



2022-2023 NSOI Handbook

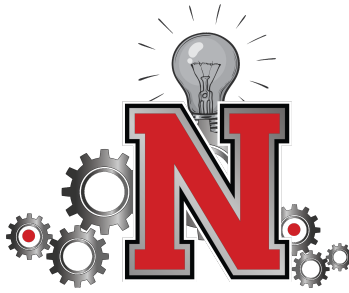
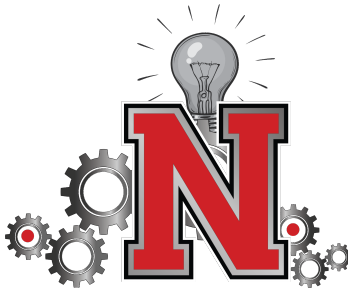


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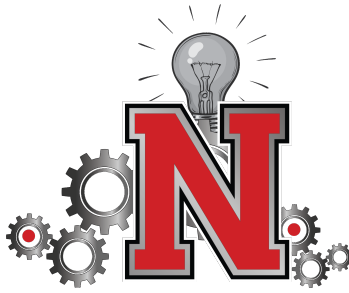
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NSOI Mission & Vision Statements

Mission Statement: Helping students to gain the knowledge needed to have successful career opportunities through personalized, hybrid learning.

Vision Statement: EVERY child will be proficient and prepared for life, work, and citizenship in the 21st Century.



Location & Contact Information

Address:

Newport School of Innovation
706 Park Ave
Newport, KY 41071

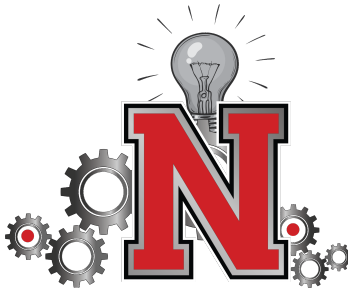
Phone:

859.292.3081

Staff:

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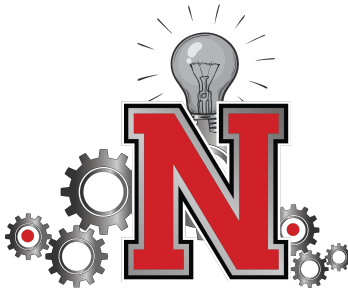
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NSOI Days of Operation Protocol

Being a school of Innovation allows NSOI to be flexible with their Days of Operation. So to better understand how NSOI Days of Operation work please refer to the list below:

- NSOI will be open all days that the district is open unless the NSOI Live Calendar states differently. [NSOI Live Calendar](#) is a living calendar that will keep students and parents up to date on all events throughout the school year. The NSOI Live Calendar can be found on the [NSOI webpage](#) and on the [NSOI Google Site](#).
- NSOI Day of Operation Key:
 - **NSOI Open:** This means that the school district traditional schools will be closed for Professional Learning Community days but NSOI will be operating on their regular schedule.
 - **NSOI Closed:** This means that NSOI staff will not be available and students may want to take a break from their coursework if they so choose.
 - **Remote Support Available:** NSOI sight will be closed and staff will be working from home to support students as needed.
 - **Student Support Available:** NSOI sight will be open and staff will be on location to support students as needed.



NSOI Admission Procedures

The Newport School of Innovation has open enrollment for every program.

- First semester enrollment ends after the second full week of September.
- Second semester enrollment ends after the second full week of February.

If you and your child are interested in our programs, please do not hesitate to review the required forms below. Requirements must be submitted upon admission of our programs.

Students must not owe any technology fees to the school which they are coming from if in the district. If technology fees are owed those fees must be paid in full before acceptance to the program can take place.

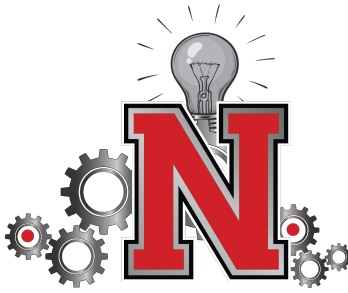
Once you apply, your application will be reviewed by our committee and you will receive a letter or phone call within 5 business days.

Applications are accepted year round, but you are encouraged to apply before the start of the school year or semester change to ensure your seat in a program and that you start classes on time.

Forms and Requirements

Below are the forms that you will need to apply for The Newport School of Innovation.

- Copy of your transcript



- Attendance report
- 1 letter of reference from a non-family member
- Student written essay on why you would like to be in the program you are applying for
- [Online application](#) (Please make sure you have all above documents available before completing the application. The student essay will have to be uploaded in the application before submitting.)

Paper Form Admissions Process

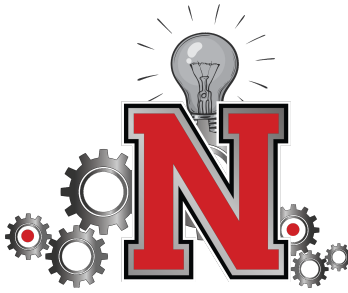
If you prefer to use a paper application, please visit us at **706 Park Ave, Newport, KY 41071, 3rd Floor, Monday-Friday 9:30AM - 3:30PM.**

Along with the completed application please include the following:

- Copy of your transcript
- Attendance report
- 1 letter of reference from a non-family member
- Student written essay on why you would like to be in the program you are applying for

Acceptance into NSOI

Once a student's application has been approved and they have been accepted into the program a conference will be scheduled for the parent and student to come in and complete required paperwork and to sign their [NSOI Student Contract](#). Students that do not comply with their contract will be removed from our program and will have to re-enroll at their home school.



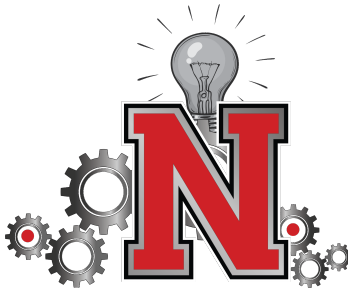
NSOI Parent & Student Expectations

Parent Expectations:

- Motivate and encourage your student
- Keep communication open with NSOI staff
- Monitor student's weekly progress report that will be emailed to you
- If you don't have a gmail account then please sign up for one. We will be using Google Classroom to disperse documents and newsletters etc. We will also be using Google Meet to conference with parents
- Parents will be required to have a Remind account
- Ensure your student attends all mandatory appointments, i.e. district & state testing, conferences, tutoring services, or other NSOI staff requests to help meet student academic and behavioral goals

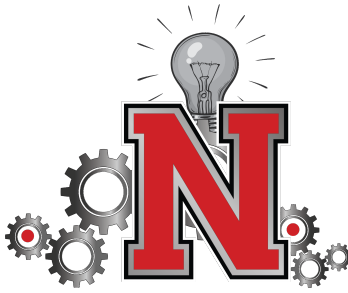
Student Expectations:

- Meet attendance requirements
- Respect to all staff and fellow students
- Attend all mandatory appointments, i.e. district & state testing, conferences, tutoring services, or other NSOI staff requests to help meet student academic and behavioral goals.
- Students will be required to attend NSOI on specific days and times if poor attendance
- Students are required to know how to access and use their school email



- Students will be required to use Google Classroom and Microsoft Teams

- Students will be required to have a Remind account and utilize the account
- Students that do not fulfill these requirements:
 - 1st Offense will be a written warning to the student
 - 2nd Offense will result in virtual or in person conference with student to help student set goals in order to get back on track
 - 3rd Offense will be a conference with student's parents/guardians
 - Final Notice is when the student has been given three strikes and is still non-compliant. The NSOI committee will meet and discuss next steps which could be one of the following:
 - Unenrolled from NSOI and student must return to last school of enrollment
 - Diversion/Truancy
 - Student's Homeschool form will be dated



NSOI Attendance

Student attendance will be calculated on the number of activities they complete through each week.

Attendance Status	Number of Activities
Poor Attendance	30 or less & behind on coursework
Good Attendance	31- 59 & on target with coursework
Perfect Attendance (10 extra credit points awarded)	60 & on target or ahead of coursework

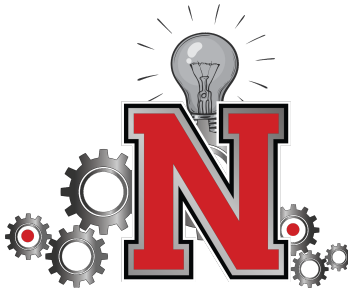
NSOI Extra Credit Procedure

Students may earn extra credit through the following ways:

- Reaching the required weekly activities agreed to in student contract
- Attended NSOI Events

Distributing Extra Credit:

- Students must request for extra credit at the time the activity was completed



- 15 extra credit points is the maximum of extra credit that can be added to any activity
- Once the course is marked completed no extra credit can be added
- Staff will not go through any course activities to add extra credit to try and reach a grade requested by a student

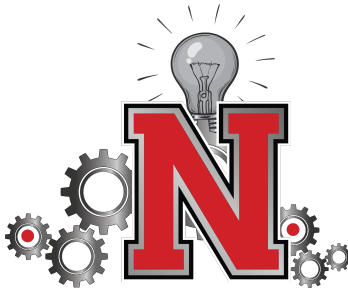
NSOI Credits & Enrollments

NSOI will award credits as soon as students complete their assigned coursework. If grade level promotion has been achieved through the completion of coursework then those promotions will be assigned in December and July of that school year. Please refer below to grade level advancement requirements.

Sophomore (10th grade): 5 credits

Junior (11th grade): 11 credits

Senior (12th grade): 17 credits



NSOI 3 Strike System

The 3 Strike Policy is a policy put in place to ensure students comply with their contract with NSOI and to also be a system that gives students chances to correct any behavior that is detrimental to their success with NSOI.

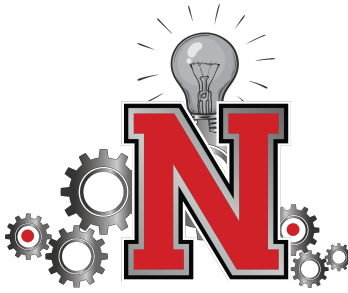
Students who reach 3 strikes in a single semester will be reported to the DPP for truancy. This system will restart at the beginning of each semester.

Below are the possible reasons to receive a strike at NSOI:

- Poor attendance for 3 consecutive weeks
- Missing or not scheduling a mandatory conference 3 consecutive times
- Being marked absent for testing prep, testing, or testing makeup
- For any unacceptable behavior incidents

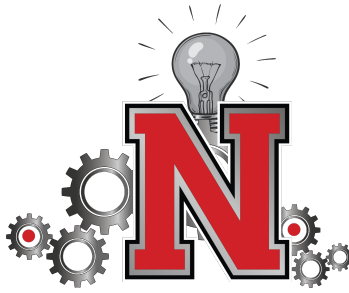
3 Strike process:

- 1st Strike is a warning given to the student and parent through our communication platform
- 2nd Strike is a warning given to the student and parent through a phone call



- 3rd Strike is a warning given to the student and parent in person through a conference held at NSOI
 - 3 Strike Letter presented to student and parent at this time with the terms needed to be followed in order to ensure student does not get reported to DPP
- If behaviors continue the DPP will be notified and possible truancy charges will be filed. DPP will meet with the student and parent to discuss the next course of action.

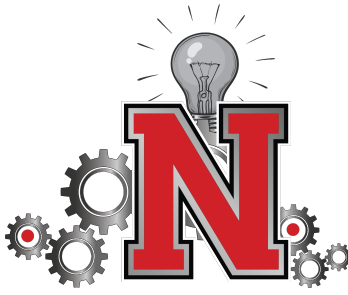
NSOI's goal is to support all students in their education and to give them the opportunity to be successful. This policy will be used to support the growth of student independence and drive to see that vision come to fruition.



NSOI Fast Track

NSOI students can earn through hard work and good grades the opportunity to be placed in pretest mode with their coursework. Pretest mode allows students to pretest before each lesson and if they pass the pretest with an 80% or higher they can skip that lesson and move on to the next. The following criteria must be met for a student to enter into NSOI Fast Track status:

- Students must stay on target or a head in a course consistently for 4 weeks
- Students must never fall below a 80% in the course
- Students must be in at least good attendance standing with NSOI each week
- Students must keep in consistent communication with staff and meet all SAM Conference requirements and requests
- Students must never receive a strike with the NSOI 3 Strike System
- NSOI Staff hold the right to remove a student from NSOI Fast Track status if any of the above items are not met while a student is in NSOI Fast Track status.



NSOI Graduation

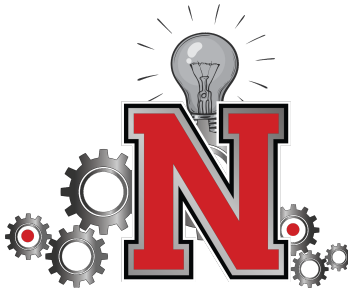
Students will receive a diploma once all graduation requirements are met. Please refer below for specific KDE credit requirements for graduation.

22 Credits needed for graduation

Students will have two options for graduation:

1. Walk with that year's graduating class at the NHS graduation ceremony in Spring
2. Receive their diploma at the School Board meeting in one of the following months:
 - a. January
 - b. May
 - c. July

Google Classroom will contain all graduation information, schedules, resources and links.



NSOI Edgenuity

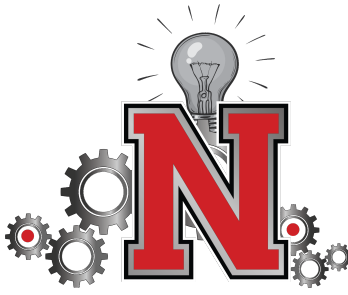
The following policy has been put into place to ensure you as the student are successful when it comes to your courses and education. Edgenuity is a rigorous program but if you put in the time and dedication you will be very successful. Remember there will be tutors and support available at NSOI and online via email or through Edgenuity by a NSOI staff member.

Student Participation

- Students must keep a good attendance status at all times (see page 8).
- The Edgenuity Assignment Calendar will allow you to stay on track and to finish your courses by the end of each semester. If you plan to try and accelerate your education you will need to do more than what the Assignment Calendar is suggesting. Using your Assignment Calendar is part of your student contract with NSOI.

Course Notes

- NSOI can not force you to take notes but know that note taking is an effective strategy for being successful with your courses. There are three types of notes that can be taken:
 - **Enotes** which is a space on Edgenuity to take electronic notes. Taking notes this way is not the best way of note taking due to the fact you can not get all information down. For example, in a math class you can not work out a problem that your teacher

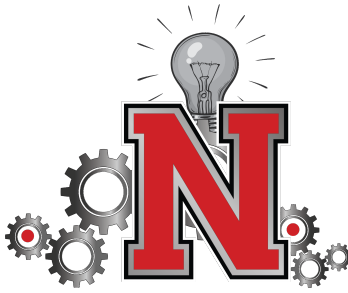


explained in their video to you. You are unable to draw diagrams, graphics, tables etc.

- **Handwritten Notes** are strongly suggested due to the fact that you can write down anything you need to in order to learn the material. You are able to draw tables, diagrams etc. as well as work out mathematical problems, graphs, etc.
- **Guided Notes** which is worksheet type notes that is an option for most of the courses but not all of them. If you have the option to use guided notes, NSOI suggests that you use them along with handwritten notes. Guided notes can be printed for students upon request.
- If a student comes in for tutoring or help with a certain course or problem, notes will be asked for before tutoring or help is given. It is important that NSOI sees that the student is doing their part to learn the material for the course(s) they are taking.
- When can my notes be used:
 - **Enotes:** Quizzes, and Unit Tests
 - **Handwritten Notes:** Quizzes, Unit Tests and Final Exams
 - **Guided Notes:** Quizzes, Unit Tests and Final Exams

Checks

- NSOI will give one check per quiz, unit test and final exam by giving the student the percentage correct before submitting. This will give the student the opportunity to go back and make any changes if necessary.

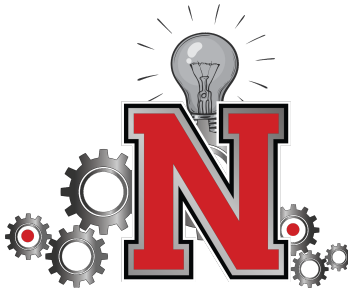


Retakes

- Edgenuity allows students two opportunities to pass (70% or higher) their quizzes, unit tests and final exams. If a student does not pass with the opportunities given them, they may request additional retakes with a NSOI staff member. Following is the number of retakes that will be allowed.
 - **Quizzes:** 2 retake requests available
 - **Unit Tests:** 1 retake request available (**Taken on-site at NSOI**)
 - **Final Exam:** No retake requests available (**Taken on-site at NSOI**)
- If a student needs to request a retake they must contact an NSOI staff member via email, Remind or Edgenuity chat for quizzes only
- A retake request for unit tests can be done in person due to the fact that unit tests and final exams must be taken on-site at NSOI and be proctored by a staff member.

On-Site Testing

- Students must come into NSOI to take unit tests and final exams. These assessments need to be proctored by a NSOI staff member. (Special circumstances may be made for students if requested ahead of time and NSOI staff deems them serious.)



NSOI School Safety

Sign In and Sign Out

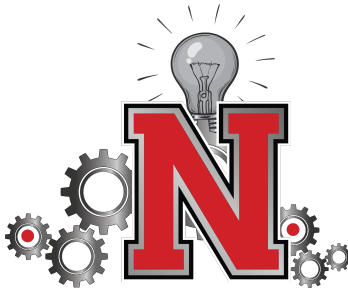
- All students, staff and visitors must sign in and out every time they enter or exit NSOI

Students Entering and Exiting the Building

- Once a student enters NSOI and signs in, that student will not be permitted to leave the building unless permission is granted by a NSOI staff member.
- Once a student has exited the building that student will not be permitted back into NSOI without first discussing the reason for leaving with a NSOI staff member.
- Students must sign out upon leaving NSOI

Visitors to NSOI

- Visitors must sign in upon arrival
- Student guests must be pre approved by staff before coming into NSOI
- Visitors must sign out before leaving

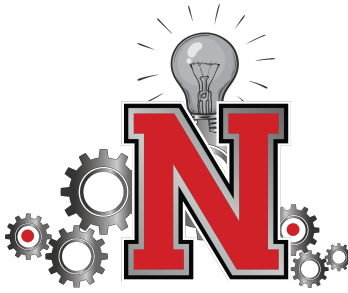


NSOI Emergency Drill Procedures

Fire Drill	Earthquake Drill	Severe Weather/Tornado Drill	Lockdown Drill
<ul style="list-style-type: none"> • Students will be escorted to the parking lot or playground area based on the instruction of administration. • Teachers will take roles. • Teachers will inform administration of anyone missing 	<ul style="list-style-type: none"> • Students will be instructed to get under their table. • Students will get on their knees and place their head between their knees with their hands covering their neck. • Teachers will inform administration if they are clear or need assistance. 	<ul style="list-style-type: none"> • Students will be escorted to the bottom floor of the building. • Students will face the wall, get on their knees and place their head between their knees with their hands covering their neck. • Teachers will inform administration if they are clear or need assistance. 	<ul style="list-style-type: none"> • Students will be instructed on what to do by the teacher. • Teacher will lock doors and turn out lights until all clear signals are given. • Teacher asked to open the window of the room that either faces the parking lot or the playground area. (If the window is not open then that room will be considered a threat.)

Smoking, Vaping, and use of Illegal or Non-Prescribed Substances

- Students may not at any time use any tobacco products including vaping on Brighton Center property.



- Students may not at any time use any illegal or non-prescribed substances on Brighton Center property.

NSOI Extra-Curricular Activities

NSOI will provide extra-curricular activities in conjunction with the high school. Examples of activities are as follows:

- Theater
- FBLA
- FCCLA
- 21st Century Activities

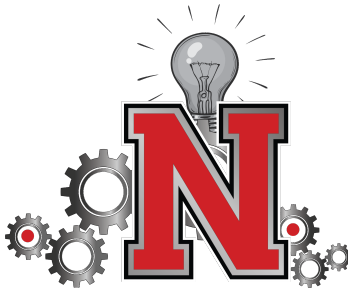
*No KHSAA athletic activities will be permitted

Students of NSOI will be eligible to participate in extracurricular activities at the school that is at the same level as their grade level. To maintain eligibility students must comply with the following:

- Students must follow all procedures and policies of the school in which they will be participating in extracurricular activities
- Students must maintain their contract with NSOI
- Students must maintain a “C” average in all coursework
- Students must have 0 behavior issues at NSOI

Any student that does not comply with the above items will be suspended from all extracurricular activities until they are back in compliance.

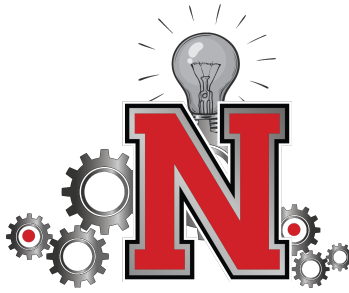
- If students are out of compliance they will still be able to practice but will not be able to participate in any games/events/activities



NSOI Google Suite

Students will be required to understand and use the following platforms on [Google Suite](#). These platforms will be used throughout the year.

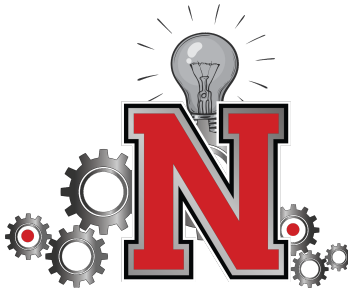
- Google Docs
- Google Sheets
- Google Slides
- Google Classroom: [NSOI Google Classroom](#) Code: 4dyb4vv



NSOI Communication

Communication between NSOI and students/families is very important. We will be using multiple forms of communications to ensure important information is received by our stakeholders:

- Cellphone: Please ensure we have your updated cell number
- All Calls
- Email: Parents please ensure NSOI has your gmail address
- Remind: Communication app that is used for daily communication and announcements. Parents will sign a notification form that gives permission for NSOI to communicate with their student using this platform
- Microsoft Teams
- Google Classroom
- Mailers: Please ensure NSOI has your most recent address
- Social Media: FaceBook: [@NSOInnovation](#), Twitter: [@NewportSchoolo1](#)



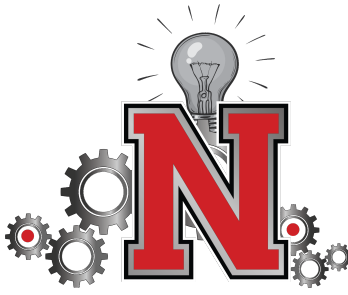
NSOI Support & Updates

NSOI is committed to providing critical updates and support services to help your child be successful and reach his/her academic goals. In addition to one-on-one consultation with staff and families, we offer several other resources including:

- Student and Parent Conferences
- SAM Conferences
- ME Conferences
- SOS Conferences
- Counseling Workshops
- Weekly Edgenuity Progress Reports
- Edgenuity Information Sessions as needed
- NSOI Monthly Newsletter
- District and Community Resources
- Post-secondary Education & Employment Planning

SOS Conferences:

- Tutoring is available to all NSOI students
- Each day of the week will focus on certain core subject areas
- [Calendar](#) will be on web page with tutoring subjects, days, and times
- Students with below average grades (<70%) and/or have not met their academic goals over a two week period will be required to attend SOS conferences in that specific core subject area

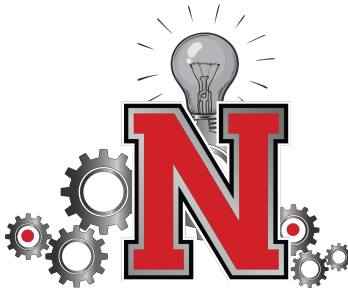


Community Service

- All 6-12 Grade Newport School of Innovation students will contribute service time for the benefit of their community
- 6th-8th Grade 15 Hours a School Year
- 9th & 10th Grade 20 Hours a School Year
- 11th & 12th Grade 25 Hours a School Year

Community Service Criteria

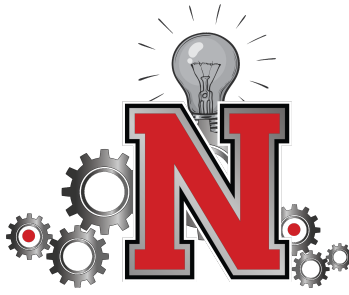
- The service shall not be performed for a relative.
- The service shall be performed without a material reward.
- Attending meetings or being on committees will not qualify as service credit.
- Credit can be granted for fundraising activities focused on community causes.
- Up to 10 hours will be counted for any one volunteer activity.
- After any community service has been completed, students will need to complete the [Community Service Log](#) on our webpage.



In-House Activities

NSOI is excited to offer in-house activities and events for students and their families throughout the year. Even though academic excellence for all students is our primary mission, we also realize the significance of developing and nurturing relationships for both students and family members. It is our goal then to offer multiple in-house activities that can help boost these social needs and increase student interaction. Possible activities include:

- Family game night
- Various staff lead activities and clubs
- Newport Library group activities
- Family literacy programs
- Independent living seminars
- Test prep opportunities

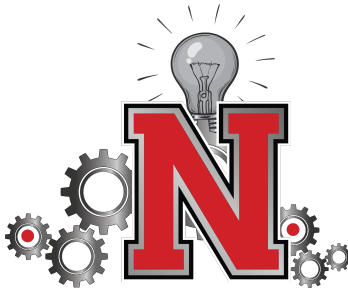


Mandatory Assessment & Testing

All NSOI students are required to attend all mandatory district and state testing. This also includes all testing preparation, meetings, and other information sessions related to assessment processes and procedures. Any student who fails to attend these testing dates or refuses to participate in testing will be recommended to be removed from our program. These assessments include:

- ACT
- K-PREP
- Civics Test
- Remediation Coursework

*Specific testing days, times, locations, and resources will be shared with students and parents/guardians via our various communication platforms.



NSOI Incentive Program

The purpose of our incentive program is to motivate, encourage, and recognize those students who have put forth extra effort or accomplished a great achievement. Some incentive examples include:

- Time in our Video Game Lounge. Student's will have an opportunity to spend time in our Video Game Lounge with a friend of their choice to play video games
- Variety of drawings based on monthly categories. For example, students with perfect attendance will have their name put in for the drawing
- Extra Credit opportunities