

# **NEW HEIGHTS ACADEMY**

*Soaring to Excellence*

**Parent/Student Handbook  
2021-2022**

## 2021-2022 Parent/Student Handbook

Welcome to New Heights Academy! We are thankful for the opportunity to provide a quality Christ-centered education for your child; whether enrolled in our school, before and after school programs or day camps.

With a blended enrollment of both typically developing and special needs students...

**IT IS OUR MISSION** to assess a child's individual social and emotional needs, and implement an action plan for success into their daily routine.

**IT IS OUR VISION** to prepare children, both socially and emotionally, to take the next step in their personal growth and academic achievement.

### IT IS OUR PHILOSOPHY

- To create a **Supportive Environment** - where every student will feel safe, included, respected, valued, and loved.
- To allow **Self Expression** - where every student will have the freedom to express their feelings, thoughts or ideas.
- To provide a **Solid Education** - where every student will be given full access to tools, resources, and experiences for academic and personal success.

The information contained in this handbook is designed to provide our parents, students, faculty, and staff the guidelines, expectations, and information necessary to function in harmony within our school. This handbook is not a complete listing of all policies and regulations of the school and the school administration reserves the right to modify or change policies if deemed necessary. New Heights Academy will notify its students, parents, faculty and staff if any substantial modifications or changes in policy occur.

### NONDISCRIMINATORY POLICY

New Heights Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in all our programs. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### ADMISSION REQUIREMENTS:

1. **Registration Fee:** For each student enrolling or re-enrolling, a (non-refundable) Registration Fee of \$75.00 and a completed Student Enrollment Form must be submitted each calendar year before they can attend New Heights Academy.
2. **Birth Certificate:** All students must have a copy of their birth certificate on file in the school office before they can attend school.
3. **Immunizations:** All required immunizations must be completed before students can attend any of our programs. Please see your Physician for required immunizations.
4. **Health Exams:** All students enrolling in our Early Childhood classrooms or High School must have an updated record of a physical examination on file in the school office before they can attend school.
  - a. **Immunizations/Health Exam Exemption:** If parents have religious objections to vaccinations and/or health examinations, a Certificate of Religious Exemption Form for each student must be submitted to the school office before they can attend school. However, not following vaccination

recommendations may endanger the health or life of the student who is not vaccinated, others with whom they come in contact, and individuals in the community. In a disease outbreak, or after exposure to any of the diseases for which immunization is required, schools may exclude children who are not vaccinated in order to protect all students.

5. **Vision Exams:** All students enrolling for the first time (with the exception of Early Childhood) must have an updated record of a vision examination (completed within one year prior to October 15, 2021) on file in the school office before they can attend school.
6. **Dental Exams:** All new students must have an updated record of a dental examination, performed by a licensed dentist, on file in the school office before May 15, 2022. Students who do not have an updated record of a dental examination on file by the deadline.
7. **Other Documents:**
  - a. Students dual-enrolled with Charleston Schools should submit an IEP, if applicable.

## **NEW HEIGHTS ACADEMY HOURS**

### **School (Early Childhood thru 6th):**

8:15 AM - 2:30 PM

### **Day Camps (when school is out of session):**

6:00 AM - 6:00 PM

### **Before School:**

6:00 AM - 8:00 AM

(Students will be dismissed to their classroom or their bus depending on their bussing schedule)

### **After School:**

2:30 PM - 6:00 PM

(Students coming from the public school will arrive based on their bussing schedule. Students from our school will be checked into After School if not picked up by 3:30 PM)

## **ATTENDANCE POLICY AND PROCEDURES**

Illinois has a compulsory attendance law for students between 6 and 17 years of age. It is the responsibility of parents/guardians to see that their children attend school regularly.

The following policies are in effect concerning attendance procedures:

1. Parents/guardians are to report their child's absences by 10:00 AM by calling or texting their child's teacher. Illinois law requires schools to inform parents/guardians if their children do not come to school; therefore, if the school is not contacted, we will contact parents/guardians at home or at work to verify your child's absence.
2. Illness of the student or serious illness/death in the immediate family are conditions for a student being absent. Matters of personal convenience are discouraged during school time and will be counted unexcused and may result in elimination from participation in extracurricular events.
3. Students may be pre-excused if:
  - a. A Prearranged Absence form is completed,
  - b. Approval is granted by the student's teacher

*\*\* If these conditions are not met, absences will be unexcused.*

4. A total of more than nine absences during the school year must be accompanied by a doctor's note or will be recorded as unexcused.
5. When a student is too ill to attend school, he/she is considered too ill to participate in after-school activities.
6. There is no credit for absent days, except Day Camps and then only if advance notice was given by the Friday prior to the Day Camp.

**Excused Absences:** Valid cause for any and all absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the student's safety or health.

**Unexcused Absences:** Individual vacations, recreational activities, or matters of personal convenience are not encouraged during school time and will be unexcused unless prearranged and approved by the student's teacher.

**Truancy/Chronic Truancy Procedures:** The state of Illinois defines a truant as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion thereof. A chronic or habitual truant is a student who is absent without valid cause for a total of nine (9) days out of the school year, at which time the truancy is considered a crime (a type of child neglect) and must be reported to the proper authorities. The following policies are in effect concerning truancy/chronic truancy procedures:

#### Any Truancy

1. Parents/guardians notified.
2. Detention assigned to make up time missed.

#### Chronic Truancy

1. Letter to parents/guardians at six unexcused absences.
2. Letter to parents/guardians at nine unexcused absences.
3. Following the ninth unexcused absence, a student will be required to have a physician's note for each subsequent absence during the remainder of the school year. Failure to submit such written verification to the school within 24 hours of the day of absence will result in the school contacting the Juvenile Officer.

**Prearranged Absences:** Prearranged absences are not recommended by teachers, the administrator, and school board. Prearranged absences should be minimally used by students and parents/guardians. Planning prior to an absence allows students to make up as much work as possible. Absences will be unexcused if the following conditions are not met:

1. A Prearranged Absence Form, which is available from the student's teacher, is completed and returned to the student's teacher at least two days in advance of the absence;
2. Approval is granted by the student's teacher;
3. Arrangements for make-up work have been made with the student's teacher prior to the absence.

**Tardiness:** Students arriving at school after 8:15 AM, or who are not in their seats by the time class is scheduled to begin, shall be considered tardy. Parents/guardians of students who are tardy to school must call or text their student's teacher by 10:00 AM with a valid cause for the student's tardiness in order for the tardiness to be considered excused. (Valid causes for absence also constitute as valid causes for school tardiness. Oversleeping is never a valid cause.)

**NOTE:** Please contact your child's teacher for detailed information on their Tardiness Policy and procedures.

**Missed Homework/Tests/Quizzes:** Students or parents/guardians shall be responsible to request the missed assignments and schedule with the teacher time to make up any missed tests/quizzes. Students will be allowed the same number of days to make up work as they were absent.

**NOTE:** Please contact your child's teacher for detailed information on their Missed Homework/Tests/Quizzes Policy and procedures.

**Snow Days and Emergency Closings:**

- New Heights Academy will close whenever Charleston schools close due to inclement weather. Daycare will be open providing staff can get to the school.
- In the event of a delayed start due to inclement weather, a school start time will be determined according to the faculty and staff available.
- Students who reside in a school district (outside of Charleston) that closes due to inclement weather will not be expected to attend school that day.
- Students who reside in a school district (outside of Charleston) that delays start due to inclement weather may report to school no later than 10:00 AM that day without being considered tardy.
- School cancellations or delayed starts will be announced via text and on the school's Facebook page.

**Holidays:** New Heights Academy follows the Charleston Community Unit School District Calendar for all Holidays. During school closings, children needing care may participate in the Day Camps; however, there are some holidays that all programs will be closed. These include:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Close at noon on Christmas Eve
- Christmas Day

**Late Pick up Policies for Daycare:** Late pickup fees apply all year around if your child is picked up after 6:00 PM. We must be notified if you are going to be past 6:00 PM. The late fee is an additional \$1.00 per minute per child until the child is picked up. The fee is due when the child is picked up. If the child has not been picked up by 6:30 PM ; we will try twice and then go to the first emergency number, then the second and so on. If no one is reached by 7:00 PM. the police and/or Department of Family Services (DCFS) will be called for further assistance in finding emergency contacts. An up-to-date emergency contact is mandatory and must be on file.

New Heights Academy will be responsible for the protection of the child until the parent, police and/or DCFS has arrived. The staff shall not hold the child responsible for the situation and discussion of this issue will only take place with the parent or guardian and never with the child

**DROP OFF/PICK UP POLICY**

**Drop off:** Families are to pull in the drive, circle around and pull up in front of the stairs (facing west). They should call the phone number (217) 508-4688 so that a staff member can meet you at the door. Parents are to walk the student to the door where a health screen will be completed before they can enter the building. The

screening will include a temperature check as well as answering some questions that include (see COVID 19 information below). Once health screening is complete the staff member will walk the student into the facility.

**Pick up:** Parents should call the phone number provided when they are approaching the facility so staff have time to get their student ready for departure. Again they should pull in the drive, circle around and pull up in front of the stairs (facing west). Parents do not have to walk up to the door if the child is safe to walk the stairs to the vehicle, otherwise parents can come up the stairs to get their child. If a parent would like to have a conversation with a staff member, you can park your car west of the building and voice that when you call so the staff member has time to arrange coverage.

***\*\*\*Until further notice - and for the safety of all children inside the facility, parents are to remain outside the facility unless prior arrangements have been made and they too are screened for any health concerns.***

### **COVID 19 Screening information**

All students will participate in a health screening upon arrival prior to entering the building. The following list will limit the student from entering the building and attending school or daycare:

- Any child presenting with a temperature of 100.8, or
- Symptoms of Coronavirus, or
- Exposure to anyone with symptoms of CoronaVirus, or
- Exposure to anyone who tested positive to CoronaVirus

### **HEALTH AND SAFETY**

**Outdoor Activities:** Students and teachers will go outdoors during activity periods when the wind chill index is 20 degrees and above, or in the case of heat, a heat index of 95 or below. Parents/Guardians are expected to dress children appropriately for the weather all year long. Students will not be allowed to remain in the building during outdoor recess without daily written permission from parents/guardians.

**Illness During School:** No student may leave school during the day unless permission is given from their teacher. A student who becomes ill during school should report to the school's health officer, where he/she will be picked up by a parent/guardian. If a student leaves the building for lunch and becomes ill, the school expects a parent/guardian to call or text the student's teacher and report the illness. A student's return to school is based on communicable disease guidelines established by the Illinois Department of Public Health.

**Accidents/Injuries:** When a student becomes injured before, after, or during school, the teacher in charge will notify the school health officer. If the accident is serious, an accident report will be filed. If the student requires immediate medical attention, parents/guardians (or the person named for emergencies on the student's information card) will be called. Minor scrapes and cuts will be treated at school

**Lice:** No student may knowingly enter school with live louse eggs in their hair.

**Fever:** No student may knowingly enter school with a fever. Students with a fever of 100 degrees will be sent home. Students must be fever free for 24 hours, without the use of acetaminophen (such as Tylenol), before returning to school.

### **Medicine:**

- Students are not permitted to carry or store (i.e. in book bags, purses, lockers) medications, either prescription or non-prescription, during school hours unless first approved by the school health officer.

- Students may possess medication prescribed for asthma or an EpiPen for immediate use at the student's discretion, provided the student's parents/guardians have completed and signed a School Medication Authorization Form.
- No school employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parents/guardians.
- New Heights Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parents/guardians must indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

**Undesignated Epinephrine Auto-Injectors:** If your child does have severe allergies, it is important for you to inform the school so that the school can implement an Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan. Public Act 97-0361 allows the school to maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their EpiPen at home. In addition, the school health officer or trained faculty/staff member may administer an EpiPen to any student suffering from anaphylaxis. The supply of undesignated emergency epinephrine, allowed under Public Act 97-0361, is not intended to replace epinephrine prescribed to students with known allergies; however, under Public Act 97-0361, a non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school health officer acted in good faith when administering the EpiPen to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

**Allergies:** Please inform all school personnel of any allergies prior to your child starting school or as soon as the allergy is discovered.

**Contagious and Infectious Conditions:** Please do not send your child to school if they have any infectious illness e.g. chicken pox, pink eye, vomiting, diarrhea, fever or a really bad cough or cold. If children are unwell, New Heights Academy can be an unpleasant experience as they really want to be home with you. Please see the Infectious Disease page for more information.

**Abused and Neglected Child Reporting:** A school employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the school administrator that a report has been made.

## INSTRUCTIONAL

**Student Placement/Promotion:** Students are placed in a grade level or promoted to the next grade level according to their academic and social/emotional skills upon evaluation of the administrative staff.

**Special Learning Needs:** Students who have special learning needs may be scheduled to receive services through our H.E.R.O. Program. This will be a decision made by the H.E.R.O. Program Coordinator for that student.

**P.E. Participation:** Students are expected to participate in Physical Education classes on a regular basis;

exceptions to this must be approved by the school health officer. Repeated requests for non-participation may require a medical excuse from a physician.

**Grading Scale:** Teachers may use a variety of activities to gauge a student’s progress, such as daily work, class participation, quizzes, tests, projects, etc. For uniformity, the following grading scales will be used to report and record students’ progress:

Early Childhood & Kindergarten

E+	100%	S+	88% - 83%	U	62% or lower
E	98 - 93%	S	82% - 70%		
E-	92% - 89%	S-	69% - 63%		

Grades 1 through 6th

A+	100%	B+	89% - 88%	C+	79% - 78%	D+	69% - 68%	F	59% or lower
A	99% - 92%	B	87% - 82%	C	77% - 72%	D	67% - 62%		
A-	91% - 90%	B-	81% - 80%	C-	71% - 70%	D-	61% - 60%		

**ACCEPTABLE USE POLICIES**

**Internet Access:** New Heights Academy’s instructional programs are designed to ensure that users become proficient in information and communication technologies essential for their success. All use of the school’s electronic network shall be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

Use of the school’s electronic networks is a privilege, not a right, and inappropriate use may result in disciplinary action, limitation or loss of those privileges and/or appropriate legal action. Administration will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.

These procedures do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. The failure of any user to follow these procedures will result in disciplinary action, limitation or loss of privileges and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use - Access to the school’s electronic networks must be (a) for the purpose of education, or research and be consistent with the school’s educational objectives, or (b) for legitimate business use.
2. Safety/Security Measures - Network safety and security is a high priority. If a user can identify a safety/security problem on the Network, the user must notify a teacher or school administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user who receives any harassing, threatening, intimidating or other improper communication through the school’s electronic network is urged to report it immediately. Any user identified as a security risk may be denied access to the network.
  - a. Monitoring - The school reserves the right to monitor and access all use of or content on the school’s technologies and networks. Users have no expectation of privacy when using the school’s network including information created, received, transmitted and stored on these resources unless such right is guaranteed by statute or other law.

- b. Supervision - New Heights Academy's faculty/staff will be responsible for supervising all users on the school's network.
  - c. Education - Education about online safety and digital citizenship (online behavior, communication, cyber-bullying, literacy, etiquette, rights and responsibilities and security) will be covered in the school curriculum each academic year.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:
- a. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law.
  - b. Downloading, or installing, and use of unauthorized software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading of copyrighted material for other than personal use;
  - d. Using the networks for private financial or commercial gain and/or advertising;
  - e. Wastefully using resources, such as bandwidth and file space;
  - f. Hacking, or gaining unauthorized access to files, resources or entities bypassing or attempting to circumvent security, virus protection, filtering, or policies;
  - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
  - h. Sharing or using another user's account and password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - l. Using the networks while access privileges are suspended or revoked.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of yourself or others.
  - d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the networks in any way that would not disrupt the educational process or the normal operations of the school.
  - f. Consider all communications and information accessible via the networks to be private property.
5. No Warranties - New Heights Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services. It is the user's responsibility to make backups of their data and email.
6. Indemnification - The user agrees to indemnify New Heights Academy for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any breach of this Procedure.
7. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other

network. This includes, but is not limited to, the uploading or creation of computer viruses, attempting to vandalize or harm data and/or disconnect or disassemble any technology.

8. Online/Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone and long-distance charges, per-minute surcharges, equipment, line or data costs and online purchases.
9. User Work/Photos/Videos - User work, photos and/or videos may be published on school web pages upon receipt of this agreement unless the user or parent/guardian (if the user is a minor) notifies the school otherwise. Users whose work, photo and/or video appear on the school web page(s) will be identified by first name only.
10. Use of Email – The school uses email to aid student and faculty/staff member users in fulfilling their duties and responsibilities, and as an education tool.
  - a. Teachers reserve the right to monitor, inspect and review at any time and without prior notice or permission any information in all student accounts.
  - b. Each person should use the same degree of care in drafting an email message as would be put into a written letter or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or document.
  - c. Any message received from an unknown sender via the Internet should be immediately deleted. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the authenticity and the nature of the files so transmitted.

**Electronic Devices:** The term “Electronic Device” includes, but is not limited to, any cellular radio telecommunication device, pocket pagers, laptops, tablets, portable/handheld gaming devices, and any device used to store and/or play music (such as tape/CD/MP3 players).

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic device while in school or on school property during before school, after school and the regular school hours (6:00 AM – 6:00 PM) unless authorized and approved by the administration or supervising faculty/staff member. Students may possess these devices at school, but such devices must be turned off and stored in a student's locker, cubby, or other such place designated by the supervising faculty/staff member. Devices may be turned on once the student has been dismissed from class at the end of the school day.

Devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any device may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Any device that violates this policy will result in the device being confiscated and held until the end of the school day where it will only be returned to a parent/guardian. The student may also face additional disciplinary consequences. The school is not responsible for lost or stolen devices. New Heights Academy expects students to exercise due care and common courtesy when using devices during extra-curricular time (i.e. turn them off during concerts, plays, etc.).

**Note:** Students attending day camps will have a period of time each day that may include the use of electronic devices, under the supervision of staff members. However, any misuse of the device will result in loss of privilege.

## LUNCH/FOOD GUIDELINES

- Students are required to provide their own lunches during school and Day Camps.
  - Lunches should be brought in containers that will keep them at the proper temperature.
  - Students are responsible to bring their own tableware.
  - School refrigerators and microwaves are not available for student use.
- Parents/guardians are welcome to eat lunch with their students. Siblings may accompany a visiting parent/guardian to eat lunch; however, supervision is the responsibility of the parent/guardian.
- Students leaving the building for lunch must be signed out by a parent/guardian and signed back in within their scheduled lunch time. Any student not signed in within their scheduled lunch time will be counted as tardy.
- Treats that are brought in to share with other students must be pre-packaged and store bought.
- Students participating in the before and after school program will be provided an AM snack and PM snack if present during those designated times.

## BEHAVIOR AND DISCIPLINE

### Behavioral Expectations:

- Students will demonstrate love and respect toward one another by their actions and words.
- Students will honor one another's personal space by keeping their hands and feet to themselves.
- Students will follow the classroom rules and directions given by their teachers as well as the policies and procedures set forth in this handbook.

**Aggressive Behavior/Bullying/Threatening:** Students are prohibited from engaging in threatening and aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying, sexting, or other comparable conduct. Law Enforcement may be contacted if a student threatens another individual. Illinois law requires a school to notify the parent or guardian of a child who engages in aggressive behavior, including bullying, possession of a firearm/weapon on or around school grounds.

**Prohibited Items:** Knives, guns, matches, lighters, explosives; items or clothing with inappropriate pictures, slogans, content, or themes; tobacco/vaping devices, alcoholic beverages, illegal drugs; any other item that may be deemed inappropriate by the administration.

**Search and Seizure:** For the safety and supervision of students in the absence of parents/guardians, to maintain discipline and order at New Heights Academy, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects.

With the approval of the School Board, the Administrator may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances or illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Faculty/staff members may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and

not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted outside the view of others and in the presence of an adult witness. Immediately following a search, the school authority that conducted the search shall make a written report. The report shall be submitted to the school administrator, where appropriate, and forwarded to the School Board. The parents/guardians of the student shall be notified of the search as soon as possible.

**Disciplinary Action:** Disciplinary action will always be directed toward developing the best possible solution for the individual student while protecting the welfare and rights of the total school population.

- At its discretion, the school may use restorative measures as an alternative to exclusionary discipline (such as suspension or expulsion) that: 1) are adapted to the particular needs of the school and community; 2) contribute to maintaining school safety; 3) protect the integrity of a positive and productive learning climate; 4) teach students the personal and interpersonal skills they will need to be successful in school and society; 5) serve to build and restore relationships among students, families, schools, and communities, and; 6) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.
- Parents will be notified before detentions, suspensions, or expulsions are carried out.
- Parents and students have the right to meet with the student's teacher to appeal any detention.
- Parents and students have the right to meet with the School Board to appeal any suspension or expulsion.
- Students may not make up work that is missed during a suspension.
- When behavioral or disciplinary issues involve a student who is an adult (18 years old), the school reserves the right to request the assistance of law enforcement officials if deemed necessary.

**NOTE:** Please contact your child's teacher for detailed information on their Behavior Policy and procedures.

### **DRESS CODE / STUDENT ATTIRE:**

New Heights Academy recognizes that appearance and fashion is an important part of a student's life. New Heights Academy believes that a student's appearance must not interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. If any part of a student's attire is deemed to be inappropriate, the student will be required to alter their attire before attending classes. The following information is simply intended to guide students in making proper decisions regarding attire.

#### **General Guidelines:**

- Clothing should not be form-fitting, suggestive, revealing of body parts or undergarments, offensive, or otherwise disruptive to the educational process.
- Clothing is not to display inappropriate, offensive, or obscene language, pictures, symbols, and is not to promote tobacco, alcohol, drugs, or any illegal item or activity.

#### Tops

- ★ Tops that cover less than two (2) inches across the shoulder and/or reveal more than three (3) inches below the underarm must be accompanied by a jacket, shirt, or sweater.
- ★ Tops with hoods must have the hood down at all times unless outside of the building.
- ★ Coats and jackets may be worn indoors.
- ★ Tops should cover the torso, including shoulders, back, cleavage, and midriff at all times (standing, sitting, reaching, or bending over).

### Bottoms:

- ★ Appropriate bottoms for school are jeans/denim, cargo, khaki and similar type material/style.
- ★ Shorts or skirts that are worn must not be any shorter than the students fingertips when arms are down their sides.
- ★ Bottoms must not have any holes in them that are above the knee (even if they were purchased that way).
- ★ Tights, leggings, or other types of hosiery may only be worn under a skirt, dress, long top, or shorts with an appropriate hemline..

### Accessories:

- ★ Hats and other headgear, including sunglasses, are not to be worn inside.
- ★ Visible body piercings should be limited to the ears.

## **FINANCIAL POLICIES**

- Registration Fee for new and returning students is \$75.00 per student and must be submitted with the Student Enrollment Form.
- Tuition is as follows:

### School

- Early Childhood - 6th Grade:: \$1675 per Semester; or \$335 monthly

School tuition may be paid in monthly installments beginning in August and ending in May.

Installment payments are due by the 10th of each month and can be paid at the school office, mailed to the school, or paid online through Quickbook electronic payment. The first tuition payment is to be paid in full before the student's first day of attendance and is non-refundable.

### Day Care

- Before/After School: \$15.00 per day
- Day Camps: \$30 per day

Daycare tuition is estimated for the upcoming month based on pre-registration and is due by the 10th day of each month prior to services rendered. Families enrolled in the Child Care Assistance Program (CCAP) must pay their monthly co-pay by the 15th as well.

- There will be a 5% late fee for payments not received by the 15th.
- There shall be a \$25.00 fee for payments returned for non-sufficient funds.
- No financial adjustments will be made for student absences or for emergency school closings.
- Parents/guardians who cannot pay their bill for a given month are to contact the administrator.
- Those with accounts 30 days past due must meet with the administrator or school board to implement a plan to bring the account current. Student(s) may face suspension until the account is brought current.
  - Second semester grades will be considered incomplete and the school shall not release any student records until all accounts are brought current.
  - All accounts shall be brought current before the student can return the following academic year.
- Books shall be on loan to students for the academic year and shall be returned to the school on the last day of class. Students shall be required to replace lost or damaged books at retail price.

## **WITHDRAWAL FROM NEW HEIGHTS ACADEMY**

When a student is accepted into New Heights Academy, it is in good faith that they will be a part of our program for the entire year. The following guidelines will be observed regarding withdrawal or expulsion from the academy:

- Whether the student withdraws from school before or after attending, the registration fee is non-refundable.
- If the student withdraws from the school before attending, the first month's tuition is non-refundable; any tuition that was paid beyond that shall be refunded.
- If a student withdraws from the school after attending, any tuition paid beyond the first month will be prorated according to attendance and the remaining balance will be refunded.
- The school shall not release any student records until all accounts have been paid in full.

## **PARENT INVOLVEMENT**

New Heights Academy encourages parent involvement. There are many different ways to be involved that may include the following:

- Participate in the Parent-Teacher Association (PTA). The parents are encouraged to take leadership roles in the organization.
  - The PTA assists the Board of Directors by being the voice of the student body.
  - The PTA is instrumental in fundraising to assist the school financially.
- Attend the monthly meeting of the Board of Directors. This governing body is made up of an Executive Board, directors, and members of the PTA.
- Assist in the classroom as teachers aids, grade papers, etc.
- Assist in teaching electives such as Bible, Family Consumer Science, Foreign Language, Art, Music, etc.
- Volunteer on Field Trips. This may include transportation.

## *Contagious and Infectious Conditions Chart*

<b>Illness/Complaint</b>	<b>Usual Incubation period</b>	<b>How long infectious for</b>	<b>How long away from playgroup</b>	<b>Notes</b>
Chicken pox	14 to 21 days	From 1 day before spots to 6 days after last crop of spots appear	6 days after last crop of spots appear	adults and pregnant women should consult doctor
German measles	14 to 21 days	Few days prior to symptoms until the week following rash appearance.	Week following rash appearance	Danger to pregnant women
Hand, foot and mouth	3 to 5 days	2 to 3 days prior to the rash, occasionally for some weeks.	Until well	Usually only mildly unwell
Sickness and diarrhea	-	Varies on reason for complaint.	At least 24 hours without symptoms	very infectious
Head lice	-	-	-	See pharmacist/doctor for advice
Pink Eye	-	Until it is treated	Until no symptoms	Use separate sheets /towels etc.
Impetigo	-	-	Until no symptoms	Very infectious

# New Heights Academy

## 2021-2022 Parent/Student Handbook

Please sign and return this page to your New Heights Academy Prior to Enrollment. Digital Copy of the Parent/Student Handbook can be found at [www.schoolisawesome.org](http://www.schoolisawesome.org).

“My signature below indicates that I understand my responsibility for reading and following the 2020-2021 Parent/Student Handbook of New Heights Academy. I will do my best to make sure that my child or children follow all the rules and policies described in the manual. I understand that not following the policies outlined in the manual may result in loss of privileges or outright suspension and/or expulsion from New Heights Academy. I acknowledge that New Heights Academy has the right to add, delete, or modify policies, guidelines, expectations and consequences as deemed appropriate at the sole discretion of the school’s administration. Whenever I have questions, I will not hesitate to visit or call the school for more information or to resolve matters as appropriate.”

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Parent / Guardian Name (**PLEASE PRINT**)

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Parent / Guardian Signature

Date

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Student Signature

Date