

THE Nueva SCHOOL

2017-2018

Student and Family Handbook

WELCOME!

Welcome to the Nueva School! Within our three divisions, two campuses, and one school, you will experience our program, expressed through our core values and principles, and thoughtfully supported by our policies and procedures. We remain committed to a safe, secure school environment for all.

To that end, this Handbook reflects our school wide policies, and also provides information that is unique by division. It is designed to help you understand expectations for a safe school community. We ask that you read it, discuss it with your family, and agree to abide by it. Please keep it readily available for reference during the school year.

We recognize that we cannot answer all your questions in one document. Beyond this Handbook, Nueva's website is a rich source of information to help you navigate each day. There you will find both the public site with program information and news, and your personal, password-protected, internal site that includes correspondence from faculty, student class schedules, transportation and lunch information, access to lists, forms, reports, blogs, and much more.

It may feel like a dizzying array of information, but you are not alone in sorting through it. Over the months of the school year, we will welcome you to division orientations, back-to-school nights, parent coffees, community dinners and social events, building communication networks so each of you can always feel connected.

We welcome our returning families, and we extend a special welcome to students and families new to Nueva this year. We hope you will feel that our doors are open to answer questions and to partner with you. Our entire faculty and staff join in our shared goal: to make Nueva an incredibly special place, every day.

With warm regards,

Diane Rosenberg
Head of School

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THE NUEVA SCHOOL

Vision, Mission, and Motto

Vision

Create a dynamic educational model where gifted and talented students learn to make choices that benefit the world.

Mission

Our mission is to inspire passion for lifelong learning, foster social and emotional acuity, and develop the student's imaginative mind.

Motto

Learn by doing, learn by caring.

THE NUEVA CORE VALUES CODE

We expect our students to follow three guidelines: respect yourself, respect others, and respect the environment.

We work together to create an environment in which students and teachers feel respected and are comfortable excelling socially and academically. Students and teachers accept and respect people's ideas, wishes, feelings, physical boundaries, differences, and property.

As a member of the Nueva community, I will strive to

- Listen empathically, and speak compassionately; honor agreements and differences, share ideas, and be willing to compromise.
- Participate, and create space for others to join the conversation; include others in my work and play.
- Demonstrate integrity, honesty, duty, and responsibility.
- Accept and practice gratitude.
- Be helpful, and be willing to do more than my share.
- Keep a positive attitude; examine ideas with an open mind before making judgments.
- Be in control of myself, and make good choices; be safe and keep others safe, too.
- Take responsibility for my actions.
- Make judgments about comportment and personal appearance that make me, and others, feel safe.
- Honor personal space; show respect for our school by keeping all areas clean and comfortable.
- Encourage others to shine, each in their own way.
- Produce work that is authentically my own, giving credit to others as appropriate.
- Abide by school rules and policies, including the rules stated in this Handbook.
- Be curious, engaged, and committed to learn each day.

INTRODUCTION

This Student and Family Handbook incorporates The Nueva School's policies and procedures. It is organized in four sections:

- All School Policies
- Lower School Policies
- Middle School Policies
- Upper School Policies

Parental understanding and support of the policies and procedures contained herein contributes enormously to the maintenance of our values, norms, and culture that we treasure.

We expect each family to read this Handbook carefully, and as appropriate to their age, read and discuss the philosophy, policies, and procedures contained herein with their child(ren).

Nueva parents are responsible for their student's actions and for their use of all the resources the school provides, including facilities, property, and all Nueva-managed technology.

We require that each family, and all students in grade 9 and above, acknowledge receipt and acceptance of the policies in this Handbook. An electronic version and the link to this acknowledgement are found on your password-protected Nueva home page. Acknowledgement includes updated versions of this Handbook; Nueva will notify you of policy revisions, and you will be able to review them on your password-protected Nueva home page.

ALL SCHOOL POLICIES

SCHOOL COMMUNITY

Notice of Non-Discrimination

The Nueva School admits students of any ancestry, color, religious creed, disability, medical condition, genetic information, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Nueva does not discriminate on the basis of these factors in administration of its educational policies, financial aid, athletic program, or any other school-administered programs.

Care, Concern, and Community

A strong social-emotional learning (SEL) program has been the heart of Nueva's philosophy for gifted children since our school's beginning. The principles of SEL form the foundation of all students' growth and learning experiences at Nueva.

School discourse, practices, and policy are focused on teaching students to make good choices, take responsibility for actions, assert shared needs, and care for the well-being of all members of the community. In all respects, we seek to develop and foster all students' social-emotional intelligence. We want all students and community members to thrive.

We believe that our students are trustworthy, responsible, and well-intentioned, and we expect them to participate in positive ways for the community by using good judgment, modeling reasonable and courteous behavior, engaging enthusiastically in the program, and responding to guidance. We trust in their ability to learn from experience and from others, and encourage their contribution to making Nueva's environment a safe place for all to learn, explore, take risks, make mistakes, and solve problems.

A foundational element of our community is each student's commitment to upholding the *Nueva Core Values Code* (see page 2). As students grow from the Lower School to the Middle and Upper Schools, our daily work with them develops their understanding of this Code and the values it represents. We expect each student to exercise a commitment to integrity, honesty, duty, and responsibility. We believe that challenges are a natural and healthy part of growing up and that facing challenges builds resiliency. We strive to see mistakes and missteps as opportunities for growth and are dedicated to teaching students how to learn from them.

We also are committed to providing opportunities for our students to become culturally responsive and caring members of our community. Nueva recognizes and embraces the diversity of our students and families and encourages dialogue, discovery, and in-depth explorations of both our differences and similarities. Students have the opportunity to learn more about each other and to see themselves reflected in our classrooms, curriculum, and activities.

In the event of an interpersonal conflict between students, adults at Nueva, including teachers, advisors,

deans, school counselors, and administrators, have conversations with students first, both gathering information and helping them engage in a process of active listening so that greater understanding, problem-solving, forgiveness, and mutual respect will result. Should there be higher-level disciplinary consequences related to an initial set of inquiries, parents are informed and impacted students are made aware of Nueva's disciplinary procedures and response system in a transparent way.

As students work through interpersonal issues, assert their independence, and learn to understand, include, and value differences they learn to navigate complex relationships. It is essential that families and adults at school partner with one another to support students in their social-emotional growth.

Nueva supports students in taking responsibility for both shaping and upholding community norms, and to that end invites all students into the process of creating school guidelines. We also are committed to providing opportunities for our students to become culturally responsive and caring members of our community, which includes both the local and global communities.

This section summarizes the importance that we place on interpersonal relationships, responsibility, and community. The policies that follow stem from these values as we extend them to the range of activities, circumstances, and behaviors that occur in the daily life of our school.

Statement on Safety

Nueva's greatest strength comes from the students and families whose work with our outstanding faculty and staff serves as the foundation for a truly remarkable community. The parents, grandparents, and guardians of our students constitute an extraordinary network of adults all engaged in raising their children and meeting the joys and challenges of that responsibility.

We are dedicated to the ongoing process of creating a safe, accepting, and inclusive environment for our community. Any behavior by students, faculty, or staff, either verbal or physical, that compromises the safety and well-being of others is inconsistent with the values of our community. Instances of such behavior will be addressed by the appropriate Division Head and the Head of School. Students and families are encouraged to bring any infractions of Nueva's behavioral expectations to the immediate attention of a teacher or administrator. Students, faculty, staff, and their families should consider carefully both the rights and responsibilities that accompany these expectations.

Our shared responsibility also extends to physical safety. With this in mind we ask our families to always provide appropriate supervision for the activities and gatherings of their children. While there may be a variety of potential risks in any home, there should be no variation in our commitment to providing supervision that is appropriate, evident, and effective. We ask all adults associated with the community to do everything possible to prevent unsafe behavior.

The goal of an accepting and safe community, in both emotional and physical terms, is one that teachers, staff, parents, grandparents, and guardians have a role in embracing and reinforcing. We are grateful to share in the responsibility for the growth and development of your children, and we appreciate your commitment to the Nueva School.

Conditions of Enrollment

Nueva believes deeply that a student's success depends on a strong and continuing partnership between the school and each student's family. To that end, we maintain open communication with each family at all times through regular and special reports and meetings between and among the faculty, administration, students, and their families.

The role of parents and guardians in this partnership requires their understanding and support of the school, its mission, its programs, its policies and procedures as outlined in this Handbook, and its faculty and staff.

Nueva leadership and faculty expect attendance of parents and guardians at back-to-school nights, conferences, culminations, community dinners, and other activities that directly involve the student. A shared understanding of Nueva's educational and behavioral expectations, and a mutual commitment to Nueva's mission remain the keys to a successful experience for each student.

Since it is assumed that all parties share the same positive approach to the student's welfare, we believe that dialogue between the school and the parents/guardians will almost always resolve any differences that may occur. However, on rare occasions, circumstances may arise where agreement is not possible, and the best interests of Nueva and the student may make it necessary to discontinue the student's enrollment. Nueva reserves the right to act in what it believes to be the best interests of the safety and well-being of our community and the individuals therein.

HEALTH AND SAFETY

Emergency Procedures

The emergency plan has been prepared to provide a framework of action to deal with different types of emergencies. The highest priority is the safety of the students, faculty, and staff, followed by the preservation of property, and finally the rapid restoration of the educational function of the school. Fire drills, earthquake drills, and intruder drills are regularly practiced in the community to form responses into habits.

If you have questions about Nueva's emergency plan, please contact the Facilities and Operations Department at operations@nuevaschool.org or (650) 350-4535.

Disruption of School Operations

Although Nueva expects to operate its facilities during the school year, events beyond Nueva's control may disrupt all or part of its operations and result in an extension or contraction of the school year. In the event Nueva's operations are disrupted for any reason, it shall be entitled, in its sole discretion, to suspend its duties, obligations, and performance immediately and without notice.

Visitor Policy

Nueva's two campuses are not open to the public, except for specifically designated events. Permission to

bring any visitors to campus must be obtained in advance of the visit. Requests for students to visit Nueva should be made through the Admissions department by emailing admissions@nuevaschool.org. Requests for educators, consultants or other adults interested in classroom observations and Nueva's curriculum should be made to visit@nuevaschool.org. Upper School student guests attending social events or spending time on campus, need to complete a guest form; Please refer to the Upper School, Campus Guest section for more information.

ALL visitors to either campus, including parents, guardians, alumni and non-Nueva community members, must sign in and obtain a visitors badge upon arrival from the reception desk of the campus they are visiting. Any visitor to Nueva is expected to abide by all Nueva rules and guidelines, and any visitor that is a distraction or is misbehaving will be asked to leave.

Adults who work directly with Nueva students are fully vetted by Nueva, and have had fingerprinting, background checks, and TB screenings, to the extent required by law. Some are Nueva employees, and some come to us through community agencies or other organizations with whom we contract. If students or parents see a stranger on campus without a visitor badge, or someone that makes them uncomfortable, they should notify a teacher or administrator immediately.

Student Health Forms

It is vital that Nueva have accurate home, work, and cell phone numbers and all relevant medical information about each student. An annual update of this information is required by mid-May of each year for the following year. As changes in personal information occur, families should update their entry under the DIRECTORY tab on their password-protected Nueva home page or contact the Registrar at registrar@nuevaschool.org or the school nurse at nurse@nuevaschool.org.

All parents and guardians must complete, sign, and return to Nueva an *Emergency Information Sheet* for their student(s), by mid-May for returning students and by the first day of each school year for incoming students. This form is available on your password-protected Nueva home page.

Student Medical Treatment Information

Over-the-Counter (OTC) Medication

Nueva makes available to students certain OTC medications for the relief of minor discomfort. The *Emergency Information Sheet* includes a space for your signed authorization giving Nueva permission to administer OTC medications to your student when appropriate in Nueva's judgment. If a student's parents/guardians do not authorize Nueva to administer OTC medications to their student, the school will not administer the OTC medication(s) to the student under any circumstances. Parents will be notified of an approved OTC medication given to their student. Notification will include dosage, time and reason for administration.

Other OTC Medication Not Provided By Nueva and Prescription Medication

Nueva recognizes that there are a variety of conditions that necessitate students taking medication during the school day. Nueva will not administer any medications to a student without written authorization and

permission from that student's parents/guardians.

If your student needs medication at school, other than the OTC medication provided by Nueva, please observe the following rules and procedures:

- Complete and submit the form, *Authorization for Administration of Prescription/OTC Medication*, to Nueva.
- If your student has a medical condition that may require use of epinephrine (an EpiPen), also complete and submit an *Emergency Care Plan*.
- Only prescription medications that have been prescribed by a California licensed health care provider may be brought for administration at school.
- The student's parent/guardian must deliver prescription or OTC medicine, including EpiPen's if applicable, clearly marked with student's name, dose, and schedule for administration, and in the original container, to the school nurse. Nueva will not accept medication, even if appropriately labeled, from anyone other than the student's parent/guardian.
- Instruct your student to see the school nurse for administration of medication. Unless previously authorized on a case-by-case basis, as discussed below, all medications will be stored and administered by the school nurse.
- Subject to the exception listed below, students are not permitted to have possession of medication on campus. Please do not give your student medication for them to keep at school.
- Students may never give medication, whether OTC or prescription, to other students.
- Contact the school nurse with any questions.
- An *Authorization for Administration of Prescription/OTC Medication* form must be completed for any change in dose, administration time, method of administration, medication, or health care provider. It will only be valid for the current school year.
- If there is no current *Authorization for Administration of Prescription/OTC Medication* form on file with Nueva, the parent may bring medication to school and administer the medication to his/her student at an appropriate time and place. For Lower and Middle School students, this should occur in the office of the Division Assistant. The parent must take the medication with them, since no medication will be stored at school without a current Authorization for Administration of Prescription/OTC Medication form.
- The parent or guardian must pick up medications by the last day of the school year, or the medication will be discarded.

Self-Administration of Medication

In general, students are not permitted to carry or self-administer medications at school and medications must be administered by school personnel. Exceptions exist if a medical need exists for the student to self-

carry or self-administer medication in connection with a medical condition or illness that cannot be reasonably accommodated by keeping the medication in the nurse's office. Requests to self-carry and/or self-administer medication must be made in writing by completing a form available from the school nurse. Requests will be reviewed on a case- by-case basis and must be approved in writing by the school nurse and the Head of School or their designee.

Illnesses and School Notification

Students who are running a fever (100.4F or higher), or exhibiting symptoms that suggest they may be contagious, should not be at school. Students who present symptoms or are running a high fever will be sent home with a parent or guardian. Students may return to school 24 hours after the cessation of fever, vomiting or diarrhea (without the use of antipyretic medications such as Tylenol or Advil). Parents should consult with healthcare professionals as needed, and if a student has a communicable disease such as strep throat, pink eye, etc, parents must promptly advise the school nurse who will notify parents of classmates that their student may have been exposed.

It is important to the health of the school community and your child to keep your student home until clear of symptoms or the period of contagion has passed. In some cases, a doctor's note may be required. This is a protection for ill students, other students, and the faculty and staff. If your student becomes ill or is running a fever at school, parents or guardians will be called to take them home.

When making the decision about whether to send your student to school, please keep in mind that all students take part in the full program, including physical education and outdoor activities. Athletes, performers, and those participating in school activities are expected to attend school on the day of those activities. Any student too ill to attend classes is considered too ill to participate in other after school activities.

Nueva is sensitive to issues of privacy and is committed to the safety and well-being of all students and staff. As noted above, it is extremely important that families notify the school nurse of any medical illnesses/conditions that may require adjustment of policies and/or practices to keep everyone safe. Failure to inform Nueva under these circumstances is a serious breach of trust and may jeopardize a student's continued enrollment.

Immunization Guidelines

Vaccination Policy

Nueva immunization guidelines are designed to prevent the spread of illness and preventable diseases in our community. Unless a student's parent or legal guardian provides Nueva with an acceptable signed waiver (see Exemptions section, below), a student must be immunized against certain communicable diseases, as provided in Health and Safety Code, § 120335. A student is prohibited from attending school unless, prior to admission to Nueva, the student has been fully immunized. Immunization documentation is required for our entire student body. Parents must show their student's immunization record as proof of immunization.

Exemptions

As of January 1, 2016, Nueva no longer accepts personal belief exemptions, unless otherwise required by law, for new students, students entering kindergarten or returning students entering the 7th grade, for the 2016-2017 academic year and beyond. A student with a personal belief affidavit filed prior to January 1, 2016 will be allowed to enroll in or remain in school without being fully immunized until he or she enrolls in the next grade span. A “grade span” is defined as (A) birth to preschool; (B) kindergarten (including transitional kindergarten) and grades 1 through 6, inclusive; and (C) grades 7 through 12. (Health and Safety Code § 120335(g).)

Nueva will continue to accept medical exemptions under the following conditions: (1) a parent or guardian files a written statement by a licensed physician that the student’s physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and (2) the physician’s statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met, the student will be exempted from vaccination to the extent recommended by the physician.

Temporary Exclusion

Nueva may temporarily exclude a student from school if the school reasonably believes that he or she has been exposed to a disease listed in subdivision (b) of Health and Safety Code § 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code, § 120370(b).)

School Admission

Nueva will not deny admission or enrollment solely based on vaccination status of a student if the personal belief exemption or a medical exemption applies. Please refer to “Exemptions” above.

Head Lice Policy

Nueva’s lice policy is based on the recommendations of The American Association of Pediatrics, The National Association of School Nurses, and The Centers for Disease Control and Prevention. Students with active head lice infestation will remain in class but will be discouraged from close direct head contact with others. Parents will be notified and prompt and proper treatment of this condition will be recommended. Students must receive treatment before returning to school. The school nurse will check students with lice cases upon their return to school to determine if they may re-enter. Exposure notices will be sent out for affected grades. To maintain a safe and healthy environment for the entire community, Nueva performs lice checks on students in the Lower School and Middle School after summer and school vacations.

Peanut and Tree-Nut Policy

The Nueva School is a peanut- and tree-nut-free school. Tree-nut allergies have increased in prevalence

and severity over the past years. Exposure to peanuts and tree nuts can cause a mild reaction for some students and adults, while others can have serious life-threatening anaphylactic reactions. If your student has ever suffered anaphylactic reaction to any foods or insect bites, **Nueva requires an up-to-date medical action plan signed by the treating doctor.**

Peanuts or tree nuts are not permitted at school. Foods sent in to class for any event, including for snack, lunch, parties, or field trips, should be carefully checked by parents and guardians to ensure the foods are peanut- and tree-nut-free. Families can help ensure that our school stays peanut- and tree- nut-free by reading package labels and by reminding students not to share food with other students at school. We need to make sure there is little opportunity for students to be exposed to foods that could harm them.

We are providing the following policy guidelines for your reference.

- Please do NOT send any of the following to school:
 - Peanut butter or any other nut butter
 - Crackers with peanut butter filling
 - Any bar, biscuit, or other product that lists nuts as an ingredient
 - Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
 - Cereal with nuts (e.g., Honey Nut Cheerios)
 - Nuts in salad
 - Candy, desserts, or cookies containing nuts
 - Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, mixed nuts, pecans, pistachios, etc.)
 - Coconut
 - Anything cooked in peanut oil
 - Recycled containers that have contained nuts (e.g., peanut butter jars)
 - All nut pastes (e.g., almond paste)
 - All nut extracts (e.g., almond extract, used in making various cookies)
- Please make sure always to check the labels on the food you send to school. The US Food and Drug Administration require all manufacturers to list on their labels whether peanuts and/or tree nuts are in their products. Remember, manufacturing processes change, so a food that was safe may not continue to be safe. It is important to read the ingredient label each time you purchase a food.
- Foods labeled “May contain peanuts or tree nuts” or “Contains peanuts or tree nuts” are NOT ALLOWED at school (e.g., Quaker Granola Bars S’mores flavor, which may contain traces of peanuts).
- If it says, “Peanuts or tree nuts are contained in the food,” consider it a prohibited item.

- Foods labeled “Processed in a facility that also processes peanuts and nuts” are acceptable to bring to school for personal consumption.

The peanut and tree-nut policy should be followed at all school-sanctioned events, including social events, transportation, and school trips, whether local or out-of-country. This policy also applies on busses and shuttles.

Here is a short list of foods recommended to bring to our nut-free campus:

- Fresh fruit, always a favorite
- Cheese (most cheese is nut-free, including kid-friendly string cheese and convenient cheese cubes)
- Raisins and other dried fruits
- Vegetables
- Air-popped popcorn
- Applesauce
- Chips
- Lunch meat and sandwich bread
- Nut alternatives like “sunbutter” (made of sunflower seeds)
- Juice, water, and most other beverages
- Some cookies, snack cakes, and crackers (however, these are more likely to contain nuts or to pose cross-contamination risks than other items on this list, so please check labels carefully)

We recognize that checking labels and finding nut alternatives requires extra effort. However, we all have a shared responsibility to follow this policy and take any additional precautions necessary to support the health and safety of all community members, including students with the most severe allergies. If you have any questions about the contents or administration of this policy or suggestions for additional nut alternatives we can share with other community members, please contact the Head of School, Associate Head of School, or Division Head.

Animals/Pets in School

Animals can be an important part of a student’s family environment, education, and personal growth. From time to time, faculty or students may wish to bring an animal to school for a specific, generally curricular, purpose. In such cases, permission must be obtained from the Division Head and the animal must be well trained, appropriately watched, free of fleas, properly inoculated, and leashed at all times. Otherwise, faculty, staff, students, parents, and guests are discouraged from bringing family pets or other animals to and on campus, with the exception of service animals.

This policy is intended to respect and accommodate community members who may have allergies or other discomforts with animals and help minimize incidents, including confrontation or sanitation, involving animals upset by unfamiliar circumstances, surroundings, and the excitement, noise, and crowds frequently associated with the school environment and events.

Student Support

Sometimes students require support beyond what classroom teachers and parents can provide in order to thrive at Nueva. If more targeted individual support for learning or for developing healthy social, emotional, and behavioral tools is needed, Nueva may gather a student support team. This team may consist of a student's teachers, advisor, Division Head, and parents. If needed, the team may also include Nueva's school counselor or a consulting educational psychologist. The teams meet to strategize the best ways to support students, and will continue meeting to best meet the needs of all students.

We strive to have resources available for supporting each student, and we seek to find the right balance of early identification of needs and honoring each student's unique developmental process. We sometimes recommend on or off campus tutoring or support services when we are concerned about a student's academic or social-emotional progress.

On-campus tutoring can be arranged for students by contacting tutoring@nuevaschool.org. Most often, students work one-on-one with tutors outside the classroom in the Library, Writing & Resource Center (WRC) or elsewhere on campus. Sometimes tutors go into the classroom to work with students during class. From time to time, a one-to-one support specialist may be required to work with an individual student within the classroom throughout the day.

Financial assistance may be available. Please contact admissions@nuevaschool.org or (650) 350-4525, for information.

Meetings with Nueva's counselor may also be arranged by parents or students. Administrators, advisors, deans, and teachers are also happy to make this introduction. Please contact the Division Head for more information.

Reasonable Accommodation Policy

Policy

Nueva adheres to the requirements of Title III of the Americans with Disabilities Act which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with documented disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the school.

Procedure

Request for Accommodation: A student with a documented disability, who desires a reasonable accommodation in order to access the goods, services or operations of the school, or his or her parents, should make a request in writing to the Head of School, Associate Head of School, and the Division Head of student's division. The request must identify: (a) the goods, services, or operations to which the student requests full and equal access; and (b) the desired reasonable accommodation(s).

Reasonable Documentation of Disability: Following receipt of the request, the Head of School, Associate Head of School, and Division Head may require additional information, such as professional documentation of the existence of a disability.

Interactive Process Discussion: After receipt of reasonable documentation of a disability, Nueva will arrange for a discussion with the student and/or the student's parents/guardians. The discussion may include other individuals that may be helpful to the discussion and issues to be addressed. The purpose of the discussion is to work in good faith to fully discuss reasonable accommodations.

Case-by-Case Determination: Nueva determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. Nueva will not provide accommodation(s) which would endanger the health or safety of the student or others, that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue hardship or burden to Nueva, including upon Nueva's finances or operations. Nueva will inform the student and/or the student's parents or legal guardians, in writing, of its decision regarding reasonable accommodation(s).

COMMUNICATION

Communication is ongoing and important at Nueva. Nueva fosters open communication and values the perspectives of students, teachers, parents, and staff. Parents should feel free to email faculty and staff directly with any questions or concerns about their student or a particular class. Throughout the year, grade-level parent coffees are opportunities to hear school updates and also to reflect and share concerns and issues at a grade level.

Conferences & Evaluations

Highly developed self-reflection and goal-setting skills are valued outcomes of a Nueva education, and we embark upon them with a deliberateness of purpose. While students grow these skills daily in every aspect of their lives at school, the process is punctuated by our formal conference and evaluation process. In our view, learning is a complex process of growth and not a number; as such, students do not receive transcript grades until they reach the 10th grade.

Nueva sets aside special school days for conferences. We strongly urge all families to take advantage of these scheduled opportunities to have a more extended conversation with teachers and advisors about your student's progress. We greatly appreciate families attending conferences on the days set aside in Nueva's academic calendar. Conferences scheduled on other days take time away from curriculum development and regular teaching responsibilities for teachers and advisors.

While the process differs slightly by division, this overview is intended to give you a sense of the cycle of the reflection and feedback over the course of a school year.

A fall mid-semester meeting allows student information to be shared between parent and teacher and initial goals to be set for the year. These conferences are generally short in duration and intended primarily as an intake conference with teachers learning as much information as possible from families to inform and guide their relationship with individual students.

A longer, in-depth conference is held mid-year to evaluate progress and refine goals. In the Lower School,

this mid-year conference is held with a student's classroom teacher, with students preparing and participating beginning in third grade; in the Middle and Upper Schools it is held with a student's advisor, and is led by the student.

By third grade, one input to this mid-year conference is the student's own self-evaluation as studies become increasingly structured and rigorous.

A second and essential input to the mid-year conference is the detailed, written narrative evaluations prepared by teachers and specialists. We rely on teachers to describe each student's academic performance in detail and to offer nuanced analyses of learning projects that articulate the student's relationship to content knowledge, skills, and enduring habits of learning including curiosity, critical thinking, resilience, intrinsic motivation, collaboration, and the capacity to self-reflect. The reports focus on goals that teachers are working to develop with students within each year and from year-to-year, and are used to track each student's progress over time.

Availability of completed mid-year progress reports are announced in advance of conferences days by Division Heads, with reports distributed to families via download from the password-protected Nueva home page.

Year-end conferences are also offered in all three divisions. Parents of Lower School students meet with their child's classroom teacher. Parents of Middle School students meet with their child's advisor. For students in the Upper School, year-end conferences are held for students and parents with each of the student's teachers. Detailed end-of-year evaluations are also prepared and distributed via the password-protected Nueva home page by the end of June.

One way you can help ensure especially productive meetings is to pass along any specific questions you have for your student's teachers/advisors in advance. Teachers and advisors are better able to provide the answers you seek if they have time to prepare.

Families must sign up for all conferences online via their password-protected Nueva home page, and priority is given to families with multiple students. Sign-up dates are announced in Nueva Notes. Parents/guardians will receive more detailed information about signing up, planning for and participating in conferences from each student's Division Head in advance.

Childcare for Nueva Lower and Middle School students while parents are attending conferences is offered and will be announced via *Nueva Notes*.

Communications Practices: Images and Works

It has never been so easy to capture special moments and share them with friends and family. We all love seeing our students in action, and nothing conveys the joy of learning—and being at a dynamic place such as Nueva—like a photo or video.

Throughout the school year, Nueva uses photos and videos in its internal publications, such as Nueva Notes, as well as on its public-facing platforms, such as the nuevaschool.org website, our publications, and

Nueva's social media channels (e.g., Facebook, Twitter, etc.). Some other ways photographic images are used include advertisements, the annual report, the Nueva wall calendar, admissions brochures, fundraising materials, slideshows, and videos.

The ability to promote the school, and share with our community the breadth and depth of a Nueva education, is greatly enhanced by the use of student images. We are also committed to protecting the safety and privacy of each student and family, balancing respect for our family's' privacy with our desire to tell the compelling story of Nueva.

Nueva follows these standards when using student photos on its external communication platforms:

- Nueva lists only the student's first name and first initial of the last name (eg, Sarah P.) in its publications;
- If the photo is of a group of students, we typically do not name them;
- From time to time, Nueva may wish to share via its publications and school-moderated websites student artwork, compositions, or other material that has been produced by students for school-related purposes (the "Works"). Nueva may associate text or other material with the Works and the author's first name and last initial and, if the author is a student, the student's grade.

Communications Permission

Before we use student images or Works, we request that parents of each student sign the Media Release each academic year. For students with two households, BOTH parents/guardians are required to approve the Media Release; images or Works of students with two households will only be used if both parents complete the approval process. The Media Release is available for your signature online at the password-protected Nueva website each May for the following school year; families will be notified of form deadlines via email.

Images of Nueva Students

The Nueva School prohibits the posting of photos and videos on Facebook, YouTube, Flickr, Instagram, or anywhere else on the web without consent of the people in the images. This includes photos taken of students and/or members of their families at any Nueva event, e.g., in classrooms, campus events, off-campus field trips, or school-related social events. We ask that Nueva community members respect each person's right to personally determine their own social media presence.

For sharing of pictures and videos with other Nueva families, we provide secure blogs, photo albums, and wikis on the private Nueva community site, and we encourage their use. Directions can be found under Resources on the internal website.

We also provide parents with access to the Nueva Media Archive, which contains pictures and videos from Nueva's history. You can directly upload media to the Archive yourself or you can give us, on CD, DVD,

or memory stick, high-resolution copies of any pictures, videos, or sound files that you take here on campus or at Nueva events for inclusion in the Archive. Please contact the Communications department at communications@nuevaschool.org if you have any questions.

Nueva Notes and Nueva Digest

Our weekly online/email publications are our primary channel for communication within the Nueva community. *Nueva Notes* provides important notices, updates on policies and procedures, and information about upcoming events. *Nueva Digest* is our weekly publication reporting on events, curriculum, and community. *Nueva Notes* and *Nueva Digest* are emailed directly to you and you can also view them online by accessing them through your password-protected home page. We strongly recommend reading *Nueva Notes* and *Nueva Digest* weekly.

Community members can submit content to nuevanotes@nuevaschool.org before the weekly deadline which is Tuesday at noon.

Nueva Website

The website (www.nuevaschool.org) is your portal to all things Nueva. On the public site, before you log in, you can see the latest news, descriptions of curricula, articles, athletics schedules, and much more. After you log in, you will see links to every aspect of the community and your student's education, from catered-lunch instructions, menus and ordering, and class-trip notices to teacher blogs and pictures of the latest events. You will also find the school calendar providing dates, times and locations of all events; filter functionality allows you to manage your calendar view.

There is a tremendous amount of information and utility available to you through the site, and we are excited to share it with you. We are always looking for ways to improve access to tools and information, and we seek to support you in connecting to the Nueva community. Please log in and spend some time exploring.

Nueva Directory

In late September, Nueva families receive a printed copy of the Nueva School Directory, which includes a detailed calendar of events, contact information for Nueva's Board of Trustees, NPA leaders, faculty and staff, and students listed by grade, geographically, and alphabetically by families. The directory is provided as a convenience for members of our school community, it may not be used for commercial purposes or for mailing or solicitation lists. The information is also available through the directory on your password-protected home page.

Repercussions for Misuse of School Modes of Communication

The Directory, Media Archives, Nvites, and other school modes of communication are not to be used for commercial purposes, or for the creation or distribution of any offensive or disruptive messages, including but not limited to messages containing any harassing, threatening, bullying, discriminatory, obscene, or sexually explicit comments. Unlawful messages, such as copyright infringing emails, are also prohibited.

Failure of any student, parent or family member to communicate consistently with the policies and standards of conduct outlined herein may result in a student's immediate discipline, suspension or dismissal from Nueva in the sole judgment and discretion of the Head of School or designee.

SCHOOL LIFE

Transportation

Our goal is to provide a wide variety of transportation options to facilitate safe, accessible, flexible, and affordable transit to and from school and to promote community to, from, and at school within and among grades and divisions. Below is an overview of our transportation program to and from our campuses. Further details of the transportation program are available on your password-protected Nueva website. Please log in to reserve your spot for Nueva sponsored bus and shuttle services, and to indicate your interest in our other transportation options.

Bus & Shuttle Services

Extensive transportation services include:

- Regional commuter transportation to/from each campus every morning, afternoon, and evening are available for an additional fee. Pick-up and drop-off stops are located throughout San Mateo, San Francisco, and Santa Clara counties.
- Local commuter transportation to/from each campus every morning, afternoon, and evening currently exists only between the Bay Meadows and Hillsborough campuses for an additional fee.
- Shuttle service from San Mateo's Hillsdale Caltrain station to/from the Bay Meadows campus. This service is complimentary.
- Consistent routes, stops, and times facilitate coordinated pick-ups, drops-offs, and carpools.

Fees for regional and local transportation services are on the website. Questions can be directed to Nueva at bus@nuevaschool.org.

Ridership Guidelines

All riders are expected to conduct themselves as they do at school, following Nueva's expectations for care, concern, and community at all times and respecting others' need for a safe and comfortable means of transportation. These following guidelines were written with student input. Please discuss them with your student before they start riding and again during the school year.

- Be cooperative with the driver at all times.
- Stay seated at all times. Hands and arms must be inside the vehicle.
- You may drink waters and eat snacks.
- Pick up all trash as you leave. Keep the vehicle clean.
- Use headphones.
- Create or consume school appropriate content when using the Internet or other software.
- Use kind and appropriate language. Keep volume at a respectful level.

- Saving seats is not allowed.
- Be kind about sitting with new and younger kids and take care of each other. Assist anyone who needs help.
- Once you get on, don't get up unless there is an emergency.
- Thank the driver!

Carpool Facilitation

Our goal is to provide you with the information you need to facilitate your communication and coordination with fellow community members looking to carpool to/from school, bus stops, public transit, and otherwise. On your password-protected Nueva website under the DIRECTORY> FIND CARPOOL menu item, you can find our directory of families sorted by their zip codes and can view maps of each geographic region. Separate lists are provided for HILLSBOROUGH (LS/MS), SAN MATEO (US), BOTH, and FACULTY/STAFF. Click on the zip code to open a Google map of the area or use the Search by City drop-down menu.

Assemblies and Meetings

Grounded in our commitment to collaborative learning and community, our individual grades, divisions and whole school meet regularly to celebrate together, appreciate accomplishments, discuss issues, tackle problems, and develop opportunities. These meetings and assemblies are intentionally designed elements of school life that nurture and sustain us. We are deeply committed to these times for connection that develop meaningful and purposeful relationships across grades and divisions. Please see individual division sections of this Handbook for more details.

Trips Program

One of Nueva's unique hallmarks is our Trips Program which truly embodies our school motto of "Learn by doing, learn by caring." Like other curricula, the program is a spiral one designed to enable children to gradually increase their independence. Starting in first grade, students participate in developmentally appropriate, intensive, immersive trips each year to enhance learning through direct, hands-on experiences. In the Lower School, the trip sequence begins with the entire first grade sleeping over in the Hillsborough Mansion Ballroom and culminates in travel around the country and abroad in the Middle and Upper School as students experience trips designed to further their studies.

As an important component of our academic program, mandatory school trips are preceded by extensive preparation during the related academic classes. Trips are chaperoned by teachers, advisors, specialists and other key members of the Nueva community who support our students. We hold mandatory trip meetings in advance of travel to review itineraries with parents/guardians, and to discuss all aspects including expectations for both participation and behavior. All Nueva policies and guidelines apply when students are on Nueva trips. Families receive information and updates about trips throughout the year, and we work directly with parents and guardians to provide details and resolve concerns.

Another optional component of this program is the student exchange program, opportunities for students

in eighth grade and above to host students visiting Nueva from other countries. The growth that stems from sharing cultures, practicing language, and caring for our guests is enormous.

Storage Lockers and Backpacks

Storage is provided for all students, although in some cases, students may be expected to share space. Students in the Lower School are assigned cubby or locker space. Middle and Upper School students can request lockers or may be assigned one to store class-specific projects.

Students may only use their own assigned locker and are not permitted to go into another student's locker without permission. Students may not put permanent decoration on the inside or outside of their lockers, and they may not attach stickers or items that can deface them, inside or outside. Only non-perishable food items are permitted to be stored in lockers.

For security reasons, there is no reasonable expectation of privacy in the use of school property, including cubbies or lockers. Nueva reserves the right to access a student's cubby or locker at any time at the sole discretion of the Head of School, Division Head or designee.

When backpacks are not in class or being carried from one to another they should be stored in a secure area, either in a locker or in an area where it does not violate fire codes or create a tripping hazard. Changes of clothing and/or equipment for athletics should also be stored in lockers. If equipment does not fit, students should ask Division Assistants for an appropriate solution.

Parties and Social Gatherings

We are a small community, and we strive to cultivate inclusiveness, openness, and empathy. We hope that all families will feel comfortable participating in and contributing to on-campus events and social activities off-campus.

We appreciate when Nueva families can extend invitations to social events to all families in the grade level, but we understand that this is not always possible. We strongly suggest careful consideration and sensitivity when inviting a majority of a grade, class, or group.

If a student is holding a social event that does not include the entire class, please mail invitations through the U.S. postal service or via personal email; please do not hand out invitations at school. Please see also Use of Nueva Nvite and Email below.

Use of Nueva Nvite and Nueva Email

Nueva has an effective and efficient invitation system called Nvite, established the following guidelines: please use Nueva's Nvite platform for school-related events that take place on a Nueva campus **only**, e.g., a Parent Social or an in-class celebration. Please do not use the Nvite platform for social events that take place off campus and are not Nueva sponsored events, e.g., Parents' Night Out, a student's birthday party, or a group play date.

Please use the Nueva email platform to convey grade and school specific information (e.g., field trip chaperones, class activities, upcoming events). Please do not use Nueva's email platform to solicit personal

business relationships. Always be respectful of the privacy of Nueva community members by using the bcc (blind carbon copy) functionality in your email to block email addresses on invitations and group emails that include guests outside the school.

The Nueva Parent Association (NPA) & Volunteering

All parents and guardians of Nueva students are automatically members of the NPA. One of the key strengths of Nueva is its dedicated and talented parent body that assists faculty and staff in carrying out the mission of the school. By offering time and talents NPA members enrich our students' educational experiences and are part of the magic that makes Nueva a supportive and inclusive community.

One of the best ways to learn about what goes on each day at Nueva is to volunteer. Parents and guardians can volunteer in a number of ways:

- Sign up for events and activities at Tea on the Plaza, our traditional and very special first day of school festivities.
- Contact an NPA Executive Committee Member or Event/Program Chair.
- Look for sign-up opportunities on the password-protected home page, or for announcements for upcoming volunteer needs in Nueva Notes.
- Join a friend who's volunteering! It's the most fun way to get involved.

Much more information can be found on the password-protected home page. Use the menu bar at the top and click on NUEVA PARENTS ASSOCIATION under the GET INVOLVED menu item.

SCHOOL VALUES AND POLICIES

Community Norms and Disciplinary Procedures

In order to be an upstanding member of this community, we follow three guidelines: respect yourself, respect others, and respect the school environment. As mentioned above in *Care, Concern, and Community*, we work together to create an environment in which students and teachers feel respected and are comfortable excelling socially and academically. Community members respect people's ideas, wishes, feelings, physical boundaries, differences, and property. Please see the *Nueva Core Values Code* on page 7 of this Handbook.

We believe that the most powerful consequences are often natural consequences arising as a result of the choices students make. We recognize that students are learning and we believe that reflecting on mistakes is a powerful guide to making better choices in the future. At Nueva, adult teams including teachers, deans, specialists, advisors and other adults, work directly with students to resolve issues, discuss behaviors, and help them learn to grow. However, seriously inappropriate acts, or patterns of inappropriate conduct or behaviors, as determined by the sole judgment of the Head of School, can require a direct and immediate response. The following is a non-exhaustive list of conduct and behaviors that are inappropriate at Nueva and may warrant disciplinary consequences:

- Engaging in verbal, written or electronic conduct hurtful to others.

- Engaging in physical conduct hurtful to others.
- Intentionally or carelessly damaging or destroying school property or another person's property, including property within or associated with the buildings wherein the school abides.
- Lying, cheating, or stealing.
- Public dishonesty or behavior that does not uphold the values of Nueva.
- Knowingly behaving in an unsafe manner.
- Inappropriate use of school information technology and equipment, in violation of Nueva's *Acceptable Use Policy*. See the *Technology* section of this Handbook.
- Knowingly engaging in discriminatory behavior that targets an individual or a specific group.
- Unexcused absences from class or school. This includes being off campus without properly following sign out procedures before departing.
- Violations of Nueva policies and procedures, which are contained in this Handbook.

Final disciplinary decisions are made by the Head of School, in consultation with Division Heads, teachers, advisors, counselors, and deans, as necessary. Decisions about disciplinary consequences are discussed with the student, the student's parents/guardians, and relevant teachers and administrators, as necessary. Consequences for inappropriate conduct and behaviors may include a combination of some of the following:

- A meeting with parents, teachers, and administrators
- Apologies and conflict resolution
- Loss of privileges
- Behavioral contracts or probation for a portion of the remainder of the semester, or for the remainder of the school year
- Service to the Nueva community and/or fixing of the problems that were caused
- In-school suspension with reflective writing
- Suspension for the remainder of the day with reflective writing required
- Suspension for one or more days with reflective writing required
- Parent-hired school aide for the student
- Declining to extend offer of re-enrollment for the following school year
- Expulsion

Academic Integrity

Students must exhibit academic integrity in all aspects of their lives at Nueva, doing their own work fairly and honestly. Nueva sees all violations of academic integrity, intentional or unintentional, the same. This includes, but is not limited to, any form of cheating or misrepresentation, plagiarism, passing off another student's work as one's own in any situation, or forging of signatures. Conduct prohibited by this policy includes, but is not limited to:

- Copying, e-mailing, exchanging or duplicating assignments that will each be turned in as "original work"

- Giving or receiving unauthorized assistance or answers during any assignment, quiz or test
- Taking someone else's assignment and submitting it as your own
- Allowing parents, family members, tutors, or friends to do work for you
- Submitting material created by someone else without proper citation.

Plagiarism

Students are expected to complete assignments in accordance with teacher's instructions and to submit work that is their own. Although students may receive the help or the guidance of an outside tutor, they are expected to submit original work, accurately representing their own skills, knowledge, and ideas. An understanding of what is meant by plagiarism and a commitment to academic integrity are expected of each student at a developmentally appropriate level for each Division.

Plagiarism is an unacknowledged borrowing from another writer, artist, source of words, language, opinions, ideas or facts — other than those generally known and accepted as true — and is a serious offense against an intellectual and academic community. Plagiarism can occur in any course or discipline.

Students are required to cite the sources of their borrowed ideas and opinions. Students who have borrowed material from one particular source for the substance of an entire paragraph should clearly indicate this dependence. Cutting and pasting or copying verbatim any portion of a source from a text or the Internet without citation and attribution is plagiarism. The librarians or teachers can instruct students on using appropriate citation formats.

Paraphrase is a substitute for direct quotation, and although limited paraphrase with proper citation is not dishonest and indeed might at times be suitable to a student's needs, generally, extensive paraphrase, even with citation, but without further original student contribution or analysis, is dishonest scholarship. There may be certain assignments that require extensive paraphrasing so please work with your teacher to understand the requirements of the assignment. Borrowing the ideas from a source by substituting a minimum number of one's own words for those of the original is an example of the kind of extensive paraphrase that must be avoided.

Students should always follow the instructions of teachers with respect to level of collaboration or independent work required on any given assignment. Instructions to work independently are expected to be followed. However, some teachers explicitly allow or encourage collaboration on homework and projects with acknowledgement of the collaboration. Students should be mindful of the issues associated with plagiarism and documentation when using Internet sources and are expected to note the sources in the documentation of their homework and projects.

All cases of suspected plagiarism will be subject to disciplinary review. Internet resources may be used to check for plagiarism.

Response to Academic Integrity Violations

The response to academic integrity violations and consequences require the student to reflect on their decision-making process and learn from the experience. In addition, academic integrity violations will be

addressed using the process described below. However, nothing in this policy prohibits Nueva from deviating from, bypassing or skipping all or a portion of the process described below.

Middle School:

The Middle School handles violations seriously and according to severity. In all cases, a student and teacher will have a conversation about academic integrity and the student will reflect on the situation, why the student chose the specific action, and what has been learned from the experience. The student may be asked to write a letter with these reflections, share the experience with his/her parents/guardians, or redo the assignment as per the teacher's instructions.

Advisors, the Middle School Head, and Head of School will be involved in more serious cases or in cases of repeated inappropriate behavior.

Upper School

A teacher suspecting a violation of academic integrity must report the case to the Division Head. After discussing the situation, the Assistant Head meets with the student. If it is concluded that there has been a violation, the following consequences may apply:

- Student meets with the Assistant Head to reflect on the situation, why the student chose the specific action, and what s/he has learned from the experience. The student may be asked to write a letter with these reflections.
- Student does not receive credit on the specific assignment and must re-do the assignment with the teacher's guidance.
- Assistant Head calls home to discuss the situation with the family. The student is given the opportunity to talk with his/her parents before the Assistant Head calls home.
- Student meets with teacher to discuss the situation and ask for advice/feedback on future decisions.
- Student meets with advisor to discuss the situation.

A first case violation generally remains in the office of the Assistant Head of Upper School for Academics; it is not typically submitted to the student's permanent record. All second-case violations are sent to the Head of School and Upper School Division Head and they become part of the student's academic record. The specific process and consequences are determined on a case-by-case basis by the Head of School and Head of Upper School. Any further cases of academic dishonesty may result in suspension, non-renewal of enrollment or expulsion.

Dress Code

Nueva's dress code is simple: dress respectfully and appropriately for the work and play of each day. The intention of the dress code is to help maintain a safe, productive environment for all members of the community and campus visitors.

Students in Lower School should come dressed in clothing that allows for exploration indoors and out, and with a wide variety of active learning experiences and use of materials including sand, mud, and paint.

Families provide a change of clothes, including pants, shirt, socks, and underwear, an extra warm layer, and

sturdy and/or athletic shoes for physical education and outdoor exploration. We encourage parents to provide rain gear for school so that students may play outside on rainy days.

Keeping in mind that Nueva is a prekindergarten–12th grade school, clothing should be comfortable for the wearer as well as all members of our community. We ask that students be mindful of others and respect the feelings of all members of the community. Because of the dynamic nature of our curriculum, students are expected to arrive at school and remain for the day in clothing that is neat and clean in appearance and that allows them to engage in all of the myriad activities that occur each day. This means:

- No advertising for, symbols of, or other references to drugs, alcohol, or violence.
- Shoes must be worn at all times unless explicit protocol designates otherwise; students may wear sandals and flip-flops, although some school activities might require more substantial and/or protective footwear. .
- No obscene language or graphics, sexual content, or references that are inappropriate for a school environment.
- Clothing should completely cover students' undergarments.
- Shorts and skirts must be long enough to allow for regular and comfortable movement including sitting on the floor.
- A student's clothing, including accessories, should allow for regular movement without creating a distraction to themselves or others.
- For athletics, students must follow the athletic director and coaches' guidelines.

Because the intention of the dress code is to help maintain a safe, productive learning environment for all, students who violate the dress code will be asked to change and parents may be notified. Multiple violations will result in discussions among the student, parents, advisor, and/or the Division Head and may result in disciplinary action.

There may be higher expectations for dress code on trips, and that will be clearly communicated to students and families during trip preparation meetings.

Policy Against Tobacco, Alcohol, and Illegal Drugs

Nueva has adopted a tobacco, alcohol and drugs policy: (i) to educate young people to make wise and life-enhancing choices; (ii) to keep Nueva free from drugs and alcohol, and (iii) to help young people who have already used controlled substances make better choices.

Drugs, alcohol, illegal substances, and drug paraphernalia (collectively, "Prohibited Substances") possession, sale, purchase and use, are strictly prohibited at both Nueva campuses, at off-campus Nueva activities and functions, or at any event in which the student is representing Nueva. Possession and/or use of Prohibited Substances at Nueva are grounds for immediate expulsion and police involvement. Off-premises purchase, use, sale or possession of Prohibited Substances is also prohibited.

Smoking tobacco, electronic cigarettes or vaping anywhere on Nueva's campus, at off-campus Nueva functions, or at any event in which the student is representing Nueva, are strictly prohibited.

Nueva's tolerance policy is rooted in our concern for the well-being of our students, a concern that reaches beyond the school's boundary. Nueva, in its sole discretion, may take disciplinary action for any violation of this policy that occurs off campus, whether or not related to a school activity if, in Nueva's judgment, the conduct impacts its community or reputation.

Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances: (a) when Nueva has a reasonable individualized suspicion that a student is attending school or school-related activities with intoxicants or mind-altering substances in his or her system; and (b) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of any alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Violation of this policy or the refusal of a student to undergo testing or to cooperate fully with any of these tests is also a violation of our policy and may result in expulsion. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs that could affect their ability to function in a safe and efficient manner must notify an administrator or the nurse of this fact when they report to school. If a student is changing medication or dosing that might negatively impact their ability to function, the school should be notified.

In addition to determining the appropriate disciplinary action, Nueva reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by Nueva's administration.

Nueva reserves the right to report a student's use, sale, or distribution of alcohol and/or drugs to the appropriate police authorities.

Policy Against Harassment

Policy

Nueva School prohibits harassment, including sexual harassment, of any student by anyone enrolled in or employed by the school. This policy prohibits harassment of students by any third party such as contractors or visitors to campus. Harassment that occurs off-campus, whether during school-related events or otherwise, is prohibited so long as the conduct has a nexus with Nueva.

Harassing conduct by students towards other students or towards faculty or staff members will result in appropriate corrective action, up to and including suspension or expulsion from Nueva and/or change of placement. Harassment of students by faculty or staff members will result in appropriate action, up to and including termination of employment. (A separate policy addresses and prohibits harassment by and among faculty and staff members.) Harassment of students or faculty/staff by parents will not be tolerated.

Harassment Based on Gender or Other Protected Status: Nueva's policy prohibits sexual harassment, which includes sexual assault. It also prohibits harassment based on any basis protected by law as a "Protected Status," including but not limited to age, ancestry, color, religious creed, mental or physical disability, marital status, medical condition, genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation.

Who Is Prohibited from Engaging in Harassing Conduct: Nueva will not tolerate harassment (based on Protected Status and as defined by this policy) by anyone who attends or works at Nueva, is a parent or other member of the community, or is otherwise engaged by Nueva in any capacity. Nueva will take all reasonable steps to prevent or eliminate harassment.

Harassment can take many forms, and may include verbal, physical, or visual conduct. Examples of prohibited harassment:

- Verbal and visual harassment includes threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings, or gestures.
- Physical harassment includes intimidating conduct, touching of a person or a person's property, hazing, assault, stalking, or blocking or impeding a person's movement.
- Sexual harassment may include but is not limited to:
 - Sexual comments, e-mails, texts, notes, letters, drawings, cartoons, photos, or images
 - Sexual slurs, epithets, obscene comments, suggestive comments about another person's body, or sex-oriented abuse
 - Sending or showing nude drawings, cartoons, videos, photos, or images
 - Unwanted physical conduct such as kissing, hugging, patting, pinching, touching, sexual assault or violence, intimidating or vulgar body language such as leering, brushing up against another's body or blocking normal movement
 - Threats and demands to submit to sexual requests as a condition of admission to Nueva, continued good standing at Nueva, to gain some school benefit or to avoid some loss in return for sexual favors.

Harassment Complaint Procedure

How to Make a Report

Students who believe that they have experienced, witnessed or have relevant information about harassment should immediately report the matter to Nueva, either orally or in writing. Students may report the matter to the Head of School, the Associate Head of School, Division Heads, Class Dean or other school administrator. Alternatively, students may choose to report harassment to any other employee of Nueva with whom they are comfortable, such as a counselor, a faculty member, or a coach, all of whom must report the matter to Nueva's administration under this policy.

Students are encouraged to report harassment immediately in order to maximize Nueva's ability to

respond promptly and equitably. While Nueva does not limit the time frame for reporting, Nueva may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time between the alleged misconduct and the report.

Confidentiality

Nueva is committed to protecting students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with Nueva personnel directly involved in the investigation or to the extent necessary to conduct a thorough investigation and to take effective corrective action and any appropriate remedial action.

Interim Measures

Nueva may provide appropriate interim support and reasonable protective measures, based on the individual applicable circumstances, to prevent further acts of harassment, and to provide a safe educational environment. Even when a student does not request that protective action be taken, Nueva may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader school community, or the integrity of the investigation process.

The Investigation

Upon receiving a report of harassment, Nueva will undertake a thorough investigation of the allegations. The investigator will gather information and any available physical evidence, including documents, communications between parties and other electronic records if appropriate.

The Head of School, or his or her designee, will then determine if the conduct violates Nueva policy, and if so, the appropriate remedial action. If discipline is imposed, the level of discipline will generally not be communicated to the reporting student.

In cases involving an alleged crime, neither law enforcement's determination whether to prosecute nor the outcome for any criminal prosecution are determinative of whether violations of this policy have occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following criminal proceedings.

Possible Sanctions

If a violation of this policy is found, Nueva will take appropriate corrective action, up to and including expulsion for students, termination and/or termination proceedings for employees, or issuance of a ban from coming onto campus for third parties, such as outside vendors or independent contractors.

No Retaliation: Nueva prohibits retaliation against any person who brings a complaint of harassment in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Any person who engages in retaliation or who makes a knowingly false complaint of harassment in violation of this policy will be subject to discipline, up to and including expulsion for students and termination and/or termination proceedings for employees.

In accordance with Education Code § 231.5, this policy shall be available in Nueva's main office and will be provided to all students and employees.

Policy Against Bullying

Nueva believes that all students, faculty, and staff have a right to a safe and healthy school environment. We are committed to creating and promoting such an environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Nueva will not tolerate behavior that undermines this mission, including bullying. Nueva defines bullying as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act (e.g. online or by email), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by Nueva.

Examples of the aforementioned conduct includes or involves: (i) intimidating behavior or behavior designed to provoke a violent or disorderly response from those being targeted; and (ii) group or clique hazing, threats, violence, or exclusion.

Students, including those who are victims of bullying or bystanders observing or hearing about bullying behavior, are encouraged to report bullying immediately to the Head of School, the Associate Head of School, Division Heads, Class Dean, or other school administrator in order to maximize Nueva's ability to respond promptly and equitably. While Nueva does not limit the time frame for reporting, Nueva may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time between the alleged misconduct and the report. Knowingly making a false complaint of bullying may result in disciplinary consequences.

If a violation of this policy is found, Nueva will take appropriate corrective action, including, but not limited to, suspension or expulsion.

Nueva prohibits retaliation against any person who brings a complaint of bullying in good faith or who honestly assists in investigating such a complaint, even if any investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Any person who engages in retaliation will be subject to discipline, up to and including expulsion.

Firearms or Other Weapons

Nueva students are not permitted to brandish, carry, possess, use - or threaten to brandish, carry, possess, or use - firearms, knives, explosives/firecrackers, or any other weapons of any type, including imitation or toy weapons, while on school property or at any school related activity or event, whether on or off campus. Any student in violation of this policy will be subject to disciplinary consequences up to and including immediate separation from Nueva. Nueva may also inform law enforcement of the student's behavior.

Theft

Theft of personal or communal property is a violation of Nueva policies and should be reported to the Head of School, the Associate Head of School, Division Heads, Class Dean, or other school administrator immediately. Depending on the nature of the theft, the range of disciplinary responses may include expulsion.

TECHNOLOGY: Acceptable Use Policy (AUP)

Overview

Nueva provides a range of technology resources to enrich the academic experience of students, faculty, and staff. This Acceptable Use Policy (AUP) outlines the details for use of this technology.

Nueva offers students access to Nueva's internet connection, laptops, printers, video/audio equipment, wireless networks, data systems, computer systems, servers, networks, software, subscription services, and other equipment that comprise our Nueva-managed technology and services.

Beginning in 5th grade, through our 1-to-1 Laptop Program, Nueva assigns each student his or her own laptop. The 1-to-1 Laptop program is a natural extension of our history of innovation with technology and its emphasis on authentic and individualized learning experiences. Students in the Lower School have supervised access to laptops and other devices.

Use of technology at Nueva is a privilege, not a right. All technology users have a responsibility to utilize technology in an appropriate, authorized (by Nueva), lawful, and ethical manner, in accordance with this policy and Handbook. Violations of these policies may result in suspension or loss of this privilege and further disciplinary consequences. In addition, legal action may be taken in accordance with federal and state law and policies, and criminal charges may be filed against a student and/or parents, when appropriate.

Student Use of Nueva-Managed Technology:

Usage for Academic Purposes: Nueva-managed technology is available to Nueva students to promote Nueva's educational program. Nueva-managed technology should be used for academic purposes:

Prohibited Usage: Students agree never to use personal and Nueva-managed technology for the following prohibited purposes:

- To send a message that violates any law, policy, rule, standard of conduct, or is unacceptable behavior, including, but not limited to: any policy, rule standard of conduct, or unacceptable behavior set forth in this Handbook;
- To send messages using abusive, or otherwise objectionable language to send any messages that are prohibited by Federal or California law;
- To engage in personal attacks, including prejudicial or discriminatory attacks;
- To harass another person. (defined above);
- To knowingly or recklessly post false or defamatory information about a person or organization;
- To post, send or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with Federal and California copyright laws;
- To transfer copyrighted material to or from any Nueva-managed computer or machine without license or the express written permission of the owner is a violation of Federal Law;
- To access, send, or retrieve pornographic material;

- To masquerade as another person or falsify one's identity to others with malicious intent;
- To gamble;
- To engage in any illegal act, including but not limited to: arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.;
- To circumvent security measures on Nueva-managed or remote computers or networks;
- To attempt to gain unlawful or unauthorized access to another's resources, programs, or data;
- To attempt to use another Nueva community member's security password or security credential for any Nueva account.

Additional Prohibited Usage for Lower School & Middle School Students: As a prekindergarten–grade 12 school, we are dedicated to technology use for its highest creative and academic purposes. We seek to develop a natural progression for the inclusion of technology in students' classroom activities, and have integrated technology experiences designed to teach healthy practices. As such, Lower School and Middle School student use of laptops is limited to direct supervision by a teacher. This includes prohibiting usage at the following times:

- Lunchtime and lunch recess because of the high value we place on healthy eating habits and time for play. Students will be advised of lunchtime options for supervised homework or school-related projects at the beginning of each school year.
- Before school begins and while awaiting pick-up.
- At Extended Day programs. Laptops can be used only during Homework Club, but for homework, not for recreational purposes or for video games.

We intend to establish protocols for students' safety during the elementary and middle school years. To that end, students in the Lower School and Middle School agree not use Nueva-managed technology, without permission from the school, for the following purposes:

- To Instant Message, chat or send texts;
- To access or use social networking websites of any kind, including but not limited to Instagram, SnapChat, Facebook, Google+, etc; Lower and Middle School students do not meet the minimum age requirements.
- To visit and post information and/or messages on social networking websites such as Instagram, SnapChat, Facebook, Google+, etc.;
- To access or use chat rooms or forums, unless directed by a teacher as part of a classroom activity;
- To agree to meet with someone he/she has met solely online;
- To enter contests, advertising, promotions, political lobbying, or personal commercial activities including online purchasing on sites such as eBay or Craigslist (which facilitates direct contact between an unknown seller and the student; in addition, online purchases should happen at home so parents are aware of monies being spent);
- To disseminate, view, or store commercial or personal advertisements, solicitations, promotions,

destructive code (e.g., viruses, Trojan horse programs, etc.), or any other unauthorized materials as determined by the school;

- To engage in the unauthorized exploration of the network operating system or to change any installed Nueva-managed software;
- To disclose personal information including but not limited to: address, phone number, birthdate, or age to third parties unless the student has written parental consent;
- To download or upload software, games, or shareware;
- To play video and/or other non-school related games, recreational videos, or movies for entertainment;
- To communicate any credit card number, bank account number, or any other financial information;
- To post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people, including sending “Reply All” messages;
- To falsely represent yourself as the School by using the school name on social media sites, unless authorized by the Head of School in advance and in writing;

Further Guidance on All Prohibited Usage Sections: The prohibited usage detailed above are meant to provide Nueva students and their families with examples of prohibited conduct, but are not intended to serve as an exclusive or all-inclusive list. All Nueva students may be disciplined for engaging in other conduct deemed, at the sole discretion of Nueva, as detrimental to the school, its mission, or to be a violation of school policies, rules, standards of conduct, unacceptable behaviors, law, and/or otherwise harmful to other students.

If a student mistakenly accesses inappropriate information, the student should immediately tell a teacher or an administrator, so the Technology Office can be notified to correct or remedy the issue. Additionally, to the extent parents inform the student that there is additional material they think would be inappropriate for the student to access, Nueva expects that the student will follow his or her parent’s instructions in this matter.

Safety: Students should promptly disclose to a teacher, school administrator, or staff member any message they receive that is inappropriate, that makes them feel unsafe, or that is a violation of any Nueva policy (including those stated above), rule, standard of conduct, law, or is unacceptable behavior, and/or otherwise harmful to other students.

Security: It is essential that Nueva computers and devices never be disrupted by any malicious software or computer viruses. Students should refrain from opening email attachments from individuals they do not know. If a student suspects that malicious software (malware) or a virus has been introduced into a Nueva machine device or Nueva’s network, that individual should notify the Technology Office immediately. When work must be transferred from home to Nueva-managed technology, it should be through Nueva’s official Google Apps for Education platform, Nueva’s file servers, or through Nueva’s email accounts, or other reputable services.

Vandalism: The entire community suffers when computer systems are disrupted. Students agree not to

engage in digital or network vandalism, including, but not limited to, the following acts:

- Attempting to access or edit the files, folders, or equipment without permission;
- Attempting to bypass security or management software;
- Revealing personal Nueva account passwords to others;
- Unauthorized (by the Technology Office) installation, removal, or copying of ~~any~~ software ~~or~~ (Upper School students are authorized to install software on their Nueva-issued laptops as they are administrators to the laptops; however, they do so at their own risk. The school assumes they have the proper documents for proof of purchase. Support and troubleshooting these software packages or apps are not within the scope of the Technology Office's services.);
- Circumventing device settings on any shared network or computer resources, or circumventing grayed out or locked settings on Nueva-issued laptops; or
- Changing or unplugging network or phone cabling from existing classroom or lab equipment.

Vandalism also includes but is not limited to: the spreading of code pranks, malicious or annoying malware, viruses, and Trojan software, or changing of Nueva-owned device settings that have been purposefully made unavailable. Nueva students should respect their fellow students and community members and not adversely or negatively impact or affect another Nueva computer, device, or account.

Passwords: Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their Nueva account passwords.

Copyright & Plagiarism: Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. (Please see Nueva's policy regarding *Academic Integrity* in this Handbook.) Students are also responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material that users wish to download or copy. Copyright violations include the copying of computer software, digital text, or written materials without the permission of the author. Students may not agree to a license or download any material for which a registration, installation or activation fee is charged to Nueva, while using a personal or Nueva-managed device, without first obtaining the express written permission of the Director of Technology.

Network Bandwidth and Frivolous Use: Nueva's technology resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all students connected to the network have a responsibility to conserve these resources, avoid waste, and make sure not to place these resources at risk. Nueva students should not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: printing large quantities of paper, sending mass mailings or chain letters, spending excessive, non-academic amounts of time on the Internet, engaging in non-academic online video or audio streaming, uploading or downloading extra large files, or otherwise creating unnecessary loads on network traffic associated with non-school-related uses of the Internet.

Rights of Nueva with Respect to School-Managed Technology

Nueva's rights with respect to student and/or guest use of technology and communications include but are not limited to the following:

Right to Monitor, Search and Seize Nueva-Managed Technology and Communications: Each student's online communication using Nueva-managed technology is a reflection of the school. Students have no expectation of privacy when using Nueva-managed technology or in any communication sent using Nueva-managed technology, including communications sent on personal electronic devices using Nueva-managed technology (i.e. school networks and equipment). Nueva has the right to monitor and log any and all aspects of its Nueva-managed technology, including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads and all communications to or from Nueva-managed technology, including communications that can be retrieved from Nueva's server/network and electronic equipment. The Nueva School also reserves the right to search and seize Nueva-managed technology and any privately owned devices connected to it or interfering with its proper function.

Cooperation with Authorities: Nueva will cooperate with copyright holders, law enforcement, and other authorities, as appropriate, if they learn of illegal or potentially illegal use of Nueva-managed technology by Nueva students or visitors.

Content Filter: Nueva has the right to utilize software that makes it possible to identify and block access to Internet sites containing explicit content or other material deemed inappropriate in a school or workplace.

Restrictions on Student Use of Personal Technology: Nueva asks that students use its school-issued laptops while at school, even if they have their own device at home, because teachers plan their courses with the assumption that students will have common technology capability, including access to Nueva-managed computers, hardware, connectivity, software, security, and online service subscriptions available through the 1-to-1 laptop program. If a student chooses to bring their own personal devices, in addition to using their Nueva-issued laptop, they are responsible for supporting and/or configuring their personal devices.

Personal Electronics

Personal electronics include but are not limited to laptops, cell phones, tablets, Kindles, MP3 players, smart watches, and game devices. In general, we discourage students from bringing personal electronic devices to school. Nueva is not responsible for loss or damage of any personal electronic device. Nueva provides computers and other devices for educational uses during the school day. If a student brings a cell phone or gaming device to school, it must be used in ways that are not disruptive to the educational programs or other individuals. In general, for LS and MS students, all non-Nueva electronic devices must remain turned off for the entire school day and kept out of sight in the student's locker or backpack. These devices may be used on the school bus or shuttle, but only if it does not create distraction for others and materials are

appropriate.

Amplified music may be allowed in class or on campus, if permitted and supervised by a teacher, but all music at school needs to be school-appropriate. Profanity or inappropriate language is not permitted.

Further Guidelines for Lower School and Middle School Students: If a student needs to make a call during the school day, s/he may get an adult's permission to use the phone in the Mansion Foyer, Middle School Office, or Front Desk Reception in the J Building. For Middle School students, personal electronics, including cell phones, may only be used after school is dismissed at 3:25 pm. For Lower School students, personal electronic devices should not be used on campus. We are intentional about our desire to have our students focus on their work, their play, their teachers, and their classmates and we review these expectations with students in class meetings at the beginning of the school year and as needed throughout the year. Cell phones and other devices may be confiscated if they are out or used without specific permission during the school day.

Social Media

Part of learning to be a successful citizen and Nueva community member includes understanding that social media and digital communication are essential parts of our world today. Social media are powerful learning, collaboration, and communication tools and should be judiciously employed in the pursuit of learning. Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, Vine, SnapChat, Google+, and Flickr.

It is important to recognize that access to information can result in tremendous advantages, and it can also create new responsibilities for students of which students and their families should be aware. The decision to embark on a social media presence is one that should be made jointly between students and their parents/guardians. Nueva's social media policy prohibits students in grades 8 and below from accessing social media sites, and all such sites are fully blocked on the Hillsborough campus.

For any Nueva student participating in social media, we encourage strict adherence to the rules and guidelines of each site, as well as to Nueva's guidelines for behavior. Most social media sites require individuals to be 13 or older to create accounts, e.g., Google+ and Facebook, so please check the rules for each site before joining and abide by them. We expect students to use appropriate language and model ethical behavior at all times in any online use, as students are part of the Nueva community even when not physically in school, and school guidelines regarding respectful and responsible treatment of others still apply.

Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many employers and colleges will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record. The following are our social media guidelines:

- Be your best self online—post accurate information and be accountable for what you say.
- Get your parents' input about what information they feel should remain private and what is acceptable to post publicly. Your parents may provide guidance and supervision of your activities online. Please keep in mind that parents may be liable for your actions or misconduct online while you are a minor.
- Share your account credentials and passwords with your parents (in a sealed envelope, if preferred), so if there is an emergency, they are able to leverage social media as a way to help address the emergency.
- When you use social media for academic purposes, such as for a school assignment, treat the platform as a digital extension of your classroom—the same rules apply online as they do at school.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that school rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication.
- Privacy settings are automatically set by social media providers and these settings govern who can see your posts, how information is linked, and what data of yours is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should be informed about your accounts' levels of privacy, and consciously manage your privacy settings.
- Protect yourself online. Don't post identifying information that could risk your safety or increase the chance of identity theft. Identity theft often happens to minors who have no credit history; thieves can easily start a history.
- Take cyberbullying and online harassment seriously. If you are being cyberbullied or harassed or hear about/observe someone else being cyberbullied or harassed, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in immediate danger, call 911. It is important not to respond to, retaliate, or forward any harassing, intimidating, or bullying content. "De-friend," block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is school-related, print the messages and provide them to Nueva when you report the incident.
- Nueva community members (staff, faculty, parents, students, etc.) may not create public or password-protected pages and/or sites (outside of the Nueva website, Google Apps for Education and Canvas platforms) representing Nueva without prior written approval from the Communications Department. In addition, community members should refrain from tagging content with the Nueva,

Nueva School, or the Nueva School tag without prior written approval from the Communications Department. Contact Communications at communications@nuevaschool.org with any questions.

Data Back-Up

Students are responsible for backing up all of the data on their school-issued laptop and/or device. Nueva recommends students purchase an external hard drive that significantly exceeds the storage space of the laptop's hard drive and use Apple's Time Machine (found in System Preferences). Backups should be done regularly; our Technology Team recommends weekly. Students can also use their Google Apps for Education account to back up important files using Google Drive or Google Drive for Desktops. Students also have the option of using paid services, like Dropbox.com and Box.net, but the expense for such services is the responsibility of the student and/or family. Losing a file or experiencing file corruption and/or hard drive failure is not a valid excuse for not turning in homework and/or projects. Back up frequently!

Email, Network, and Other Educational Online Accounts

Beginning in third grade, students receive Nueva email addresses and are expected to use their Nueva email account to email their teachers and peers, and for all other school-related purposes. If students use another account at home such as Gmail, Yahoo, or Hotmail for communication within the Nueva community, the same rules of respect apply as if they used their school account. Using other email systems are not a way to get around Nueva's rules and standards for communication.

Students are responsible for their Nueva network, email, and other educational online accounts, including but not limited to Google Apps for Education, Rosetta Stone, Canvas, etc. Students are responsible for securing their passwords, and they must not reveal their passwords to anyone, except their parents, their teachers, school administration, and the Technology Office staff.

The following frequently asked questions are aimed to provide essential account guidance to students.

Q: What's a secure password?

A: A secure password is one that does not contain your name, your phone number, or your birthday.

Q: What if someone asks to use my Nueva account?

A: You should not share your passwords with others (except your teachers, parents, and the Technology Office). Accounts are considered private and are customized for you. It is sometimes difficult when someone asks to use your account, especially if it is your friend. You are the author of anything sent using your account. It is easier to keep your password secret than to try to prove that an inappropriate message sent from your account "was not from me."

Q: What if I want to use someone else's account?

A: You are not permitted to use other Nueva accounts at any time, whether those of students or teachers. This means that if you somehow learn someone's password, you may not use it at any time, and you should notify them so they can change their password.

Q: What if I think someone has used my Nueva accounts?

A: If you think someone has used any of your Nueva accounts without your permission, please tell a teacher or the Technology Office.

Q: Can I send chain mail?

A: You can send a personal email to someone, but forwarding a chain email to a list of people is not permitted. Also, please exercise good judgment before hitting “Reply All.” Does everyone really need to see your reply?

Q: Is my email or chat session private?

A: It may seem really private, but email and video or text chat have little privacy, not only at Nueva but also in the outside world. Anyone can forward your email or print it out, and it may lose the privacy you had originally intended. Before you forward an email someone sends you, consider whether the words are private and meant only for you. It is best to ask the person’s permission before you forward or re-post anything.

Q: What online communication platforms can I use at school?

A: When you are at school, you should use your school-provided account(s), such as your Nueva email or your Nueva Google Apps account, which are for academic purposes. Using other providers of communication platforms (or infrastructure) to get around the rules and standards for communication is not acceptable.

Q: What type of digital communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, violent, or offensive language, or any other communication that could be considered harassing, insulting, derogatory, or hurtful to others. This is considered cyberbullying, which Nueva takes very seriously, whether the communication is generated on or off campus. In certain cases, it may be necessary for Nueva to report cyberbullying incidents to the proper authorities. Unacceptable communication will be addressed through the appropriate disciplinary process.

Q: What if I receive an online communication that makes me feel unsafe?

A: If you receive or see a harassing, offensive, or insulting online communication, or someone at school harasses you or insults you using the Internet, please tell a teacher or administrator. This can be considered cyberbullying, and it may be necessary for Nueva to report cyberbullying incidents to the proper authorities.

Software on the Nueva Laptop

Nueva has installed several programs on student laptops provided by the school. If Nueva students need to download or install additional software and/or update software, please do so cautiously as the software and/or update you install may negatively impact your Nueva laptop. Typically, first-day updates or new

software will cause conflicts or erratic behavior with other software. Please complete necessary due diligence in checking to make sure updates and/or new software will not conflict with existing software on your machine. The Technology Office cannot anticipate all conflicts and/or issues with software. If the new software and/or update conflicts with a standard piece of school-provided software, please completely remove it (search for specific directions on how to completely uninstall the product or to undo the update). If the student is unable to remove the software, please seek assistance from the Technology Office. This will be our first approach as well. If the Technology Office members are unable to resolve the conflict, they will need to reimage the laptop, unfortunately erasing all data from the laptop's hard drive during this process.

When installing paid applications and/or software on our Nueva laptop, document the purchase, and keep the proof of purchase and the installation and/or activation code. They will be needed in the following year to reload the applications.

The following frequently asked questions are aimed at providing students with additional application and software guidance.

Q: Can I install anything else on my laptop, like a game I really like to play?

A: Your laptop is your school computer, designed to help you get the most out of school. Games for entertainment or recreation are for home and not for school. Keep your academic life focused by refraining from installing entertainment games on your laptop or playing games during class. Your fellow students will also thank you for not distracting them in class.

Q: Can I install peer-to-peer file-sharing programs?

A: Programs like BitTorrent typically allow users to upload, download, and share copyrighted materials. Copyright infringement is breaking the law and students your age have had to pay up to \$4,000 for one illegally downloaded song or video. The Motion Picture Association of America (MPAA) and the RIAA (Recording Industry Association of America) have been known to sue students' families. For this reason, peer-to-peer file-sharing programs are strongly discouraged. You should own any music, video, or media you put on the Nueva laptop. You do not own a song or movie if you copy it from someone else; you have to own it yourself. Always retain a proof of purchase.

Q: Can I place personal media onto my Nueva laptop?

A: Before placing personal media (such as e-books, photos, videos, music, etc.) on your laptop, be strategic about how you are using your disk space. If you overload your laptop with personal media, you may quickly run out of space for your academic projects and assignments. Leave plenty of space for your academic files, as they will grow over time. The more you store, the more you have to back up.

Care of Your Nueva Laptop

Laptops and the installed software are very expensive and students need to treat them that way. The laptop you receive actually belongs to Nueva, not the student. At the same time, students take their laptops with

them and are responsible for taking good care of it.

The following frequently asked questions are aimed providing students additional guidance on caring for their Nueva laptops.

Q: Where can I leave my Nueva laptop?

The best place to leave your laptop is in its case. Your laptop case should be with you at all times or placed in a locked classroom or student locker. Please do not leave it in the hallways, unlocked rooms, or unattended, in the rain, the hot sun, on or near walkways or on or near stairs. Finally, when you pick up your laptop case, especially when it is near other cases, please make sure the laptop case and laptop are actually yours. Many laptop cases look alike. To help with this, you can place a keychain or decorated string on your laptop case handle to help you distinguish your case from others. Please do not decorate your case with ink drawings, stickers, duct tape, glitter, or glue.

Q: What is the best bag to use with my Nueva laptop?

The best bag to use with the Nueva laptop is the bag issued with the laptop. These Higher Ground bags allow you to carry your laptop and use your laptop within the bag itself, eliminating the risk of damaging your laptop when it is in your backpack. Middle School students are required to use the Higher Ground cases. If an Upper School student wants to purchase a different, but comparable case, the Technology Office recommends the Higher Ground (<http://hggear.com>) Flak Jacket Plus or Laptrap.

We strongly discourage students from placing their laptops into messenger bags or backpacks with laptop sleeves. If you look at where the highest pressure points are on a backpack or messenger bag when the laptop is in these types of cases, the highest pressure points will be on your laptop: in the center of the laptop if you are using a messenger bag, and on the sides if you are using a backpack with a laptop sleeve. The flimsy foam manufacturers use does not properly protect the laptop.

Q: How can I take good care of my Nueva laptop?

A: Keep it away from food and drinks. It is easy to spill something on your laptop. Always carry your laptop in its case with the case fully closed. Do not store anything hard in the main compartment of your laptop bag, including pencils, candy, headphones, or USB drives. Objects such as these are frequently responsible for cracked screens and trackpads. Use your laptop on a stable surface, not balanced on your lap, despite its name. Accidents happen when the laptop is not placed on a stable surface.

Q: Can I personalize the laptop?

A: Your laptop belongs to Nueva and you need to return it at the end of school year in the same “like new” condition you received it, taking into account normal wear and tear. The laptop’s exterior cannot be personalized with stickers or writing, removing screws, or physically altered in any way. In addition, students should never open the laptop’s bottom cover. Tampering with the bottom cover and/or keys is a physical safety issue and will result in disciplinary action.

Q: What happens if the laptop gets damaged?

A: If your laptop gets damaged, take it to the Technology Office right away. Nueva reserves the right to charge your family the direct costs of repairing your laptop if you repeatedly and/or purposefully damage it. If you notice missing keys or screws, please let the Technology Office know right away. These are easy to repair early, but can get worse or cause more problems over time. We have a very limited supply of loaner laptops you can use while your laptop is being serviced. Also, they are older MacBook models, so there is a noticeable difference in performance.

Q: What happens if a laptop is lost or stolen?

A: Please contact the Technology Office at (650) 350-4545 or email techhelp@nuevaschool.org right away, and report where it was last seen. Families will need to fill out a police report, send the certified police report to the Technology Office along with a written and signed letter stating what happened, when, and details about the loss or theft, and will need to work with the Technology Office to fill out other insurance paperwork. Nueva reserves the right to charge the family the replacement cost of a lost laptop.

Data Location Acknowledgement

In order for Nueva to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental approval as outlined in *Parental Responsibilities* below.

The Nueva School utilizes several computer software applications and web-based services not operated by The Nueva School, but by third parties. These include Google Apps for Education, Canvas, Rosetta Stone Online, Typing Training, Noteflight, Raiser's Edge, Naviance, Scratch Online, ALEKS, Khan Academy, Nueva's Website, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally only the student's name and Nueva email address, must be provided to the website operator. Under federal law, these websites require Nueva to provide parental notification and obtain parental consent before collecting personal information from students, especially from those with students under the age of 13.

The law permits schools such as Nueva to consent to the collection of such information (student name and Nueva email address) on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

By agreeing to this Handbook, parents/guardians provide consent for Nueva to provide personal identifying information for your student consisting of their first name, last name, email address, and username to the following web-operators: Google Apps for Education, Canvas, Rosetta Stone Online, Typing Training, Noteflight, Raiser's Edge, Naviance, Scratch Online, ALEKS, Khan Academy, the Nueva website, and to other online operators of any additional web-based educational programs and services which Nueva may add (after performing our due diligence) during the upcoming academic year.

LOWER SCHOOL

SCHOOL COMMUNITY

Arrival, Attendance, and Absences

A student's presence in classes, assemblies, field trips, and other school events is the most basic mechanism for his/her education.

The school day begins at 8:30 am and ends at 3:25 pm, except for Prekindergarten which ends at noon. Students are expected to be at school the entire day. Classes begin at 8:30 am, so students must arrive on campus with enough time to gather materials and settle in before then. Classrooms open at 8:15 am, and Before-Care supervision in the Library is available on a fee basis for students who arrive at school before 8:15. Supervision by a parent is required if the student is not attending Before-Care and is at school earlier than 8:15 am. Parents may supervise their own children on the play structures before and after school.

Regular attendance and punctuality ensure continuity in a student's intellectual and social life at school. Absences and tardiness may interfere with a student's learning and disrupt the important personal relationships that develop through shared experiences. Because we value each minute of the school day, please try to schedule medical and dental appointments during vacations or after school hours. Family vacations should begin and end during the official school vacation periods.

If a student needs to arrive at school late or be picked up early, they must be signed in and out at the Mansion Front Desk. This is our system of accounting for students during the day. Our attendance records must be accurate in case of an emergency. We ask that you please share this information with your student's caregivers who may also be responsible for drop-off or pick-up.

If a student has to be absent for any reason, please contact the Division Assistant by phone or email as early as possible, preferably by 9 am. Classroom and associate teachers and specialists very much appreciate when parents also copy them on these attendance emails. Parents should also remember to cancel any private lessons or tutoring sessions scheduled for days when students have to be absent.

After School Plans Page

When the school day ends, our students disperse to a wide range of destinations. We need your help making sure we have the information we need to support students in arriving at their after-school destinations safely.

We ask all parents in grades K-4 to please use the Afterschool Plans Page, an online portal, located on your password-protected Nueva home page, for entering information about your student's after school plans. This page is a streamlined system for communicating with Nueva about your student's plans each day. Please use this online system rather emailing or calling teachers or the Division Assistant regarding after school plans.

To use the Afterschool Plans Page, simply log onto your Nueva home page at <https://my.nuevaschool.org>.

The Afterschool Plans link is on the right side of your page under each student's name. Directions for entering after school plans are at the top of the calendar:

- Select a date to add an after-school event.
- Select an existing event to update/delete.
- For early pick-up, select 3:00–3:25 and click "early pick-up." Please continue to use the sign out sheet at the Mansion Front Desk when picking your student up early.
- If your student is absent, please remember to email the homeroom teachers and the Division Assistant directly.
- You may enter multiple plans for the end of the school day and provide additional information in the notes box. You may also enter a recurring plan if your student's plans are consistent from day-to-day.

If your student's plans change, please make updates no later than 2:45 pm each day.

For technical support, please contact the technology team at techhelp@nuevaschool.org.

Student Placement

Nueva places students with teachers and in class groupings through a team process that carefully considers each student's unique characteristics and needs while also composing heterogeneous classes with a balance of genders, academic strengths and weaknesses, social-emotional needs, and introverted and extroverted students. Many hours of discussion and planning go into matching each student with teachers and peers so that all students are placed in an environment designed for maximum learning.

Although we do not accept requests for specific teachers, feedback from parents about a student's academic strengths and needs, as well as current and budding friendships, is an important part of this processes. Parents' feedback will be requested each spring via the Student Information Sheet.

GENERAL SCHOOL LIFE

Classroom Communications

We recognize the importance of frequent and regular communication with families of students in the Lower School, and as such we are committed to keeping you informed of the academic program and other activities your student is experiencing. Teachers will send regular news and curriculum updates to parents through email and through blog postings, and will also contact parents throughout the year to provide feedback about their student's experience at school. Teachers are always available to discuss questions and concerns. Feel free to contact them via email or their classroom voicemail.

Lower School Learning Spaces

Nueva offers students access to a supervised outdoor play area called the Forts, where students can engage in a variety of activities. They can play, build, climb trees, make friends, invent games, explore nature, and learn important life skills. As mentioned in the section entitled *Care, Concern and Community*, students of all ages are involved in establishing rules for fair play, inclusion and sharing of materials. In addition, each year, students and teachers work collaboratively, with teachers retaining final discretion, to generate norms

for their classroom communities. These may change from year-to-year, but generally encompass the spirit of rights, respect, and responsibility.

Students annually review agreements for playing in the Forts, for playing specific games such as football and tag, for creating and performing student-led plays, and so on. The following agreements are offered as examples:

Forts Agreements

- Ask before you enter the Forts, but include anyone who asks. Let people explore. Give tours. Don't exclude someone from playing in a fort.
- Be friendly and respectful to other existing forts and agree to share and trade sticks. Don't war. Don't steal. Don't hit people with sticks.
- Realize that forts can't really belong to anybody. They are wonderful, changeable places for adventure and imagination.
- Use only the natural materials — sticks, logs, rocks, leaves found on the grounds at Nueva and the trowels from the garden to build and play in the Forts.
- Please help our play be peaceful and fun by following these agreements. The supervising teachers will ensure that these agreements are followed. Breaking the agreements could result in losing the right to play in the Forts.

Football Agreements

The goal of Nueva recess football is fun and learning football skills.

- We will play like kids and not professional football players.
- We will be encouraging. Calling each other names and putting each other down is not acceptable.
- We use one-hand touch. We do not jump on anyone, tackle, push, or make too much physical contact.
- We want to make as many plays as possible and keep the game moving. The score is not important.
- We do not need blockers or rushers.
- We do not need to blitz.
- If the ball hits the ground, it is a dead ball, and we can decide how to proceed. There are no fumbles. If the students can't decide in peaceful ways, then an adult will help them.
- We let things go and keep playing. There are no penalties.
- We like to run our own game, and if adults are needed as a referee, their decisions are final. Always feel free to ask adults for help.
- We want to make everyone feel good. Every team member wants a chance to be quarterback and receive passes. Please consider all of your teammates' feelings.
- An adult will help choose teams randomly and later, kids can take over this role.
- We will try our best to mix team members of different grades and ability levels.

Café Agreements

Students have also helped create the guidelines for the Café:

Because we love our Café and our community, let's...

- Walk.
- Show respect and appreciation for our Café staff and one another.
- Clean our hands before we eat.
- All wait in line, even if we are getting a to-go box.
- Include others at our tables.
- Sit and eat to replenish ourselves.
- Begin clean up at the sound of the bell.
- Give those who are making announcements our respectful attention.
- Leave the Café cleaner than it was when we started.
- Wait to be dismissed.
- Push our chairs in before we leave.

Assemblies and Meetings

Once a month on varying days of the week, the Lower School (Prekindergarten–4) gathers together in the Ballroom for singing, sharing, and exploration of a relevant topic or theme. Fourth graders take a leadership role in these meetings, leading songs and group discussions.

On Friday afternoons, grades 1–8, occasionally joined by Kindergarten, meet for Assembly in the Gymnasium Community Center (“GCC”). Assemblies provide opportunities to showcase student talents, educate the school community about Nueva’s programs, and connect our students to the global community through sharing of service learning experiences. We welcome all members of Nueva’s community to assemblies, and ask that attendees demonstrate respect for the speakers and performers by not talking or using cell phones during assemblies.

Homework

Nueva supports healthy balance in students’ lives and believes that each student’s week should include time for learning, for playing, and for family. Homework can help students expand on and extend their learning. It encourages independence and time-management skills and offers students methods for practicing key skills. Teachers design homework for students to enjoy in reading, writing, and mathematics, to enhance learning with a variety of strategies, and to engage in in-depth studies.

Teachers may assign occasional, family-based homework in the early grades. Regular weekly homework begins in second grade.

Lost and Found

Families are encouraged to put their children’s names in all clothing and on all belongings in indelible ink. Lost-and-found items are kept at the lost-and-found locations in the Mansion Courtyard, the J-Building restrooms, outside the Middle School Office, and the GCC Lobby. Periodically, parents are notified in Nueva Notes that the items will be displayed for several days, and then unclaimed items in these baskets

are donated to a charity.

Lunch, Snacks, and Food

We encourage nutritious foods and snacks like fruit and vegetables. Learning to feed the body and the brain nutritiously is one of the educational goals at Nueva.

Students may bring their own lunches to school or sign up for the catered lunch served in the Café. In either case, parents should provide healthy mid-morning and afternoon snacks every day for their student. Please do not send glass containers to school, and please minimize the amount of packaging and waste. Students may not chew gum at school, except when agreed upon a case-by-case basis as a learning tool. Candy and soda are not allowed at school.

Many grades celebrate birthdays and hold other celebrations. Traditions around food vary in each classroom and are explained by teachers in September. When bringing food to share with the class for celebrations or other activities, we ask parents to send in minimally processed foods with little added sugar. Please remember: nuts are not permitted at Nueva (see Peanut and Tree-Nut Policy above).

Trading and Student-Generated Fund Raising

Games that involve the selling and trading of cards, tokens, or other items with monetary value are not allowed at school. Any student-generated enterprise involving the flow of money must be approved in advance by the teacher involved and the Lower School Head.

Celebrations, including Halloween and Valentine's Day

Teachers will establish guidelines for celebrations, treats in the classroom, and class parties, and will communicate these guidelines each fall at the beginning of school. Many celebration traditions are particular to individual classrooms, but celebrating Halloween school-wide, with costumes and a parade, has become a cherished tradition. Teachers will send home detailed information about Halloween activities each year in October. Please do not send candy to school on Halloween or in the days after.

On Valentine's Day at Nueva, we encourage handmade valentines or the sending of a personal message. If a student chooses to bring valentines, please bring them for everyone in the class. Valentine's Day often falls around the 100th day of school, so valentines related to celebrating our school are also welcome. We ask that Valentine's Day cards or notes be solely messages and come without attachments of gifts, candy or food.

TRAFFIC, PARKING & SAFETY, Grades Pre-kindergarten-8th

Hillsborough Campus

We appreciate your strict adherence to the following Traffic, Parking & Safety Rules. The Hillsborough Police Department periodically checks the campus to make sure our guidelines are followed. If a car is parked illegally, police officers will ticket it. Observing parking regulations keeps our students safe and our campus moving smoothly.

Please, for our student's safety:

- The speed limit on campus is 6 mph. Please do not exceed it.
- Never park at the red curbs; these are our fire lanes. These spaces are reserved for emergency vehicles and need to remain clear. You may pull up next to them only momentarily to drop-off and/or pick-up.
- Obey all stop signs and directional markings, including one way only roads, on the property.
- Be aware of crossing roadways at all times!
- SLOW DOWN and exercise caution when entering and exiting Skyline Boulevard. There is one incoming lane and two outgoing lanes at the entrance. They are clearly marked, but please be aware.

Drop-Off and Pick-Up Procedures

IMPORTANT SAFETY NOTE: Students should NOT be picked up or dropped off in the middle of any roadway or on Skyline Boulevard. Students cannot be dropped off or picked up on Rowan Tree Lane. All students in Nueva parking lots must be accompanied by an adult.

Morning Drop-Off, Prekindergarten and Kindergarten

Prekindergarten and Kindergarten drop-off/sign-in is available every morning from 8:15 to 8:30 am in the Lower Parking Lot. Drivers remain in cars while a teacher helps students out of cars and presents a sign-in sheet to drivers.

Parking for drop-off is available in the Lower and Mansion Parking Lots. Please help us by using these spaces for short-term parking only (3-4 minutes during drop off). If you need to park your car for a longer period, please use the South parking lot. Please never use the RESERVED spaces, not even for just a minute.

Morning Drop-Off, Grades 1-4

Beginning at 8:15 am, the drop-off area for grades 1-4 is the drive-through at the side of the Mansion. A staff member will help students out of the car, and students enter the building through the side door into the courtyard. Please never leave your car unattended in the drop-off line.

Morning Drop-Off, Grades 5-8

Beginning at 8:00 am, the drop-off area for grades 5-8 is at the yellow curb next to the GCC. Please never leave your car unattended in the drop-off line.

Morning Bus/Shuttle Drop-Off for All Grades

The buses drop students off at the curb next to the field. Students in grades 2-4 should walk directly to their classrooms upon drop-off. Younger students will be met by a teacher and escorted to their classrooms.

Prekindergarten Noon Pick-Up

Prekindergarten families may use the Lower and Mansion Parking Lots for short-term parking while picking up students outside the Prekindergarten classroom. Please note that the Prekindergarten pick-up coincides with recess for older students. Use extra caution when driving through the campus at this time.

Afternoon Pick-Up, Kindergarten-4th Grade, 3:25 pm

Students in kindergarten through grade 4 are picked up at the side of the Mansion. Please have the laminated placard with your student's name visible on your windshield. We will send new placards home with your students on the first day of school. If you carpool or have multiple cars, feel free to ask for additional placards.

Drivers may begin lining up for afternoon pick-up at 3:15. Please do not park in the pick-up line before 3:15. Please turn off your car's ignition until the pick-up line begins to move and do not leave your car unattended while waiting in line. Teachers with a microphone will call students names as their car moves to the front of the line, and Lower School students wait in the Mansion courtyard in classroom groups listening for their names to be called. Teachers help students get safely into their cars.

Lower School students with siblings or carpools in the Middle School wait as a group at the Middle School pick-up by the red zone in front of the GCC until their cars pull to the curb. Students in Kindergarten and 1st grade who get picked up in the Middle School will be escorted there at the end of the day.

Following these procedures will help facilitate the smooth flow of traffic during this busy time of day. Drivers who need to go into school at the end of the day may choose to park in the South, Mansion, or Lower parking lots. After 3:45 pm, students who have not yet been picked up will be escorted to After-Care in the GCC classroom. Please meet students there for pick-up.

Afternoon Pick-Up, Grades 5-8, 3:25 pm

Afternoon pickup for grades 5-8 is at the yellow curb next to the GCC. Please have the laminated placard with your student's name visible on your windshield. We will send new placards home with your students on the first day of school. If you carpool or have multiple cars, feel free to ask for additional placards. Please never leave your car unattended in the drop-off line.

Regional Bus Pick-up

Buses depart from Nueva at 3:35 pm and 5:30 pm. Students board buses at the curb next to the field. All routes are marked on the front windows of the buses.

Local Transportation Pick-up

Local commuter transportation is available between campuses three times per day at 7:55 am, 3:35 pm, and 5:30 pm. Local transportation boards at the curb next to the field.

Parking***Mansion Parking Lot***

The Mansion Parking Lot has very limited availability. It is available for short-term parking (3-4 minutes) only until 8:45 am to accommodate those who need to run quick errands in the Mansion.

After 8:45 am, parking is available to parents and visitors. Parking for the handicapped is also available.

Lower Parking Lot

The Lower Parking Lot is located beyond the Mansion Parking Lot, found by turning right at the stop sign

where the loop road bears to the left. This parking lot is available for short-term parking only (3-4 minutes) until 8:45 am to accommodate those who need to run quick errands in the Mansion. After 8:45 am, parking is available to parents, staff, and visitors.

South Parking Lot

The South Parking Lot is found immediately to your right when you enter campus. It is available to faculty, staff, parents, and visitors for daily parking.

Hillside Complex Parking Lot

The Hillside Complex Parking Lot located behind the J Building is reserved for faculty and staff. There are two handicapped parking spaces that connect easily with pathways and the elevator located on the north end of the J Building.

No-Parking Zones

Please respect the following No Parking Zone restrictions at all times:

- The bus zone is not available for parking.
- Rowan Tree Lane is a private street just south of campus and should not be parked on.
- Please do not park in the RESERVED spaces that are clearly marked with signs in the front of the space in the Mansion, South, Lower, and Hillside lots. These spaces were purchased by donors at the Benefit Auction and are reserved for their exclusive use.
- The yellow curbs next to the GCC are reserved for Drop-off/Pick-up ONLY. Exiting your vehicle and leaving it parked at the curb is not permitted as it interferes with emergency vehicle access, and immediately backs up drop-off, pick-up, and carpool traffic.

Nueva Is Idle-Free

Please turn off your ignition in the carpool line!

During spring of 2015, a group of fourth grade students launched an initiative to encourage Nueva to do our part for cleaner air to breathe. They spent their Friday afternoons as part of an academy called the Environmental Champions Crusade to study idling on campus and its impacts on health, the environment, and your pocketbook. They found that the exhaust from idling vehicles and school buses poses a health risk for students, drivers, and the community at large. Unfortunately, one of the areas where unnecessary idling occurs most often is at schools, where parents or caregivers wait in cars to pick up their students. This is one hazard that can be easily prevented, and we are committed to be part of the solution.

Did you know...

- Children are more susceptible to air pollution because their lungs are not fully developed, and they breathe 50 percent more per pound of body weight than adults.
- Vehicle exhaust exacerbates asthma symptoms. Asthma is one of the most common chronic illnesses among children and the leading cause of school absences.
- Just one vehicle dropping off and picking up one student at school puts about three pounds of pollution into the air per month.

Please protect the health of our students by considering environment-saving services such as bus, shuttle, and carpool arrangements to minimize pollution.

If you are waiting in your car around campus, please make our air cleaner by following the 1 Minute Rule: Turn off your engine if waiting for more than 1 minute to pick up your student after school or from school activities. Join us in spreading the message: Turn the key and be idle free!

SPECIAL PROGRAMS

Extended Day Program (before and after school) and Enrichment

Nueva offers daily, supervised care for kindergarten through 8th grade students before and after school. Before-Care is held from 7:30 to 8:20 am in the Library, and After-Care is held from 3:30 to 6:00 pm in room G106 near the GCC. These programs are available for a fee on a full-time, part-time, or drop-in basis, and may be reserved online or at the reception desk (650-350-4600). Fee-based, after-school enrichment classes are also available, with online sign-ups twice a year. Please see the Nueva website, or contact extendedday@nuevaschool.org for additional information.

Homework Club takes place after school several days a week, usually in Classroom 211 in the J Building. In that space, students may use their laptops to complete homework assignments. Please contact extendedday@nuevaschool.org for more details.

We welcome your student to participate in these programs. It is important that students are supervised after school, and they should go to one of these two locations. However, we ask that students go to Homework Club if they want to use their laptops on homework after school. Students are prohibited from using their laptops in unsupervised areas.

Literature Club (“Lit Club”)

Lit Club provides an opportunity for 2nd through 8th grade students to read and discuss a variety of texts for an hour per week throughout the school year. Teachers, specialists, associate teachers, advisors, and trained parent volunteers co-lead small groups of 6 to 15 students. Grades 2-6 meet in mixed grade groupings, grade 7 by interest, and grade 8 by language groups.

Lit Club has been a Nueva tradition since 1982 and holds deep meaning and joy for our community. Our program has had a community-wide impact on lifelong reading habits for students and adults, including establishment of the annual NPA Book Fair and an Adult Lit Club which meets monthly during the school year.

Program goals include:

- Developing lifelong readers who love literature and enjoy sharing that pleasure.
- Challenging students to think critically, creatively, and divergently about text — to interpret, question, predict, evaluate, and share personal responses relating to the work under discussion.
- Small flexible groupings, which allow for tailoring the program to the characteristics of each group.

- Learning that the group's dynamic role in constructing meaning is far more powerful than the resources and abilities of any one member of the group.
- Developing leadership skills, self-esteem, confidence, and mutual respect in a trusting atmosphere where risk-taking is valued by adults and children.

Choice and Academies

On Friday afternoons, from kindergarten through grade 3, students have “Choice,” a period designed to enable students to explore activities and subjects that interest them. They are offered a selection of activities in a wide range of subjects. Parents and grandparents are welcome to volunteer to lead Choice activities. Please coordinate with your student's classroom teacher.

Academies, held every Friday afternoon, provide mixed groups of fourth through eighth grade students the opportunity to continue to dive deeply into their interests. Opportunities have ranged from working with a parent scientist on DNA transference to fencing, robotics, and gourmet cooking. There are approximately twenty offerings each trimester, all varied, guided by faculty, subject matter experts, and parent volunteers. Please contact the Middle School Head if you would like to offer an Academy.

Athletics

In addition to physical education through 8th grade, students in grades 4-8 are encouraged to participate in the athletics program. Nueva's athletics program supports Nueva's core educational goals and helps students capture the social, emotional, and physical benefits of healthy competition. We encourage participation on Nueva's athletic teams for the value it provides to students, teams, and community.

Middle School students play on teams over four seasons from fall through spring in the West Bay Athletic League (WBAL); students in grade 4 will have the opportunity to participate in a selection of sports each year. Every student with interest is encouraged to join; there are no cuts, and everyone is able to participate at their level of skill.

Offerings by season are as follows, and may have multiple teams for a given sport depending upon participation:

- Fall: Boys' Flag Football, Co-ed Cross Country
- Early Winter: Girls' Soccer, Boys' Basketball
- Late Winter: Girls' Basketball, Boys' Soccer
- Spring: Girls' Volleyball, Co-ed Track and Field, Co-ed Squash, and Co-ed Tennis

Announcements of offerings are made prior to each season. Please see Nueva's Athletics web pages or contact athletics@nuevaschool.org for more details.

The Instrumental/Vocal Music Program

The Nueva music program offers students of all grades the opportunity to take private music lessons, and to participate in music and chorus classes taught by professional, nationally recognized musicians from around the Bay Area. Along with general music and choir classes, students in the Middle and Upper

School can choose from a wide array of music electives, including Groove Workshop, Steel Drums, Vocal Ensemble, Jazz Ensemble, Electronic Music Production, and Rock Band. Along with the in-class opportunities, Nueva supports multiple outlets for performance throughout the school year across all grades with evening recitals, Brown Bag concerts, grade level music nights, assemblies, and all school concerts. For more information on music at Nueva, please email instrumentalmusic@nuevaschool.org.

The Menuhin/Dowling Music Scholars

The Menuhin/Dowling Music Scholars is a performance-oriented instrumental music program for musically gifted students. Student instrumentalists who demonstrate a high degree of musical potential, competency, and talent are eligible for the prestigious Menuhin-Dowling program. Acceptance into the program is by audition only and is currently offered in piano, guitar, violin, flute, and trumpet. For more information on our Menuhin-Dowling program, please visit our website. For more information on availability and lesson fees please contact instrumentalmusic@nuevaschool.org. Financial assistance may be available. Please contact admissions@nuevaschool.org or (650) 350-4525 for information.

MIDDLE SCHOOL

SCHOOL COMMUNITY

Advisory Program

One of the centerpieces of Nueva is the Advisory Program. It's critical that adolescents forge a strong relationship with an adult at school. Advisory groups, led by a faculty member, meet regularly to review organizational strategies, set personal goals with students, and provide a smaller community that fosters and supports social-emotional development.

Advisory groups give students the opportunity to share experiences, to be mentored, and to mentor others. Advisory groups discuss issues pertinent to their growth as students and people. The advisor helps the students become self-assessing and self-adjusting so that they can become fully independent, lifelong learners. The advisor, as the student's advocate, also serves as a vital communication link for parents with questions and/or concerns. Advisory meets multiple times during each week.

Role of the Advisor

The role of the advisor in Nueva students' lives is enormously important. Advisor/advisee pairings involve a multifaceted commitment. In essence, an advisor functions as the primary resource for the student regarding the learning, working, emotional, and intellectual issues for that student.

The work of an advisor includes the following:

- Creating a supportive climate of trust and cooperation with individual advisees and between members of the group.
- Modeling and setting high expectations for respect, choices, and positive participation in all components of advisory.
- Setting and monitoring personal, academic (organizational/time-management skills and strategies), and social and emotional goals with advisees.
- Holding planned advisee/advisor/parent conferences three times a year to monitor progress toward goals. Advisors work with students to prepare for these conversations.
- Holding individual conferences with advisees and families as needed.
- Helping students with academic planning and project-management skills.
- Informing and updating advisees' teachers about matters that may affect any academic, behavioral, or psychological developments.
- Assisting students with planning and problem solving.
- Providing an adult presence at Nueva student events, such as field trips, dances, and movie nights.
- Planning and coordinating Community Engagement & Service Learning projects throughout the school year.
- Organizing and overseeing advisory leadership and cleanup responsibilities around campus.
- Supporting the apprenticeship and mentorship programs connected to Nueva passion projects

including Recital and other curricular apprenticeship opportunities.

- Helping lead retreats and trips.

Assistant Middle School Head and Grade-Level Deans

The grade-level deans and assistant middle school head provide leadership and management of student life, primarily outside the academic realm. They are responsible for promoting a caring, inclusive community where kindness is valued and prized. They oversee programs that further these goals, provide support for the needs of individual students and work with teachers, advisors, and administrators to foster positive culture. They run school dances, student government, grade meetings, the Advisory Program, and plan trips. Deans also work with grade-level teachers to schedule major projects and assignments in order to help balance the academic workload for students. From time to time, parents will receive grade-level email updates from deans.

Arrival, Attendance, and Absences

A student's presence in classes, assemblies, field trips, advisory, and other school events is the most basic mechanism for his/her education.

The school day begins at 8:20 am and ends at 3:25 pm, and students are expected to be at school the entire day. Classes begin at 8:20 am, so students should arrive on campus with enough time to gather materials and settle into class before then. Classrooms open at 8:00 am, and Before-Care supervision in the Library is available for students who arrive earlier. Supervision by a parent is required if the student is not attending Before-Care and is at school earlier than 8:00 am.

Regular attendance and punctuality ensure continuity in a student's intellectual and social life at school. Absences and tardiness may interfere with a student's learning and disrupt the important personal relationships that develop through shared experiences. Because we value each minute of the school day, please try to schedule medical and dental appointments during vacations or after school hours. Family vacations should begin and end during the official school vacation periods.

If a student needs to arrive at school late or be picked up early, please notify the Middle School Division Assistant, via email or phone. All students leaving early must be signed in or out at the Middle School Office, at all times. We ask that you please share this information with your student's caregivers who may also be responsible for drop-off or pick-up.

If a student is ill or will not be in school for any other reason, please notify the Division Assistant as early as possible, but no later than 9:00 am on each day the student is absent. Students are responsible for finding out and completing homework assignments by emailing teachers and reading the homework blog. If a student is absent on the day an assignment is due, it is expected that the student will self-advocate and get in touch with the teacher. Students should meet with teachers upon return to school to review missing assignments and establish deadlines for submission.

Students should be healthy enough to arrive for first period and stay the entire day. From time to time,

students who really need to be home in bed come into school planning to take a test or attend a certain class and then return home. This is an unhealthy practice for both the student and his/her classmates, and we ask that you do not send your student to school until they have recovered.

Students who are ill may be asked to return home immediately. Athletes, performers, and those participating in school activities are expected to attend school on the day of those activities. Students and performers may not participate in games or performances if they have not arrived at school by 10:00 am and/or if they miss more than half of their classes.

Please try to schedule medical and dental appointments during vacations or after school hours. Family vacations should begin and end during the official school vacation periods.

Evening Event Protocol

We kindly request that students go home after the school day; it is healthy for students to have some down time and a substantial dinner before evening events. Families who live far away might arrange for their student to go to a friend's house.

However, if your student needs to remain on campus for an evening event, after-school guidelines apply. Students need to be either supervised at Extended Day program, Homework Club, or in another after school activity until 6:00 pm. If your student has an after-school activity that ends any time before 6:00 pm and you want them to stay on campus until the evening event, please call the Front Desk to reserve a space at Drop-In Extended Day Care or Homework Club for that day. The fee is outlined on your password-protected home page; you will receive a bill from the Business Office.

If your student's activity ends at 6:00 pm and the event does not begin immediately, please contact both the teacher/administrator in charge of the event and the Middle School Division Assistant **by noon on the day before the event** to determine if it is possible to stay on campus between 6:00 pm and the event start. If so, your student will be expected to join the set-up team for the event, and will join others in a pizza dinner (cost = \$5.00). Pizza and set-up activities will take place at the event location with supervision.

GENERAL SCHOOL LIFE

Assemblies and Meetings

Weekly Middle School Meetings, led by Student Council representatives, are dedicated time to meet as a community to acknowledge and appreciate each other, celebrate successes, make announcements, discuss issues, and to celebrate birthdays.

Several times a week, students gather in "grade meeting" to greet each other, acknowledge world holidays and events, review upcoming community events, and reflect on grade-level issues and concerns.

On Friday afternoons, grades 1–8, occasionally joined by Kindergarten, meet for Assembly in the GCC. Assemblies provide opportunities to showcase student talents, educate the school community about Nueva's programs, and connect our students to the global community through sharing of service learning

experiences. We welcome all members of the Nueva community to assemblies, and ask that attendees demonstrate respect for the speakers and performers by not talking or using cell phones during assemblies.

Homework

Homework is an opportunity for students to deepen their understanding, practice their skills, or prepare for the next day's learning. Students are expected to complete homework and to have every assignment reflect high-quality work. Middle School is a critical time to learn the regular habits for high-quality homework and general responsibility. We expect students to take on more responsibility as they progress through grades 5–8 and assume more accountability for their homework assignments.

On average, nightly homework assignments are approximately 30 minutes per class. For longer-term projects, students will need to plan their time to meet deadlines; teachers are happy to assist with this planning and may assign check-ins along the way.

Teachers agree not to assign homework on Fridays due Monday, but weekends may be an ideal time for students to work on long-term projects or to complete homework assigned Thursday for Monday. Teachers update the homework blogs with student assignments and include guidance about how long a student might expect to work on an assignment. If students have questions about the length of an assignment, they should ask their teacher directly.

If a nightly assignment is late, teachers will first speak with a student. Teachers will then notify the advisor and parents if the assignment is not turned in or if this behavior becomes a pattern. Teachers will also notify the advisor and parents of any long-term project not turned in on the original due date.

Missing and late homework assignments may be noted in evaluations. While teachers may make extensions to accommodate extenuating circumstances, homework extensions may not exceed two weeks, and may not always be granted because of early departures or late arrivals from vacations. Arrangements for extended deadlines must be agreed on with the teacher prior to the original due date; for long-term projects this must be well in advance of the due date.

It is important for students to follow their teachers' instructions regarding submission of completed assignments. Many teachers will expect students to submit work electronically. Technology failures are not a valid excuse for repeatedly turning in assignments past the due date.

Lost and Found

Families are encouraged to put their student's names in all clothing and on all belongings in indelible ink. Lost-and-found items are kept at the lost-and-found locations in the Mansion Courtyard, the J-Building restrooms, outside the Middle School Office, and the GCC Lobby. Periodically, parents are notified in Nueva Notes that the items will be displayed for several days, and then unclaimed items in these baskets are donated to a charity.

Lunch, Snacks, and Food

Students may bring their own lunches to school or sign up for the catered lunch served in the Café. In

either case, students should bring healthy mid-morning and afternoon snacks. Please do not send glass containers to school, and please minimize the amount of packaging and waste. Students may not chew gum at school.

Students are generally assigned on a rotating basis to bring a snack for their Monday morning advisory meetings.

We encourage nutritious snack foods like fruit, and we request that you avoid processed sweets and sodas. Learning to feed the body and the brain nutritiously is an educational goal at Nueva. Birthdays are usually celebrated in advisory, and students can bring in a special snack to help celebrate; policies and traditions vary in each advisory and are explained by advisors to students at the beginning of the year. Please remember: nuts are not permitted at Nueva (see Peanut and Tree-Nut Policy above).

Recess Options and Expectations

Nueva is a unique campus with many interesting places for students to play at recess, both indoor and outdoor. On many days, students will be able to choose to spend time in one of the supervised locations: the I-Lab, art room, the garden, forts, the GCC, or on the field. Teachers will communicate the boundaries with students frequently and expect students to stay within the boundaries for safety reasons.

Dances

Middle School dances are open to students in grades 6-8 only. Dances are chaperoned by Nueva faculty and staff, have a hosted DJ, and a game room. Music played at dances is appropriate: no offensive themes, profanity, or hateful language. Nueva hires the DJ and communicates these restrictions. Teams of students assist with decorations, set up, and clean up.

Once a year, students are allowed to bring one guest who must currently be enrolled at a middle school. Guest details and permission slips are distributed before each dance.

Dances begin promptly at 7:00 pm and end promptly at 10:00 pm.

Transition to Upper School

Nueva's hope is that every grade 8 student will continue to Upper School for grades 9-12. Students in good standing confirm their space in Upper School through the re-enrollment process; contracts and deposits are due in February.

TRAFFIC, PARKING & SAFETY, Grades Pre-kindergarten-8th

Please see Lower School section of this Handbook.

SPECIAL PROGRAMS

Extended Day Program (before and after school) and Enrichment

Nueva offers daily, supervised care for grades K–8 before and after school, from 3:25 pm to 6:00 pm.

Nueva offers daily, supervised care for grades K–8 before and after school. Before-Care is held from 7:30 to 8:20 am in the Library, and After-Care is held from 3:30 to 6:00 pm in room G106 near the GCC. These programs are available for a fee on a full-time, part-time, or drop-in basis, and may be reserved online or at the reception desk (650-350-4600). Fee-based, after-school enrichment classes are also available, with online sign-ups twice a year. Please see the Nueva website, or contact extendedday@nuevaschool.org for additional information.

Homework Club takes place after school several days a week, usually in Classroom 211 in the J Building. In that space, students may use their laptops to complete homework assignments. Please contact extendedday@nuevaschool.org for more details.

We welcome your student to participate in these programs. It is important that students are supervised after school, and they should go to one of these two locations. However, we ask that students go to Homework Club if they want to use their laptops on homework after school. Students are prohibited from using their laptops in unsupervised areas.

Literature Club (“Lit Club”)

Lit Club provides an opportunity for second through eighth grade students to read and discuss a variety of texts for an hour per week throughout the school year. Teachers, specialists, associate teachers, advisors, and trained parent volunteers co-lead small groups of 6 to 15 students. Grades 2-6 meet in mixed grade groupings, grade 7 by interest, and grade 8 by language groups.

Lit Club has been a Nueva tradition since 1982 and holds deep meaning and joy for our community. Our program has had a community-wide impact on lifelong reading habits for students and adults, including establishment of the annual NPA Book Fair and an Adult Lit Club which meets monthly during the school year.

Program goals include:

- Developing lifelong readers who love literature and enjoy sharing that pleasure.
- Challenging students to think critically, creatively, and divergently about text — to interpret, question, predict, evaluate, and share personal responses relating to the work under discussion.
- Small flexible groupings, which allow for tailoring the program to the characteristics of each group.
- Learning that the group’s dynamic role in constructing meaning is far more powerful than the resources and abilities of any one member of the group.
- Developing leadership skills, self-esteem, confidence, and mutual respect in a trusting atmosphere where risk-taking is valued by adults and children.

Academies and Clubs

Academies, held every Friday afternoon, provide mixed groups of fourth through eighth grade students the opportunity to continue to dive deeply into their interests. Opportunities have ranged from Model United Nations and First Lego League Robotics to school publications and microbiology. There are approximately

twenty offerings each trimester, all varied, guided by faculty, subject matter experts, and parent volunteers. Students sign up for academies three times a year via their password-protected home page. Please contact the Middle School Head if you would like to offer an Academy.

After school clubs provide opportunities for students to join with classmates and pursue their interests, making friends, learning about themselves, and developing leadership skills in the process. Some examples of past offerings include Futures Problem Solving Program, Gay Straight Alliance, Math Counts, Writer's Society, etc. Students are encouraged to initiate clubs in their area of interest if one is not already established.

Athletics

In addition to physical education through 8th grade, students in grades 4-8 are encouraged to participate in the athletics program. The Middle School athletics program supports Nueva's core educational goals and helps students capture the social, emotional, and physical benefits of healthy competition. We encourage participation on Nueva's athletic teams for the value it provides to students, teams, and community.

Students in grades 4-8 play on teams over four seasons from fall through spring through the West Bay Athletic League (WBAL). Every student with interest is encouraged to join; there are no cuts, and everyone is able to participate at their level of skill.

Offerings by season are as follows, and may have multiple teams for a given sport depending upon participation:

- Fall: Boys' Flag Football, Co-ed Cross Country
- Early Winter: Girls' Soccer, Boys' Basketball
- Late Winter: Girls' Basketball, Boys' Soccer
- Spring: Girls' Volleyball, Co-ed Track and Field, Co-ed Squash, and Co-ed Tennis

Announcements of offerings are made prior to each season. Please see Nueva's Athletics web pages or contact athletics@nuevaschool.org for more details.

The Instrumental/Vocal Music Program

The Nueva music program offers students of all grades the opportunity to take private music lessons, and to participate in music and chorus classes taught by professional, nationally recognized musicians from around the Bay Area. Along with general music and choir classes, students in the Middle and Upper School can choose from a wide array of music electives, including Groove Workshop, Steel Drums, Vocal Ensemble, Jazz Ensemble, Electronic Music Production, and Rock Band. Along with the in-class opportunities, Nueva supports multiple outlets for performance throughout the school year across all grades with evening recitals, Brown Bag concerts, grade level music nights, assemblies, and all school concerts. For more information on music at Nueva, please email instrumentalmusic@nuevaschool.org.

The Menuhin/Dowling Music Scholars

The Menuhin/Dowling Music Scholars is a performance-oriented instrumental music program for

musically gifted children. Student instrumentalists who demonstrate a high degree of musical potential, competency, and talent are eligible for the prestigious Menuhin-Dowling program. Acceptance into the program is by audition only and is currently offered in piano, guitar, violin, flute, and trumpet. For more information on our Menuhin-Dowling program, please visit our website. For more information on availability and lesson fees please contact us at instrumentalmusic@nuevaschool.org. Financial assistance is available. Please contact admissions@nuevaschool.org or (650) 350-4525 for information.

UPPER SCHOOL

SCHOOL COMMUNITY

Profile of a Graduate — Graduation Requirements

Graduates will demonstrate the confidence and ability to meet open-ended challenges and solve difficult problems in novel, real-world contexts.

Nueva's graduation requirements focus on demonstrated mastery. While all students take courses within the disciplines to achieve mastery, there are many paths and elective choices to meet our requirements, which meet or exceed entrance standards for highly selective colleges and universities, including the University of California. Students are expected to take a minimum of six courses each semester, and many students take seven.

English Language & Literature (4 years)

Grade 9 and Grade 10 English Language Arts, Grade 11 American Studies. Students will choose one English seminar each semester of Grade 12

Mathematics (3 years)

All students must show mastery of the topics in Nueva's Math I–III program, and integrated and differentiated approach to mathematics, teaching to the stage of mastery, not to the grade of the student. The Math I–III program teaches topics in geometry, algebra II, trigonometry, pre-calculus, and basic statistics. The Math I–III program, combined with a robust set of elective and advanced courses from which to choose, allows different paths of coursework.

Sciences (3 years)

In grade 9, students are required to take Foundations of Science: Chemistry and, in grade 10, Foundations of Science: Biology. In addition to these courses, students can choose another year-long or two other semester-long science course any year they are at Nueva.

History, Social Sciences & Civics (3 years)

Grade 9: Global History I, Grade 10: Global History II, and Grade 11: American Studies. Senior year will offer students an array of semester-long seminars available to seniors.

World Languages (3 years)

Three years of advancing study at the Upper School in a single chosen language (Chinese, Japanese, and Spanish). Students can take more than one language each year.

Visual & Performing Arts (1 year or 2 semesters)

Students must demonstrate proficiency in an arts area by completing two semester courses in the same subject (e.g., Intro and Advanced of visual, music, theater, or fine arts).

Interdisciplinary Studies (2 years)

Quest, Design Thinking, Fabrication, & Computer Science courses are required for all Grade 9 students. In Grade 10, students take a course in Interdisciplinary Studies of Science.

Athletics and Wellness (4 years)

Each year, students must either participate in one season on an interscholastic sports team or in two seasons in a club sport or fitness class. Outside athletic commitments can fulfill this requirement if it meets the criteria set by the athletic director. Interscholastic teams count as “two” seasons.

Science of Mind

Four year-long courses in emotional intelligence.

Nueva Quest: Pursuit of In-Depth Mastery (4 years)

Students can do four one-year Quests or one or more multi-year Quests.

US Grading Philosophy and Policies (Grades 10-12)

At Nueva, we strive to achieve a culture of stimulating and challenging intellectual pursuits, social and emotional acuity, and the passion for lifelong learning. Our curricular and co-curricular programs have been designed to promote and align to these goals. Many of our courses are accelerated and advanced compared to other high school programs, providing earlier opportunities for greater depth in areas of interest.

Our grading philosophy and policies at the Upper School are aligned with these goals. We use standards-based assessment and grading, with clear learning objectives for each course. Students receive ongoing feedback and opportunities to demonstrate their learning. Students and teachers engage in continual, meaningful conversation about student learning. Nueva students receive letter grades for their courses beginning at the end of the fall semester of tenth grade. We believe ninth grade is a time of transition and guided support, so ninth-grade courses are recorded as credit/no credit.

Advisory Program

One of the centerpieces of Nueva is the Advisory Program. It's critical that adolescents forge a strong relationship with one or more adults at school. Advisory groups, led by a faculty or staff members, meet regularly to review organizational strategies, set personal goals with students, and provide a smaller community that fosters and supports social-emotional development.

Advisory groups give students the opportunity to share experiences, to be mentored, and to mentor others. Advisory groups discuss issues pertinent to their growth as students and people. The advisor helps the students become self-assessing and self-adjusting so that they can become fully independent, lifelong learners. The advisor, as the advisee's advocate, also serves as a vital communication link for parents with questions and/or concerns. The role of the advisor in Nueva students' lives is enormously important. Advisor/advisee pairings involve a multifaceted commitment. In essence, an advisor functions as the primary resource for the student regarding the learning, working, emotional, and intellectual issues. The advisor cannot guarantee that the student will make progress in any particular area or guarantee academic success. Advisory meets two times during a typical week.

The work of an advisor includes the following:

- Primary communication contact for parents on issues concerning their student.
- Creating a supportive climate of trust and cooperation with individual advisees and between members of the group.
- Modeling and setting high expectations for respect, choices, and positive participation in all components of school life.
- Setting and monitoring personal, academic (organizational/time-management skills and strategies), and social and emotional goals with advisees.
- Holding planned advisee/advisor/parent conferences to monitor progress toward goals. Advisors work with students to prepare for these conversations.
- Holding individual conferences with advisees and families as needed.
- Helping students with academic planning and project-management skills.
- Informing and updating advisees' teachers about matters that may affect any academic, behavioral, or psychological developments.
- Assisting students with planning and problem solving.
- Providing an adult presence at Nueva student events.
- Supporting the apprenticeship and mentorship programs connected to Nueva passion projects including Quest, Intersession, and other curricular internship opportunities.
- Helping lead retreats and trips.
- Organizing and overseeing advisory leadership and cleanup responsibilities around campus.

Assistant Upper School Heads and Grade-Level Deans

The grade-level deans and assistant upper school heads provide leadership and management of student life. They are responsible for promoting a caring, inclusive community where kindness is valued and prized. They oversee programs that further these goals, provide support for the needs of individual students and work with teachers, advisors, and administrators to foster positive culture. They share responsibility for school dances, student government, grade meetings, and the Advisory Program. Deans also work with grade-level teachers to schedule major projects and assignments in order to help balance the academic workload for students. From time to time, you will receive grade-level email updates from deans.

Arrival, Attendance, and Absences

A student's presence in classes, assemblies, field trips, advisory, and other school events is the foundation of his/her education.

The school day begins at 8:30 am and ends at 3:30 pm, and students are expected to be at school the entire day, except when they have open-campus privileges. Classes begin at 8:30 am, so students must arrive on campus with enough time to gather materials and settle in before the start of class. For students who need to arrive early to work on projects, for rehearsals, or to participate in an early morning fitness option, Nueva provides supervision from 7:30 am, with classrooms open at 8:00 am. Parents must give permission

by email or phone to the receptionist for their student to come to school late or to leave campus early for the remainder of the day.

Because we value and use every minute of a given class period, students are expected to show up on time for class. This means they are ready for class with all appropriate materials at the start of class. If a student has three unexcused tardies for a given class in one semester, a meeting will be held with the Upper School Division Head. The meeting will be followed by a phone call home to the parents to discuss the tardies.

Nueva is a closed-campus school for grades 9 and 10. Students are not permitted to leave the campus unsupervised during school hours without parental approval and without first checking out with appropriate school administrators. To give their approval, parents must email or call Attendance before the student can leave campus for any reason. Students must sign out with Attendance before leaving and must sign back in if they return that day. Attendance can be reached at USattendance@nuevaschool.org or via the main line at (650) 235-7100.

Nueva is an open-campus school during lunch only for juniors (grade 11), and during lunch and free periods for seniors (grade 12) with parent or guardian permission. In order for any student to have open campus privileges, they must have a permission form signed by their parents/guardians and on file at Nueva. Juniors and seniors choosing to go off campus on any day must sign out with Attendance and must sign back in when they return. Open campus is a privilege that is contingent upon respectful and appropriate behavior. If a student is habitually late as a result of going off campus, the privilege may be revoked for that student.

If a student is ill or will not be in school for any other reason, parents or guardians should contact Attendance as early as possible, but no later than 9:00 am on each day the student is absent. Students are responsible for finding out and completing homework assignments by emailing teachers and reading Canvas, our Upper School learning management system. If a student is absent on the day an assignment is due, it is expected that the assignment will be turned in upon their return. Students are granted the number of days they were absent due to illness to make up missed assignments.

Students should be healthy enough to arrive for first period and stay the entire day. This is an unhealthy practice for both the student and their classmates, and we ask that you do not send sick children to school until they have recovered. Students who are ill may be asked to return home immediately.

Athletes, performers, and those participating in school activities are expected to be healthy enough to attend the full school day on the day of those activities. Student athletes and performers may not be able to participate in games or performances if they have not arrived at school by 10:00 am and/or if they miss more than half of their classes.

Parents or guardians should plan to schedule medical and dental appointments during vacations or after school hours. Family vacations should begin and end during the official school vacation periods and are not valid reasons to miss school.

Special permission may be established for students to pursue ongoing academic, artistic, community

service, or athletic activities during a free first period or before the official end of the day. All such requests must be made in writing to the Division Head, approved, and renewed each semester as appropriate.

College Counseling

While Nueva cannot guarantee any particular admissions result for its students, the mission of the College Counseling Office is to empower students by providing them with the necessary skills and support to successfully navigate the college admission process. Initially in groups and later in multiple individual meetings, students will receive guidance appropriate for each stage of their college process.

One of the goals of the College Counseling Office is to inspire students to reflect deeply about themselves and to identify and explore their passions. In one-on-one meetings during junior year, counselors will help students build college lists that reflect their individual priorities and goals. Finding the right fit for each student is fundamental to the process and ensures that our graduates will continue to thrive intellectually and personally after leaving Nueva. A foundation of our program is the belief that the college admission process can and should be one of exploration and growth, and ultimately a rewarding and confidence-building experience.

Detailed information about the college counseling process can be found in Nueva's College Counseling Handbook found on Nueva's public website: [ACADEMICS>UPPER SCHOOL>COLLEGE COUNSELING](#).

Students and families may always contact the College Counseling Office at collegecounseling@nuevaschool.org with specific questions or concerns.

GENERAL SCHOOL LIFE

Assemblies, Speakers, and Meetings

The Upper School meets as a community to acknowledge and appreciate each other, to highlight and celebrate individual and collective successes, and to make announcements. These assemblies can include musical performances, slide shows, the sharing of service-learning experiences, and open discussions on community-related issues. Additionally, throughout the year students regularly meet in smaller groups, generally by grade level or advisory, to review and reflect upon community events, speakers or workshops. The community standards and norms mentioned in this document are expected and enforced at all community events.

Homework

Homework is an opportunity for students to deepen their understanding, practice their skills, or prepare for the next day's learning. Homework is designed to engage students deeply in their coursework and inspire and enrich their overall education. Students should expect that homework adds to their understanding and is meaningful to their learning outcomes. Students are expected to complete homework in a timely manner.

Homework will vary from night to night, but students should expect 2 to 3 hours per evening. For longer-

term projects, students will need to plan their time to meet deadlines; teachers are happy to assist with this planning and may assign check-ins along the way. Teachers update Canvas with student assignments and frequently include guidance about how long a student might expect to work on an assignment. If students have questions about the parameters of an assignment, they should ask their teacher directly.

Homework will be assigned either verbally in class or by posting on Canvas. Students are responsible for all work assigned by teachers by either method. Every effort will be made to make sure assignments and due dates are clearly communicated.

Punctuality in completing out-of-class work is important for the learning process. Often assignments help students prepare for class the next day; doing work late can decrease student learning, as well as complicate the process of assessment for teachers.

If a nightly assignment is late, teachers will first speak with a student. Teachers will notify the advisor and parents if a student has a regular pattern of turning homework in late, and missing and late homework assignments will be noted in evaluations. While teachers may make extensions to accommodate extenuating circumstances (illness or death in a family), homework deadlines may not be extended because of early departures or late arrivals from vacations. Arrangements for extended deadlines must be agreed on with the teacher before the original due date; for long-term projects, this must be well in advance of the due date.

It is important for students to follow their teacher's instructions regarding submission of completed assignments. Many teachers will expect students to submit work through Canvas. Technology failures should not be an excuse for failing to turn in an assignment on time. Remember to communicate with your teacher regarding any late assignments.

Lost and Found

Students are encouraged to put their names in all clothing and on all belongings in indelible ink. Students should look for lost items at the first floor reception desk. Unclaimed, unidentified items are periodically donated.

Lunch, Snacks, and Food

As part of tuition, students have the opportunity to participate in the catered lunch at the Bay Meadows Café, offering a variety of healthy options, including vegetarian and gluten-free dishes. In addition, students are encouraged to bring a healthy mid-morning and afternoon snack. For students looking for additional snack (or breakfast) options, Nueva provides complimentary fresh fruit throughout the day, subject to availability, and access to healthy vending options at additional cost (cash or credit) in the Café. Please do not send glass containers to school, and please minimize the amount of packaging and waste. Only non-perishable food should be stored in lockers. Food should be limited to the first floor only.

Students are often assigned on a rotating basis to bring a snack for their advisory meetings. We encourage nutritious snack foods like fruit. Learning to feed the body and the brain nutritiously is an educational goal

at Nueva. Birthdays are sometimes celebrated in advisory, and students can bring in a special snack to help celebrate; policies and traditions vary in each advisory and are explained by advisors to students at the beginning of the year. Please remember: nuts are not permitted at Nueva (see Peanut and Tree-Nut Policy above).

Campus Guests

From time to time, students will invite guests to campus to attend classes, work on project or attend social events. To ensure that everyone has a safe environment, we ask that those bringing guests review the following information.

- Guests must currently be enrolled in good standing in high school or college or be no more than 21 years of age.
- A guest form must be completed and returned to the Division Assistant prior to the event start.
- Guests must arrive with their Nueva School host.
- Students and their guests must enter the social event no later than 1.5 hours after the scheduled event start time.
- Once an attendee has left the event, s/he will not be allowed to re-enter.
- Prior to, during, and after the event, guests agree to abide by the guidelines outlined in the student handbook.

The following specific guidelines for social events are to be followed:

- Please be mindful of others and avoid extreme displays of affection, which may make some feel uncomfortable.
- Be sure to dance in an appropriate way that is respectful to yourself and others.

By following these guidelines and rules, you can help make guest participation safe and fun for every student involved.

TRAFFIC, PARKING & SAFETY, GRADES 9–12

Bay Meadows Campus

As part of the Bay Meadows development, Nueva has made a commitment to being a transit-oriented community. Many of our students take public transportation, and those being dropped off in cars often carpool.

Nueva's commitment to the City of San Mateo aligns with Nueva's values; this commitment to public transportation was also a condition of our approval to operate as a school. As such, we strictly enforce the following regulations:

- All car, bus, and shuttle drop-off and pick-up must occur in the designated areas. At drop-off and pick-up, drivers should proceed at the designated speed limit to the back of the Upper School building. Security guards will direct traffic, and parents should remain with their cars at all times. Please wait in the designated "cut-out" areas; please do not block the flow of traffic.
- Students may not drive themselves to campus, except as provided for below.
- Students may not park in the Bay Meadows Development.

- Students may not drive during open campus periods.
- Students may not drive other students.
- Students driving themselves to off-campus school events, e.g., athletic events, need to have a permission form signed by their parents and on file at Nueva and must not park in the Bay Meadows Development.

Violations of these regulations will result in disciplinary action.

Students under 18 are reminded that they are not permitted to use Uber or Lyft (or similar car services) as a means of transport according to those services' own use agreements. Nueva does not have any affiliation with these car services, and is providing this reminder as a courtesy.

Parking

Visitor parking spaces are available behind and in the parking garage under the Upper School building. Please do not park in spots reserved for faculty and staff. Special event overflow visitor parking will be provided for as necessary in adjacent lots next door including at the San Mateo County Event Center.

Student Driving to and Parking on Campus

From time to time, a student may request an accommodation to drive to and from and park on campus. Such requests should be made in advance to the designated Commute, Transportation, and Parking Coordinator or alternatively the Upper School Assistant Division Head for Student Life or the Division Head. Appropriate reasons to request an accommodation are generally situational and not recurring and may include a medical condition, a medical appointment, participation in a school project or activity, or an internship or work related commitment, for which an alternate transportation option is not available. A day parking pass will be provided, used, and returned. The school will make reasonable efforts to accommodate these needs but acknowledges that there are limited parking spots available for this purpose.

SPECIAL PROGRAMS

Clubs

Clubs provide the opportunity to explore new interests outside of the classroom environment. There are many clubs each year; the opportunities will be shared with students in early September. Students are encouraged to start their own clubs. Please contact the Assistant Head of Upper School for Student Life if you would like to offer a new club or activity.

Please visit Nueva website for full listings of clubs. Current information will be available in the beginning of the school year.

Athletics

The Upper School athletics program supports Nueva's core educational goals and helps students capture

the social, emotional, and physical benefits of healthy competition. We encourage participation on Nueva's athletic teams for the value it provides to students and the school community. The Nueva Upper School is a full member of the Central Coast Section (CCS) of the California Interscholastic Federation.

Upper School athletic teams are full members of the Private School Athletic League. We will play volleyball, cross country, basketball and soccer in the PSAL. Since the PSAL does not offer all of the sports that Nueva fields, softball and track and field compete as supplemental members of the West Bay Athletic League. As we continue to expand our varsity offerings, the tennis and golf teams will play independent schedules against PSAL, WBAL, and other local schools.

Every student with interest is encouraged to join. Nueva has both no-cut teams and limited roster teams.

Varsity offerings by season are as follows:

- Fall: Girls' Volleyball, Co-ed Cross Country
- Winter: Girls' Basketball, Boys' Basketball, Boys' Soccer
- Spring: Girls' Softball, Boys' Tennis, Co-ed Track and Field, and Co-ed Golf

Additional offerings of co-ed swimming and girls' soccer will be based on student interest. Junior Varsity offerings are based on student participation numbers.

Please see Nueva's public website for more details.

The Instrumental/Vocal Music Program

The Nueva School has a rich musical history dating to the founding of the School in 1967. The music program offers students the opportunity to enroll in private music lessons taught by professional, nationally recognized musicians from around the Bay Area. Along with general music and choir classes, students in the Middle and Upper School can choose from a wide array of music electives. Along with the in-class opportunities, Nueva supports multiple outlets for performance throughout the school year across all grades with evening recitals, assemblies, and all school concerts. For more information on music at Nueva, please email instrumentalmusic@nuevaschool.org.