right to institute the withdraw process for any student whose account is past due. The undersigned agrees to reimburse the School for its collection expenses, including reasonable attorney fees, if payment is not made when due.
- 7. The School agrees to supervise the Child but cannot be held responsible for accidents occurring during the time period covered by the agreement. The undersigned further authorize the School, its officers, employees or agents to render first aid medical care to the Student for any injury, illness, or affliction of any kind whatsoever until such time as medical assistance can be reasonably obtained.
- 8. The undersigned authorizes the School to take the Student on any and all authorized field trips and to provide the Student with suitable transportation.
- 9. This agreement is made contingent upon the Student’s file having complete data as follows: a psychological evaluation not more than three years old, transcripts from previous schools attended, test information required by the School, completed Health Examination Form, and required medical information.
- 10. The School represents that it does not discriminate on the basis of race, sex, national origin, or religion in provisions of services or employment, except as provided by law.

Printed Name of Father/Guardian

Printed Name of Mother/Guardian

Signature of Father/Guardian

Signature of Mother/Guardian

Date

Date

____ - ____ - ____
Father/Guardian Social Security Number

____ - ____ - ____
Mother/Guardian Social Security Number

Printed Name of School Representative

**Signature of
New Vistas School Representative**

Date



Contract for Standards of Conduct

The Student agrees that:

1. Regular daily attendance is required. Students who drive are responsible for getting to school on time.
2. Following the daily schedule is expected.
3. Leaving the grounds of the school is not permitted unless accompanied by staff, parent or guardian.
4. Physical aggression to self and/or others is not permitted
5. Inappropriate language and/or physical contact is not permitted.
6. Drug and/or alcohol use, carrying of any contraband items, stealing and defacing school property are not permitted.
7. Disruption of classroom instruction is not permitted.
8. All medications, with instructions, are to be given to designated staff upon arrival.

Parents/Guardians agree that:

1. Regular daily attendance, on time, is a parent/guardian responsibility.
2. Transportation to and from school is a parent/guardian responsibility.
3. The provision of a lunch each day is a parent/guardian responsibility.
4. The provision of adequate and seasonally appropriate clothing is a parent/guardian responsibility.
5. Payment of services rendered, as provided in the Financial Agreement, on time, is a parent/guardian responsibility.
6. Notification of absence or lateness of a student is to be reported by the parent/guardian to the school secretary by 8:30 a.m.
7. Notification of any change of address or telephone numbers is a parent/guardian responsibility.
8. The school reserves the right of discharge after consultation with the parent/guardian.
9. Replacement of books and materials lost or damaged is a parent/guardian responsibility.

New Vistas School agrees:

1. To provide a positive, individualized program for each student and their family.
2. To provide services with absolute regard to confidentiality.
3. To notify parent/guardian as soon as possible in the event of an emergency.
4. To provide on-going communication with parents and students.

The undersigned have reviewed the above and sign below stipulating mutual agreement and understanding.

Student Signature

Date

Parent/Guardian Signature(s)

Date

New Vistas School

Date



SCHOOL & DAY CARE MINIMUM IMMUNIZATION REQUIREMENTS

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <http://www.vdh.virginia.gov/Epidemiology/Immunization/acip.htm>). Children vaccinated in accordance with either the current harmonized schedule or the harmonized catch-up schedules (including meeting all minimum age and interval requirements) are considered to be appropriately immunized for school attendance. (See "Supplemental Guidance for School-required Vaccines" for additional information.)

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap). A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

Haemophilus Influenzae Type b (Hib) Vaccine. This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

Hepatitis B Vaccine. A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule **ONLY** for adolescents 11-15 years of age AND **ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine** is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

Human Papillomavirus Vaccine (HPV). Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

Measles, Mumps, & Rubella (MMR) Vaccine. A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Pneumococcal (PCV) Vaccine. This vaccine is required ONLY for children less than two years of age. Two to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.

Polio Vaccine. A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.

Varicella (Chickenpox) Vaccine. All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

For further information, please call the Division of Immunization at 1-800-568-1929 (in state only) or 804-864-8055.

Rev. 2/11



520 Eldon Street • Lynchburg, Virginia 24501
Phone (434) 846-0301 • Fax (434) 528-1004
www.newvistasschool.org

To: Parents of NVS 6th Graders

From: Nancy Kendrick

RE: TDAP Vaccine

Date:

Dear

Enclosed please find an article explaining the necessity of the TDAP vaccine for students entering the sixth grade. Since the Virginia state law requires us to have health information recorded in our school records, we ask that you have your child vaccinated for these three very serious diseases.

Once the vaccine has been received, please provide us proof for your child's individual school record. If you are unable to schedule a time for this vaccine before school starts, please provide us a written plan providing the date that this will be taken care of.

We appreciate your understanding and promptness in getting this matter taken care of.

If you have any questions, please feel free to call our school office.

Sincerely,

Nancy J. Kendrick

June 28, 2011

Dear

Enclosed please find an article explaining the necessity of the TDAP vaccine for students entering the sixth grade. Since the Virginia state law requires us to have health information recorded in our school records, we ask that you have your child vaccinated for these three very serious diseases.

Once the vaccine has been received, please provide us proof for your child's individual school record. If you are unable to schedule a time for this vaccine before school starts, please provide us a written plan providing the date that this will be taken care of.

Also, the Virginia General Assembly passed a law that requires the Virginia Department of Health to provide the parents of rising sixth grade girls with information on Human Papillomavirus (HPV) and the Human Papillomavirus Vaccine. Some strains of HPV cause cervical cancer in women. The HPV vaccine is the first vaccine developed to prevent most cervical cancers. The vaccine targets the strains of HPV that most commonly cause cervical cancer and is highly effective in preventing infection with these types of HPV in young women who have not been exposed to them before getting the vaccine.

Please review the information enclosed and contact your health care provider to determine if your child should receive the vaccine series. Whether or not you decide to have your daughter vaccinated, please provide us documentation for your child's school record.

We appreciate your understanding and promptness in taking care of this matter.

If you have any questions, please feel free to call our school office.

Sincerely,

Nancy J. Kendrick,

New Vistas School
Elementary Supply List
Grades 2, 3, 4 & 5
Ms. Tweedy, Ms. Hall
2011-2012

Agenda – to be purchased at school

supply box
pair of scissors
1 box of 24 crayons
1 set of 10 wide tip markers
2 big erasers
1 yellow highlighter
4 packs of white lined index cards (3x5)
10 pencils
1 package of loose-leaf, wide-ruled, notebook paper
2 blue pens
3 glue sticks
1 marble composition book
1 ruler – inches and centimeters

Total Fee for Supplies: \$20.00

Throughout the year, your child will have homework that will require at-home supplies. Your child should have the following supplies at home:

pencils
crayons
markers
scissors
highlighter
glue/glue stick
wide-ruled notebook paper

New Vistas School
MIDDLE SCHOOL SUPPLY LIST
2011-2012

REQUIRED:

\$25.00 Life Science Lab Fee
\$12.00 USB Thumb Drive – 1GB & Lanyard for Thumb Drive – (Last year's is fine)
\$ 5.00 Agenda (purchase at NVS)
\$42.00

General Supplies

\$ 1.00 Package of pencils (No. 2)
\$ 1.00 4 red pens
\$ 1.50 Highlighter – 2 yellow
\$ 1.00 1 pack Wide-ruled notebook paper
\$ 3.50 4 large pink erasers
\$ 7.50 5 packs of dividers with 5 tabs
\$ 2.50 Scissors
\$ 1.25 1 marble composition book
\$ 2.25 3 Glue sticks (good quality)
\$ 3.50 2 Boxes of Tissues
\$ 4.25 1 Combo Folder
\$12.50 4 three ring binders
\$ 1.50 4 1" rings
\$ 2.00 Pocket Edition of Roget's Thesaurus
\$0.75 1 gallon size zip lock bag and 1 zip lock sandwich bag
\$46.00

\$ 3.00 FOC Students: 1 Yellow single subject composition book

\$7 0r \$8 science supplement

PE Students: 1 pair athletic shoes (to be purchased by parent/student)

NEEDED AT HOME:

Pencils	Highlighters
Red & blue pens	Loose-leaf notebook paper
4 function calculator	Dictionary (student or pocket size)
Markers or colored pencils	Ruler with inches and centimeters

New Vistas School

UPPER SCHOOL SUPPLY LIST 2011-2012

REQUIRED:

\$25.00 Science Fee (if you are scheduled to take Science)

General Supplies:

\$ 5.00 - 1 Agenda (purchased at school)

12.00 - 1 USB Thumb Drive – 2 or 4 GB & Lanyard (Last year's is fine)

\$17.00

\$4.00 - 4 packages per student of college rule notebook paper

3.00 - 3 highlighters (3 colors – yellow, pink & orange)

2.50 - 1 pair of Scissors

11.00 - 6 packs per student of 8 dividers

1.00 - 1 pack of Post It notes

2.00 - 2 large erasers

3.00 - 2 boxes tissues

4.00 - 1 package of colored pencils (24 count)

1.00 - 5 red pens per student

1.00 - 5 blue pens per student

2.00 - 10 click pencils per student

1.00 - 10 pencils per student

12.50 - 4 1" binders per student (blue, green, yellow, red)

2.00 1 pack 300 3 X 5 index cards

\$50.00

PE Students: 1 pair athletic shoes (to be purchased by parent/student)

FOC Students: (if you are scheduled to take FOC)

\$3.00 - 1 yellow five subject notebook– college ruled

Math (if you are scheduled to take Math)

TI 83 graphing calculator (to be purchased by parent/student)

Art Students (if you are scheduled to take Art)

\$5.00 art fee

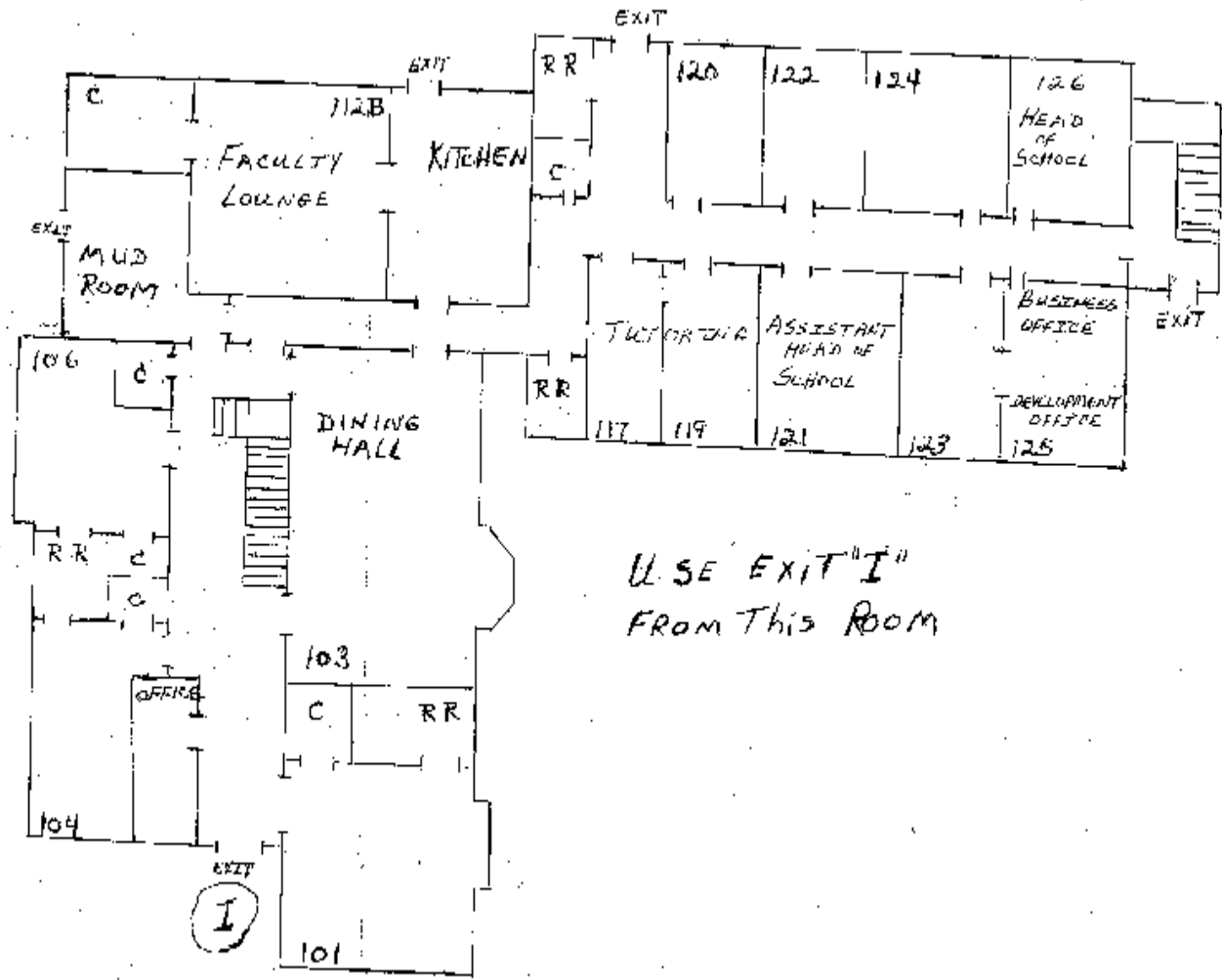
2.00 - 1 Blue 1" Binder

3.00 - Drawing Pencils – H, HB & B

1.00 - White vinyl eraser

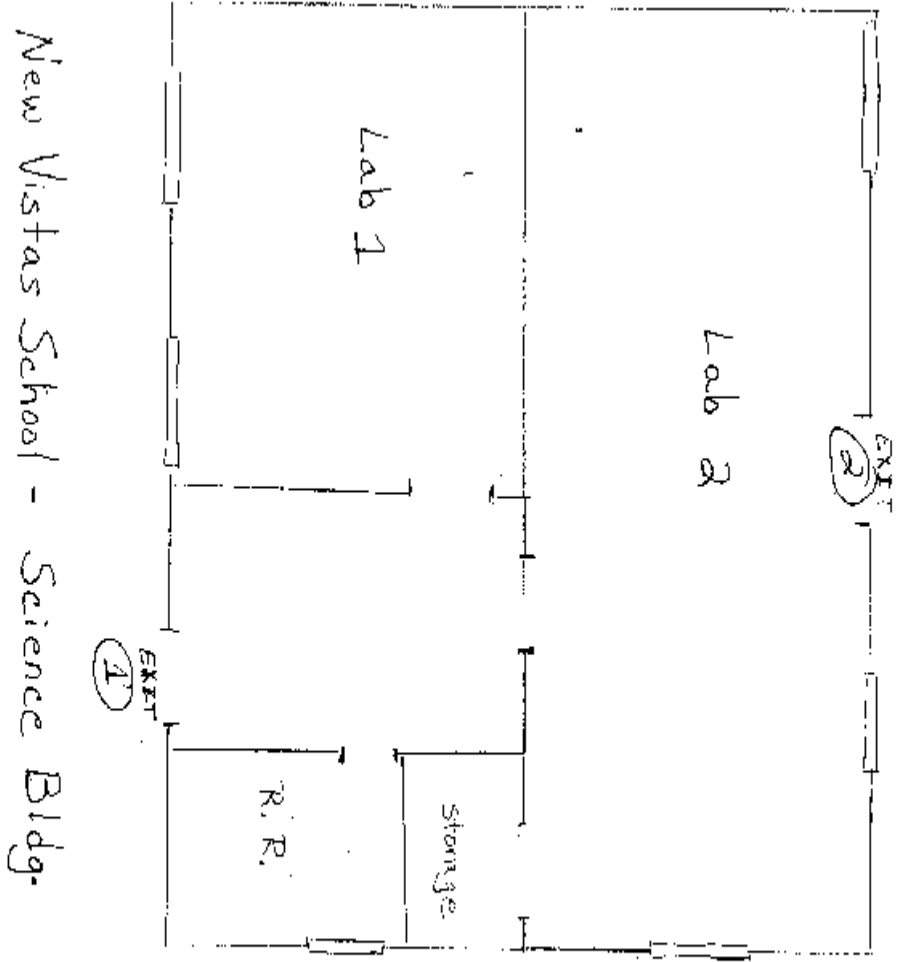
4.00 - Sketchbook

\$15.00



USE EXIT "I"
FROM THIS ROOM

FIRST FLOOR MAIN BUILDING



New Vistas School - Science Bldg.

SCIENCE BUILDING