

NEW HEIGHTS PREPARATORY SCHOOL



Parent/Student Handbook, 2008-2009

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STATEMENT OF PHILOSOPHY

§ 1. *School Philosophy*

“Education is life itself.”

- John Dewey, American philosopher, psychologist and educational reformer

At New Heights Preparatory School we embrace the idea that every child is unique, possessing special qualities that make them who they are. Through the integration of arts and humanities with core academics, we are able to guide students toward reaching their maximum human potential. To achieve this, we have focused our curriculum on excellence and attention to student development. We strive to provide:

- Academic excellence;
- Involvement in the arts;
- Involvement in the greater community;
- Development of a student population that is socially, economically and racially diverse;
- Development of students’ physical well-being and full human potential.

New Heights Preparatory School is the most recent school to be affiliated with the New Visions Foundation and Dr. Paul Cummins, founder of Crossroads and New Roads schools. Dr. Cummins’ educational beliefs have been heavily influenced by American philosopher and educator John Dewey, in particular his concept of learning by doing. Dr. Cummins also holds to the belief that education is more meaningful when teachers engage students with lessons that have relevance in their own lives.

Our students pursue an intense college-preparatory curriculum, which is balanced with a connection to real-world issues. We assist students toward the development of analytical and rhetorical skills, independent thinking and creativity. We guide students’ connections between literature and history, math and science, and science and public policy to show how seemingly unrelated topics are very much connected with one another. Further, we believe the arts are integral to a meaningful college preparatory education.

Our integrated, cross-disciplinary approach encourages experiential learning, hands-on activities and multiple modes of student assessment.

§ 2. *Academic Excellence*

Students at New Heights Prep pursue a rigorous, college-preparatory curriculum keeping in line with our commitment to academic excellence. New Heights Prep’s high school graduation requirements meet or exceed those necessary to apply to the University of California, as well as the vast majority of four-year colleges and universities. However, at New Heights Prep, we see education as more than a purely instrumental exercise. Rather, we strive toward a curriculum, which captures the joy and wonder that

truly defines learning. Our classes require students to think independently and creatively, to hone their analytical and rhetorical skills, and to consider the interconnectedness of all academic disciplines. Our use of integrated courses in English and the social studies, as well as our focus on Environmental Studies, exemplify this approach to learning, for example.

We believe that students must learn to apply their knowledge and skills in real world studies. We develop students' capacity to work independently and cooperatively to evaluate real world problems through academic integration rather than from the narrower perspective of any one discipline. Experience has shown that through connecting academic course work to real-world issues and dilemmas educators can make learning more meaningful and relevant to young people. We see education as a joint venture among students, parents, and teachers. While students have a responsibility to put forth their best effort, parents and teachers have a responsibility to make the school experience dynamic and engaging.

§ 3. *The Arts*

We believe that the arts are an essential part of any academic curriculum. The arts enrich our lives; and through the arts, students develop skills and competencies relevant to a wide array of academic pursuits. The arts allow students to express themselves creatively and to use their imaginations freely. Therefore, music, drama, visual arts, film, creative writing, and dance occupy a significant part of the New Heights Prep curriculum.

§ 4. *The Greater Community*

We believe in the idea that every citizen has a moral responsibility to contribute towards the betterment of society. New Heights Prep students participate in community service and service-learning projects intended to give something back to our surrounding community – often in conjunction with and related to academic coursework. Beyond these school-wide efforts, student-led clubs participate in group-specific service projects relevant to their particular subject of interest.

§ 5. *Diversity*

We believe that it is imperative to prepare our students to fully participate in our multi-cultural society. As such, we strive towards a school community that is reflective of the greater Southern California community. We believe in understanding the multiple worldviews present in the diverse world in which we live. The understanding we have about others and ourselves is an important step toward evaluating the different systems, which make up the socio-political, economic and legal structures of the world's local and regional societies.

§ 6. *Human Development and Health*

Students at New Heights Preparatory School participate in a comprehensive human development program that addresses: physical fitness; nutrition; overall health; issues of character and integrity; as well as academic and college counseling.

Students meet once a week in a Native American-inspired “council” to discuss issues such as teasing, bullying, academic, and social pressures. All of our teachers and staff have been trained as “council” facilitators.

College counseling at New Heights Prep takes place across all grade levels as we strive to promote a college-going culture on our campus. Teachers and parents are encouraged to begin discussions of college in middle school. As students progress into high school, these discussions become more focused and frequent. In the 11th grade, students begin to work directly with a college counselor to develop a strategy for selecting and gaining admission to an appropriate college or university. While issues such as selectivity and institutional prestige are relevant within these discussions, a greater emphasis is placed on finding the right “fit” for the interests and aptitudes of the individual student.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

§ 1. *Learning Habits and Goals*

Habits of Mind

New Heights Preparatory School will teach young people to:

1. Use innate curiosity, creativity and imagination to analyze complex issues and problems;
2. Be willing to take creative, intellectual and artistic risks with familiar and new information in all areas of study;
3. Evaluate evidence for its relevance to an inquiry and formulate justifiable solutions;
4. Evaluate history to understand the present, while also questioning its authority.

Habits of Character

New Heights Preparatory School will prepare young people to:

1. Become conscientious decision makers who consider the well-being of the community with respect to equity, social justice, safety, and ecological balance;
2. Listen deeply, respond with compassion and empathy, and attempt to resolve conflict through discourse and cooperation.

§ 2. *Tools for Effective Participation*

New Heights Preparatory School will help students achieve age-appropriate ability to:

1. Read, write, speak and communicate effectively;
2. Demonstrate academic honesty;
3. Demonstrate scientific and mathematical literacy;
4. Understand and express social, political, economic, ethical and ecological awareness;
5. Show practical understanding and responsible usage of technology in all areas of coursework;
6. Understand how the arts affect social and cultural environments;
7. Respect the ideas and learning styles of others;
8. Live a healthy and balanced lifestyle.

SCHOOL ADMINISTRATION & STAFF 2008-2009

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HOURS OF OPERATION

§ 1. *Administration Office Hours*

Office hours are from 7:30 A.M. to 4:00 P.M. Monday through Friday when classes are in session.

§ 2. *Academic Instructional Hours*

Student instructional hours begin at 8:25 A.M. and end at 3:30 P.M. on each school day, unless otherwise designated on the instructional calendar. Only those students enrolled in approved after school programs may remain on campus after 3:45 P.M. Those not enrolled and present on campus after 3:45 P.M. shall be placed in homework lab at the expense of the family at a rate of \$35.00 per day.

STUDENT DROP-OFF AND PICK-UP

To alleviate traffic in front of the school and for the safety of the students, drop-off and pick-up of students will occur in the alley behind the school. Cars will enter the alley from Gresham and exit onto Parthenia Place. The back gate in the alley will be opened at 7:45 A.M. for student drop-off. This is the earliest time that students may be dropped-off for school. The back gate will be closed at the start of the school day, 8:25 A.M. Any students who arrives to school late must be dropped-off at the front of the school on Canby Avenue. The back gate will be open again from 3:30 P.M.-3:45 P.M. for student pick-up. After 3:45 P.M., the back gate will be closed and students must be picked-up at the front of the school.

§ 1. *Student Drop-off*

- Students are expected to arrive at school in the mornings so as not to be late for the first class of the day, which begins at 8:25 A.M. Students shall not be admitted onto campus before 7:45 A.M.;
- Except as set forth below, students are not permitted to leave and return to campus during the instructional day without the written permission of a parent/guardian and proper notification is provided to school officials.

§ 2. *Student Pick-Up*

- Students are not allowed to remain at school after school hours, 3:45 P.M., unless involved in a school-approved program;
- Students shall be picked up from school by 3:45 P.M. unless they are participating in a school-approved activity. Any student not participating in a school-approved activity and who is on campus after 3:45 p.m. will be

directed to an after-school homework supervision program. Parents of students directed to this supervision program will be billed accordingly.

§ 3. *Before and After Hours Policy*

It is the responsibility of the parents/guardians to make certain that their student(s) is not present at or near the school's campus prior to or after the school's normal hours. Therefore, students shall not be at or near the campus before 7:30 A.M. and after 3:45 P.M., or 5:45 P.M. if the student is involved in an approved after school activity. Parents, please be sure that your child knows what he or she should do and how he or she will get home should your schedule necessitate pickup later than the designated closing time.

Please be aware that the campus automatically locks at 5:45 P.M. New Heights Preparatory School assumes no liability for students left at school after this time, or anytime when not involved in after-school activities.

ATTENDANCE

§ 1. *Introduction*

Regular attendance is essential to the satisfactory completion of the full year's work. Every student is expected, except in the case of illness or other urgent causes, to start school on the opening day of each term and to attend regularly until the closing day. Students are expected to attend all assigned classes and school meetings. Students are also expected to participate in all curricular activities, including field trips and community service projects.

§ 2. *Punctuality and Tardiness*

Students who arrive at school late or are tardy to classes disrupt the educational process. In order to ensure the maximum amount of instructional time and the least disruptive educational environment, students are required to be punctual.

It is the family's responsibility to ensure that students arrive at school on time and before the instructional day begins. Students arriving late will be considered tardy and the tardy policy described below shall apply. A student's tardy arrival at school will not be excused without a recognized and legitimate reason. If a student arrives late to school, a note from a parent or guardian must be submitted stating the reason for the tardiness.

It is the student's responsibility to arrive at all classes on time. Students who are late to class must obtain a tardy slip from the office. Students will not be permitted to enter classes late without a tardy slip. Students are expected to arrive at school and all classes on time. Students who do not arrive at school or at classes on time will be subject to disciplinary action. Students must also sign in if they arrive late to school.

Students who receive three (3) tardies in any one, school cycle (A-F day) will receive an after-school detention. Students who arrive late to any class by fifteen (15) minutes or more will receive an immediate lunch detention and parents/guardians shall be notified. Students who arrive late to any class by twenty-five (25) minutes or more are considered absent for the class period for attendance purposes and will be subject to disciplinary action unless the tardy is excused. Students who are chronically tardy will also be subject to disciplinary action, including but not limited to after-school detention. Chronic tardies, excused or otherwise, shall also have a negative impact on the academic grade a student can earn in a class.

§ 3. *Absences*

All students are expected to attend classes on a daily basis. The School Calendar is provided so that family trips and holidays may be planned in accordance with school holidays. Excessive absences may jeopardize class standing and eligibility for other programs associated with school functions, programs and aid-based programs.

Students and their parents should attempt to arrange off-campus appointments before or after school hours so as to minimize instructional interruptions. Students who leave campus during school hours must be signed-out in the office by a parent or guardian and signed-in again when they return. Parental written permission is required for such absences during the school day.

New Heights recognizes that there may be instances in which a student will need to be absent. The following constitute examples of legitimate reasons for absence from school: religious holiday; emergency medical or dental appointments; death in the family, or serious illness of a family member.

The following examples generally do not constitute legitimate reasons for absence from school and absences for these reasons, and others deemed similar, will be considered “unexcused:” family vacations during the school year; suspensions from school as a result of violation of any school rule; class suspensions; or routine medical or dental appointments.

When a student is absent for any reason, a phone call from the parent/ guardian should be made to the office before 9:30 A.M. on the day of the absence. A written note from a student’s parent/guardian explaining the basis for the absence is required when a student returns to school after each absence. All written notes must be signed by a parent/guardian. Students who are absent for three or more days shall be required to provide a note from a medical provider. Students returning to school after recovery from a communicable disease must have a note from the doctor stating that the student is ready to return to school.

Any student with more than seven absences in a class during a semester will be scheduled for a conference with administrators and his or her parents/guardians.

Students with unexcused absences will receive a failing grade on any assignments due or examinations given on the day of the unexcused absence. Make-up or extra credit work shall be allowed only at the discretion of the teacher and administrative staff. Students who are absent due to a suspension or class suspension will be permitted to complete assigned work, but such work will be considered late and any and all reductions of points shall take effect. Students with excessive unexcused absences in a class may receive “No Credit” and may be required to repeat the class. Students with excessive unexcused absences may also be subject to disciplinary action.

Faculty will reasonably assist students who missed work during an excused absence, but are not obliged to assist students with work missed during unexcused absences. Any student who misses a required trip or activity must make-up the trip or activity by arranging an acceptable alternative with the Executive director. Fees associated with any and all trips or activities are not refundable whether an absence is excused or unexcused.

FIFTEEN PERCENT RULE

Students who miss more than fifteen percent of a scheduled class for reasons other than school sponsored or school approved trips or activities may be denied credit in that class. In such cases, an evaluation to determine if credit should be denied will be made by the class teacher and the Executive director. The teacher and the Executive director shall notify the student and the student’s parent/guardian of their decision. Any decision to deny credit may be appealed by the student or the parent to the Executive director.

The “fifteen percent rule” shall apply to both excused and unexcused absences. In the event that a student has made arrangements to obtain work in advance, has made-up missed assignments in a timely fashion, and/or the student’s parents/guardians receive advanced approval from the Executive director for an absence, application of the “fifteen percent rule” may be waived.

SEMESTER FINAL EXAM SCHEDULE

Final exams will be issued to all students who are enrolled in a High School level class. Please refer to the school calendar included in this handbook for the exact dates of the semester final exams. The normal school schedule shall not apply to students taking final exams during the time specified for final exams. Students will be informed at the beginning of each semester as to the date and session time for each class’ final exam. Students will be allotted three hours to complete their final exam.

School will begin at 8:25 A.M. and the morning final will end at 11:30 A.M. From 11:30 A.M. to 12:30 P.M., students will be allowed to have lunch and study for their next exam. The afternoon final will be from 12:30 P.M. to 3:30 P.M. If a student

finishes their morning final before the three-hour time limit, they will be placed in a supervised study hall until the session has ended. Students may not leave campus between the morning and afternoon finals. If a student finishes their afternoon final before the three hour time limit, they will be able to leave school if, and only if, arrangements have been made with the school and by the parents for the student to be picked up by the designated parent(s)/guardian(s). Alternatively the student shall be placed in a supervised study hall until the end of school. High School students whose class does not require a final will not be required to attend school.

OFF-CAMPUS PRIVILEGES

Off-campus privileges are limited to an exit from and return to campus only during the regularly scheduled lunch break. Those participating under the privilege shall not return to campus with any items for distribution to any member of the campus community. Off-campus privileges are available only to select eleventh and twelfth grade students and tied to demonstrated responsibility and diligence. Eleventh grade students with a Grade Point Average (GPA) of 3.5 or higher will be eligible for off-campus privileges. Twelfth grade students with a GPA of 3.0 or higher will be eligible for off-campus privileges. No student on academic or behavioral probation may leave campus during the day, or enjoy off-campus privileges; other circumstances may arise, or exist, for which off-campus privileges shall not be extended, or which may be rescinded. No student with a grade of B- or below in any class may leave campus during the day until those grades improve at the next official grading period.

Failure to follow the conditions of these privileges and/or failure to maintain satisfactory academic performance will result in the termination of these privileges without the possibility

Off-campus privileges are not available to students in grades six through ten. Any student who leaves campus without permission will be subject to disciplinary action.

Off-campus privileges are conditional. A student's off-campus privileges may be revoked at the discretion of school officials. A student's off-campus privileges may also be revoked for engaging in misconduct, including but not limited to: cutting class; jaywalking; negative reports or complaints by local vendors; late return to school; academic and/or behavioral issues; failure to sign-in and sign-out; signing-in or -out for another student; distributing items obtained while off campus, or which interfere with school operations.

PARENT STUDENT ASSOCIATION

The New Heights Parent Student Association (PSA) provides an opportunity for parent involvement in the New Heights community. All parents and students are members. The purpose of the PSA shall be to promote and support the community of New Heights Preparatory School. The organization provides opportunities for New Heights' parents to exchange ideas and information, enjoy activities with students, and enrich the school's programs through the services provided by various committees.

Each parent and student is encouraged to become an active member of the PSA, join a committee and help organize one of the year's major events. PSA meetings are held the second Wednesday of the month at 7:00 P.M.

HONEYWELL™

Honeywell is an Instant Alert system for schools, which allows New Heights Preparatory School to communicate immediately with parents in the event of an emergency. New Heights will use Honeywell™ in case of an emergency situation as well as for non-emergency related communications for school notices and field trip related information. Parents are able to create an online profile to designate their contact devices (i. e., cell phone; home phone; and email). Parents are also able to enter contact information for other individuals who are registered with New Heights as an emergency contact and would be allowed to pick-up their student in case of emergency. New Heights Preparatory School suggests that parents have an out of state contact listed on their Emergency Release form and also on the Honeywell system. Parents are required to logon to Honeywell at <https://www.instantalert.honeywell.com> to create their profile and enter their contact information. Failure to create a profile shall exclude you from receiving notifications.

POWERSCHOOL™

PowerSchool™ allows both parents and students to monitor academic progress at New Heights Preparatory School on a daily basis. Attendance, homework and test scores can all be monitored through PowerSchool™. Students and parents will be able to view the upcoming cycle's (six school days) homework assignments and tests. PowerSchool™ also allows parents to easily contact teachers via email and become aware of school events by viewing the school bulletin. A username and password must be created by the parent and student to access PowerSchool™. Students will create their PowerSchool™ profile in their computer class. Parents must contact the school office to create their PowerSchool™ profile. Once a PowerSchool™ profile has been created, PowerSchool™ can be accessed at <http://www.newheightsprep.org:8080/public> or by visiting the New Heights Preparatory School home page, <http://www.NewHeightsPrep.org>, and by clicking on the PowerSchool™ button.

STANDARDS FOR STUDENT CONDUCT

§ 1. *Introduction*

It is necessary that the proper atmosphere of respect and cooperation exist in the classroom as well as throughout the school, in general, to maintain a positive and supportive educational environment.

Students are expected to act responsibly and to be polite and courteous with peers minimizing all public displays of affection, and promoting courteous interactions with members of the faculty and staff and all campus visitors. We are concerned not only with the intellectual development of students, but also with their physical, emotional, and social growth as individuals and as members of the New Heights community. A close relationship between teachers, parents and administration is essential in ensuring that students develop positive self-esteem and the skills required to work cooperatively and successfully with their peers and adult supervisors.

§ 2. *Major Rules*

The following are examples of infractions that may result in disciplinary action and result in immediate dismissal and expulsion:

- Personal or academic dishonesty, including cheating, lying, or plagiarism;
- Possession of firearms or any other weapons, real or fake;
- Theft;
- Violating personal privacy or possessions, including mailboxes, lockers, book bags, computer files, or other personal belongings;
- Possessing, selling, buying, using, or being under the influence of illegal drugs, controlled substances, tobacco, herbal substances, or alcohol on campus or at any school-sponsored activity. Prescription medications become illegal drugs when they are dispensed to, possessed by, or used by a student for whom they are not prescribed; in such cases, both the student dispensing and the student receiving the medication are guilty of a major rules violation;
- Vandalism (damaging or defacing school or personal property, including computer files);
- Reckless driving on or near campus or at or near any school related activities, which may occur off-campus;
- Behavior, which damages the reputation and well-being of the school both on and off campus;
- Any act of violence.
- Any act of harassment;
- Use of any computer technology to commit acts of violence, harassment or stalking;
- Use of any computer technology that libels or slanders any individual or entity.

§ 3. *Academic Dishonesty*

Academic dishonesty can take two distinct but related forms. Both involve claiming the work of another as one's own. Unless otherwise indicated, any work submitted by a student is assumed to be the original work of that student. The student's name on the work will affirm this pledge.

Cheating includes all forms of copying from another student, whether on a test, quiz, lab report, or homework assignment, as well as allowing another student to do so from one's own work. Unauthorized use of notes, books, Internet resources, electronic media/data storage devices or other aids such as calculators or electronic communication devices is also cheating.

Plagiarism has a narrower definition and applies primarily to research projects and papers. When doing research, students must carefully document the source of their information and distinguish between their own ideas and the ideas of others. Presenting either the language or the ideas of another as one's own is plagiarism. Students are responsible for familiarizing themselves with these fundamental principles of academic integrity, including properly identifying the reference and source material.

Both forms of academic dishonesty, cheating and plagiarism, undermine the basic trust that must exist between the faculty and students and within the student body. The value of the grades earned by students rests on a foundation of academic honesty and the assurance that each grade reported has been earned by the student to whom it has been given.

A student who is caught plagiarizing or cheating will earn a zero on that assignment or exam and the teacher will report the incident to the administration where it will become part of a student's permanent record. Depending upon the scope of the offense, the administration may fail the student in that course or take other disciplinary action, including but not limited to expulsion. Egregious or repeated instances of cheating are grounds for immediate expulsion from the school at the discretion of the Executive director.

§ 4. *Anti-harassment Policy*

Discriminatory harassment is a particular form of personal disrespect that New Heights does not tolerate among students, among employees, or between employees and students. New Heights is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment includes harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, disability, medical condition, marital status, or sexual orientation. Discriminatory harassment violates school policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation.

Retaliation constitutes a violation of this policy. Students who violate this policy may be subject to disciplinary action, including but not limited to expulsion.

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender.

No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student, or any other reason.

All students shall report any conduct, which fits the definition of discriminatory harassment, to the Executive Director or other appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent, remedial action and to conduct ongoing monitoring.

All students shall cooperate with any investigation authorized or conducted by New Heights into any alleged act of discriminatory harassment.

§ 5. Anti-bullying Policy

No student shall intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation; and encouraging others to act similarly.

New Heights expects students and/or staff to immediately report incidents of bullying to New Heights staff. Staff personnel are expected to intervene immediately when they see a bullying incident occurring. Each complaint of bullying should be promptly investigated. This policy applies to both on and off-campus activity.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

CONSEQUENCES FOR RULE BREAKING

Violations of school rules will result in one or more of the following sanctions:

Lunch Detention. Students can earn lunch detention for a variety of different reasons including behavior both in and out of class, behavior toward another student, etc. Teachers can assign lunch detention at their own discretion, but remember if lunch detentions are assigned to students too frequently it is no longer an effective form of discipline. Teachers shall report to the office the student or students who earned lunch detention at the end of the class period. The office will keep accurate records of who will be serving Lunch Detention and on what day. Generally, lunch detention will be served on the day it was earned unless the office instructs otherwise. Information regarding lunch detentions will also be available in the morning announcements.

Lunch detention is held during the last 30 minutes of lunch. In order to serve this detention, the student must report to the supervising teacher at the beginning of the lunch period. Failure of a student to report for lunch detention will result in additional lunch detentions and possible after-school detention. The student will have adequate time to use the restroom and eat lunch. With 30 minutes left in the lunch period, students will be provided gloves and garbage bags. Under the supervision of a teacher, students will pick-up trash that is left around campus in order to maintain the appearance of the campus. Students may also be required to empty recycling bins and sort recyclable items. Students serving lunch detention will not be required to throw away another student's lunch. Any student who requests a student serving lunch detention to throw away their personal lunch or other items will be subject to disciplinary action.

After-School Detention. After- School Detention will take place from 3:45 to 4:45 P.M. in a designated classroom on a designated day where students will sit quietly for the hour or make journal entries with respect to their infraction. This period of quiet reflection is a transformational process, which allows students the opportunity to reflect on their behavior and think about different strategies that they will be able to use in order to not repeat such behaviors. During the time served in after school detention, students shall not (a) talk; (b) bring food or drink; (c) sleep; or (d) work on school related assignments. A teacher or administrator shall supervise after school detention; failure to abide by the rules set forth and any other rules shall result in another after school detention which will be assigned by the supervising teacher, or administrator.

Arriving tardy for detention will result in an additional detention. Failing to attend detention results in a two-day suspension. Detention is a common sanction for attendance infractions, as well as for dismissal from class and other infractions less serious than major rules violations. Students may also be assigned detention for work delinquency, eating in classes (including chewing gum), littering, using foul language, or violation of any school and/or classroom rule or policy.

Except for rare instances, detention will not be rescheduled to accommodate other planned activities. Students who fail to serve detention may not receive final grades and a student's contract for enrollment may not be renewed.

Loss of Privilege. Students may suffer a loss of privilege as a sanction for abusing a privilege or for failing to serve detention. For example, students who have off-campus privileges may lose this privilege for abusing this privilege or for failing to serve detention.

Suspensions. Students who miss school days because of a suspension are considered "unexcused" for purposes of attendance. Students may receive grades of "zero" for tests, quizzes, and/or work assignments missed or turned in late because of a suspension. Students on suspension are not permitted to come onto campus for the duration of the period of suspension. An indication of suspension will be placed on a student's permanent record.

Expulsion. Expulsion is a sanction reserved for repeated or a serious violation of school rules or policy. For example, a student who brings alcohol or any other illegal substances to any school function shall be expelled without the chance of reapplication in the future. Students who are caught stealing, cheating, or vandalizing property may also be expelled. The decision to expel a student may also be based on a student's entire disciplinary record.

SCHOLASTIC PROGRESS

§ 1. *Homework/Schoolwork*

Work is assigned on a regular basis as an integral part of course work. Besides reinforcing what has been studied and preparing students for future classes, long-term work projects are assigned to give the students an opportunity to budget and plan their time effectively. Generally, students can expect the following amounts of work per night:

- Sixth & Seventh Grades – 45 to 90 minutes
- Eighth Grade – 1 to 2 hours
- Ninth Grade – 1.5 – 2.5 hours
- Tenth through Twelfth Grades – 2 to 4 hours

Homework is not intended to be busy work. Rather, homework is assigned with a specific purpose in mind. Failure to complete work on time will dramatically affect grades and evaluations. Parents (and students) can monitor past, present and future assignments via Powerschool™, our web-based student information system. Students are expected to use this system regularly to be informed of upcoming assignments.

§ 2. *Work Delinquency*

Students can expect regular in-class and homework assignments and, unless they have made other arrangements with their teachers, are obligated to complete their assigned work thoroughly and on time. Most students will do just that. On occasion, a student will fail to do his or her work. When that occurs, the student's grade on that assignment is reduced according to the policy articulated by that teacher and in keeping with school guidelines. Chronic delinquency in work completion damages the overall intellectual climate of the school and diminishes a student's opportunity to learn. Our goal is to help each student get back on track.

- If a student falls behind in any class or classes, the student may be assigned to after-school homework supervision/academic work-detention until he/she becomes current in his or her work, and parents will be billed accordingly for such time;
- Students on academic work-detention are not eligible to participate in extra-curricular activities (sport practice and play, drama rehearsal and performance, etc.) until the day following their removal from academic work-detention;
- We cannot help but feel that any student, who repeatedly falls delinquent in his or her work, either cannot or will not do the work required. Most likely, that student is misplaced at New Heights. Should this occur, the administration may ask the student to leave the School.

This policy is not intended to be punitive. Our interest is in providing every opportunity for a young person to gain the habits and skills expressed in our philosophy. But no school is right for everyone, and a student's needs, interests and motivations change.

Nothing in this policy should be understood as preventing a teacher from modifying assignments for particular students. Of course, extenuating circumstances are always the exception.

§ 3. *Grading*

Middle School

New Heights Prep does not use standard letter (A, B, C ...) or number (e.g., 87%) grading on evaluation forms at the middle school level. It is the position of the school that students at this level benefit from a minimum of grade competition. Individual criteria for grading will be provided by each teacher. The academic program is geared toward development of fundamental skills and a love of learning.

Middle School students are provided with comprehensive narrative assessments that address their performance on tests, projects, homework and class activities. These narratives are intended to provide parents and students with specific examples illustrating the nature of the student's work over the quarter and/or semester. Narrative grades have

been adopted at many independent and charter schools, especially at the middle school level. The objective is to provide specific feedback to parents and students with regard to a student's academic strengths, as well as areas in which the student could improve. Narratives are often a starting point for further discussions with teachers, and have proven extremely useful in helping both struggling and the high-performing students to improve. In addition, evaluations are marked with one of the following notations: honors, credit, or no-credit.

A grade of "Honors" (HCR) refers to work that is consistently excellent and/or awarded to students whose work is slightly less than excellent, but still above average and who have demonstrated extraordinary effort, persistence, and diligence over the grading period. Honors generally refers to work that would have earned a grade in the A range, though exceptions may occur for students who demonstrate exceptional effort, as described above.

A grade of "Credit" (CR) refers to work that meets the requirements of the course syllabus, or assignment descriptions, and is sufficient for promotion to the next grade level. "Credit" covers a broad range of performance.

A grade of "No-credit" (NC) refers to work that does not meet the basic requirements of the course syllabus or assignment descriptions, or that which was never completed. A grade of "No-credit" generally refers to work that would have earned a grade below the C range. An award of NC is not acceptable for course passage or grade promotion at the middle school level.

As stated above, we believe that Middle School is too early to begin the labeling, self-labeling and academic stratification that so often accompanies conventional grades. Students and parents often attempt to translate their grades into another letter or number scale (beyond the general equivalencies provided above). Instead, encourage yourself or your child to work hard and learn for the sake of discovery itself and the joy that accompanies intellectual growth.

Middle school students enrolled in classes that provided high school credit (e.g., Algebra I) will be graded according to the high school grading policy explained below.

High School

High School students receive grade reports using standard letter grades A through F, not because we believe this is a better system, but because most colleges and universities still use such a scale.

- | | |
|-----|---|
| "A" | Awarded to students whose performance has exhibited academic excellence. A grade of "A" signifies a level of performance which exceeds normal requirements of time and hard work. |
| "B" | Awarded to students whose progress and achievement exceed the standards of performance for the course. |

“C”	Awarded to students who meet but do not exceed the standards of performance for the course.
“D”	Awarded to students doing poor or below average work. Although a passing grade for the purpose of a high school diploma, it indicates inadequate achievement. The University of California and State University systems and many four-year schools do not recognize a “D” as a passing grade in courses required for college admission. A grade of “D” or below earned at the end of ANY semester may not be accepted by a college. We urge that students receiving a semester grade (grade of record) of “D” or below retake the course.
“F”	Indicates that student has failed to meet minimum standards of performance of the course and therefore will receive no credit toward graduation for that course. Required courses in which a student earns a grade of “F” MUST be retaken.
“Incomplete”	Given instead of awarding a grade only when a teacher agrees to provide a student with a specific task or series of tasks needed to complete the course. These tasks must be completed within a limited time. Students shall complete the assignments within the time provided by the teacher, otherwise the student will receive a failing grade in the course.

Calculating GPA is more an art than a science ... as are transcripts. Different colleges and universities have their own guidelines and these do not necessarily mesh with one another. All colleges and universities of which we are aware will recalculate GPA's according to their own guidelines. Questions about GPA's should be directed to the Principal. Also, colleges will see all of your semester grades, even if you have retaken a class for a higher grade.

High School GPA is calculated by using the following scale:

A = 4.0	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0
A- = 3.67	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.67	C- = 1.67	D- = 0.67	

Plus and Minus Grading: Used in cases when a student has achieved slightly above or below the reported letter grade. Plus and minus grades will be recorded on transcripts and reflected in the overall Grade Point Average (GPA).

It is completely legitimate for a teacher to diminish the grade earned for work completed, if that work is submitted late.

Nothing in this section of the handbook should be construed as preventing a teacher from “striking a bargain” with a student that the teacher (in concert with the

Principal) deems reasonable, equitable and helpful in the effort to facilitate the education of the student and at the same time maintains the academic rigor expected by the school.

§ 4. *Grade Reporting*

Students and parents have access to all grades and assignment, as well as quarter and semester grade reports, via our web-based, student information system – Power School™. Students and parents are issued a web ID and password at the beginning of the year. Grades on assignments can be viewed as soon as teachers enter the grades in their grade book (generally within 3-5 days of the assignment’s due date).

Only semester grades will be included in students’ official transcripts.

Parents will receive specific notification from teachers if a student’s grade reaches a “C” (in the high school) or into the No-credit range (middle school). However, we require parents to monitor their student’s progress by logging into the PowerSchool™ system at least once a week. The PowerSchool™ system facilitates communication with teachers by allowing for one-click e-mail messaging.

§ 5. *Grade Review*

In the event that a middle or high school student receives a grade on a quarter or semester grade report with which a student does not agree, that student may participate in a review procedure that requires the following:

- Approach the teacher awarding the grade and ask for a review of the grade. All such review requests must be accompanied by a written request stating why the student believes the grade is in error along with any work upon which the grade is based to allow the teacher to review the student’s work.
- If the teacher does not agree with the student’s request for a grade change and the student wishes to continue the review procedure, the student may file a written request for review with the Grade Review Committee. The request must be accompanied by the relevant work and the teacher’s written findings.

The Grade Review Committee is comprised of the Principal, the teacher in the course in question, and a faculty member of the petitioning student’s choice. The Committee will make the final determination based on its review of the relevant information. This procedure applies for grades issued on a quarter or semester report only. Students are always welcome to ask teachers to explain and reconsider their assessment.

ACADEMIC COUNSELING/PROBATION

We make every effort to keep parents informed of their child’s progress in school. If a student is having difficulty academically, a notice may be mailed before the scheduled evaluation period and a request may be made for a parent conference. The

student may be put on Academic Probation, requiring weekly monitoring by both teachers and parents. Individual contracts are sometimes made with students to aid them in handling their difficulties and referrals to outside tutors may be recommended. Probationary status is reviewed at the end of each semester.

Any student who fails to earn credit in any class must show satisfactory progress before advancing to the next level. Ordinarily, a student will enroll in summer school. However, private tutoring may be arranged in consultation with the administration and which may require additional fees, which are not paid by the school. A student whose failure results from a bona fide, medically documented condition may be exempt from this requirement.

ELIGIBILITY

Ideally everything in which a student participates at school works to enhance a well-rounded education. However, young people sometimes have a difficult time balancing participation in athletics, drama, music and other “extra” activities with the other demands of middle and high school education. When a student becomes unable or unwilling to maintain satisfactory grades and/or behavior, he or she may become ineligible and lose the privilege of participating in extracurricular activities.

Our goal is to assist each young person in his or her efforts to be successful at everything he or she does at school. Often the idea of denying eligibility can seem an appealing solution: “If you do not perform in this class, you will not play _____.” Sometimes this works just the way we want. Sometimes, however, the effect is the opposite. Removing an engaging facet of a student’s education can send a student even further away from successful participation at school.

At the High School, in order to remain eligible for organized extracurricular activities, a student must maintain at least a 2.0 GPA (a “C” average) during the most recent grading period with no failing “F” in any class. If the student receives an “F” during a regularly scheduled progress reporting period, that student becomes ineligible.

A student who fails to meet eligibility requirements may petition the Academic Eligibility Committee for probationary eligibility. Petitions must be submitted in writing within one week of filing grades (the date eligibility has been determined). The petition must thoroughly set forth reasons for ineligibility, steps taken to correct the problematic academic performance, a plan for improving performance during the probationary period and reasons why probationary eligibility should be granted.

While ineligibility is being reviewed, a student remains ineligible. Violation of conditions of eligibility is a serious offense and may warrant suspension from extracurricular activities or other disciplinary action.

The Academic Eligibility Committee is comprised of the Principal, the Athletic Director, Coach or Advisor of the activity in which the student wishes to be involved, two faculty representatives chosen by the school and a faculty member of the petitioning student's choice. The Committee makes a recommendation to the Principal. The Principal's decision is final.

Eligibility may be suspended for behavioral difficulties as well. Behavioral eligibility is within the sole discretion of the Principal.

At the Middle School, New Heights has the flexibility to apply eligibility rules in a way we believe best assists our students and the community.

STANDARDIZED TESTING

We administer the ERB standardized test at the Middle School level (6th/7th and 8th Grade, which is optional) during the second semester. Developed by the Education Testing Service™, this test measures math, reading and English skills, and verbal and quantitative aptitude. Results of these tests are sent home when they arrive. It is our hope that, over time, standardized tests will become demystified and understood for what they are.

At the High School, we ask that 9th, 10th, and 11th graders take the PSAT exam (Practice Scholastic Aptitude Test). In the 11th and 12th grades, (in some cases the 10th) students will take the SAT I and II examinations. PLEASE BE AWARE: Registering for the SAT's and all associated fees are the responsibility of the student, not the school.

CONTINUED ATTENDANCE IN GOOD STANDING

Academic: Admission into the next higher grade level at New Heights Preparatory School depends upon successful completion of the school year. Students whose academic and/or social performance in school is in question will need to meet with the Principal to evaluate the wisdom of remaining at New Heights. Final decisions on these matters will be made by the Head of School in conjunction with the Principal. (With regard to status at the High School, although some colleges will accept grades lower than a "C" toward admission credit and grades of "D" are technically considered passing, New Heights reserves the right to insist that students make up any grade lower than a "C-" earned in a academic class.)

Financial: Unfulfilled, contractually agreed upon, financial obligations – although no fault of the student – may affect a student's standing at the school. In the event that a family does not fulfill its financial obligations, the student will not be allowed to take their finals and therefore they will not earn credit for classes undertaken; the school shall also withhold all records and grades until outstanding balances are paid in full.

AFTER SCHOOL ENRICHMENT PROGRAMS

New Heights Preparatory School, in association with HSIS Schools, offers enrichment programs for students after the school day.

Enrichment programs take place between the hours 3:45pm and 5:30pm. (Fee schedule available from business office.) If your child is in an after-school program, you must provide information to the after school teacher regarding adults authorized to pick up your child. Students who are not picked up by 3:45pm will be sent to the after school program and parents will be charged \$35.00 for the day. After school students must be picked up by 5:45pm. A family whose child remains after 5:45pm will be charged an additional \$25. If the difficulty becomes chronic, the student will no longer be able to participate in the after school program.

COMPUTERS & TECHNOLOGY

§ 1. *School Computers*

The school computers are available for educational purposes only. Students are not permitted to download or save software, music, programs, or data on school computers. Food and drink are not allowed near school computers at any time due to the risk of damage to the equipment. Particular care should be taken to protect the equipment, which is a valuable resource for the community. Tampering with the equipment, rough play, or other potentially destructive behavior is not appropriate.

§ 2. *Student Laptop Requirements*

New Heights Preparatory School is a wireless campus. All students must purchase their own laptop computer to use at school. Laptops must have:

- Windows 2000, XP or Vista operating systems;
- Be wireless enabled;
- Have a CD-Rom drive.

Students with Apple computers must have:

- OS X operating system or higher;
- Be wireless enabled;
- Have a CD-Rom drive.

Please do not worry about what version of Microsoft Office is on the laptop; New Heights will be using OpenOffice for the 2008-2009 school year. Students will cover this program and its functions in computer classes. Students must also have a portable flash drive with at least 2 gigabytes of memory and a power cord. New Heights is not

responsible for damage or theft of personal, laptop computers. New Heights does not provide repair service for any personal, laptop computers.

§ 3. *Laptop/Computer Acceptable Use Policy*

1. The primary purpose of ALL computer use at New Heights Preparatory School (including but not limited to the Internet) is to allow students, teachers, and staff to conduct academic research and school business. Use of printers will be limited to school related activities.
2. Acceptable use of computers and related technologies does not permit use of digital medial, hardware, or software in connection with gaming, games, computer conferencing, social networking (e.g., Facebook™ or MySpace™), music, video, instant messaging, etc.;
3. You agree to act responsibly and with good behavior on any computer or communications system using New Heights Preparatory School's wired or wireless network services. You agree to follow all New Height's school rules for behavior and communications. Your access to these resources is a privilege and not a right.
4. You agree not to tamper with or attempt to illegally access or "hack" any New Heights computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated and will cause you to have this privilege revoked.
5. Do not loan your computer to anyone else at school. Your laptop computer is likely the most expensive and easily damaged device you own. As such it is not an appropriate item to share with your classmates. If you borrow someone else's computer (in violation of this rule) and it becomes damaged, you will be held responsible for the costs of repairs and/or replacement.
6. You agree to abide by the generally accepted rules of "netiquette" and will conduct yourself in a responsible, ethical, and polite manner while using any New Heights Preparatory School computing and communication resource. ("Netiquette" is an evolving standard of Internet politeness and difficult to specifically define. However, using the Internet does not give anyone license to be mean, offensive, or uncivil. This is especially true at school.)
7. Students are responsible for backing up all files, documents, and data in case of power outages, equipment loss, or data corruption. Flash drives are required school equipment for exactly this reason.
8. Never leave your laptop sitting around unattended. Keep your laptop safe. It is a target for thieves or vandalism. Don't leave it sitting in a car in plain view. Do

not leave it in a car at all (heat could damage the computer). Keeping your laptop in a padded laptop bag or on a desk or elevated space when it is not in use is the best place for it.

9. Do not eat or drink near your laptop. Food and drink have a way of finding electronic devices. If a spill does occur, unplug and/or pop the battery out. Then try draining the fluids by tilting it.
10. Treat your laptop like the fragile device that it is. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place.
11. New Heights Preparatory School does not provide computer repair services. This is your computer. You are responsible for maintaining your computer. You are responsible for repairing it if it becomes damaged or inoperative. You are ultimately responsible for backing up your files.
12. Parents accept full responsibility for supervising their child's use when not in school. Parents are further responsible for monitoring their child's general internet use so as to ensure that such use does not conflict with any other family or house rules that exist beyond the NHPS campus.
13. New Heights Preparatory School assumes no responsibility or liability for any loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use any information obtained via the Internet at your own risk. New Heights Preparatory School does not guarantee the accuracy or quality of information obtained through its services.
14. It is expected that students will have access to the Internet outside of school. This can be accomplished in any number of ways (public libraries, internet cafés, even Starbucks™). However, home Internet service cost is the responsibility of the family and is not required for enrollment at New Heights Preparatory School.
15. You have no expectation of privacy. Your laptop can be inspected at any time. Keep nothing on it that is so private that you wouldn't share it with a teacher, the executive director, the tech department, or your parents. Assume that your laptop can keep no secrets, because, in reality, it can't. Your laptop will be treated like a school locker, it can be searched if there is reasonable suspicion. Files stored on your laptop will not be private. You also agree to allow authorized New Heights Preparatory School personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that you assume all risks and responsibilities when using your own personal computer equipment.

16. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names and social security number, credit card information, and/or bank information. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
17. Do not attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt New Heights Preparatory School's computer systems and network or log in as an administrator. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the school's systems or networks, will result in disciplinary action. This can include the revocation of privileges and even the possibility of felony charges.
18. Do not attempt to disable, remove, or uninstall any anti-virus or anti-spyware utilities installed on your laptop. These programs have been installed for the protection of both your laptop and the networks to which you connect.
19. Do not access, send, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a teacher or school administrator.
20. Do not use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another person's account. This behavior is related to trespassing and will be treated as such.
21. Keep your password(s) to yourself. Sharing a password makes you liable if problems do arise. If you know of a security problem on your laptop or someone else's, inform the school administration so this can be addressed.
22. Your laptop is for your schoolwork during class time. Playing games, watching videos, or instant messaging in class is disrespectful and will not be tolerated, and may result in disciplinary action.
23. New Heights Preparatory School does not permit illegal downloading or spamming using our Internet access points. These downloads can be traced, and could cause the school to be blacklisted from Internet Service Providers. Illegal downloads of any type of digital media, or digital data shall make you liable for all legal fees or fees imposed by any judgment by a court of law or any other tribunal. All computers are subject to search at all times.
24. Bring your own power supply every day. Students shall maintain powered computers via charged batteries or electrical powers. Inoperative computers required for class use may cause student's failure to receive academic credit for the period in which the computer was inoperative.

25. Leave the DVD's at home. We know that your laptop will play them. However, all DVD's, videos, and movies to be shown at New Heights Prep must be approved by the classroom teacher and/or a school administrator. Not all movies are appropriate, and we reserve the right to review any and all such media before it is shown and if a determination has been made that it can be shown
26. These rules shall be enforced at all times by any New Heights Preparatory School staff member. Whether it is the executive director, a teacher, the office staff, a substitute teacher, or any adult member of the New Heights community, students are expected to comply.

§ 4. *Laptop Bags*

New Heights Preparatory School recommends that you invest in a padded laptop bag and that you use it to keep your laptop in at all times you are not using your computer.

§ 5. *E-mail*

You may have an email account from another provider, such as Gmail.com or Yahoo.com. You will have email access before school, and after school. Accessing your email account during school hours is not allowed without teacher permission.

§ 6. *E-mail Etiquette*

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might hope.
4. Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it. Don't ever share personal information.
5. Forwarding files/documents

§ 7. *Disciplinary Action Resulting in Computer Misuse*

Any violations of policy shall result in disciplinary action including but no limited to expulsion. New Heights Preparatory School reserves the right to confiscate computers. Confiscated computers shall only be released to a parent or guardian.

§ 8. *Publishing to the World Wide Web*

Student work may be published on the Internet. By signing this document, you agree to allow us to publish your child's schoolwork.

§ 9. *Copyright Infringement and Plagiarism*

Students must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. Seek and request permission from any copyright holder if you are unsure if something can be legally copied or not. Students and their parents are responsible for any copyright penalties that students commit while using their laptop. Students must agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and will not be tolerated. All sources used in the course of schoolwork must be cited.

§ 10. *Miscellaneous*

From time to time the tech department may need to update your laptop. Your laptop can be remotely watched or even controlled.

The student is ultimately responsible for backing up his or her own files. Files lost are not the responsibility of New Heights Preparatory School. If you can't bear to lose a file, then you should back it up yourself. Your laptop can burn CDs, and flash drives can be used on it as well. You could also email your files to yourself if you have another computer or data storage device on which those files can be saved. We are not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Re-imaging erases a laptop. Only those files that have been backed up on our server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.

Take good care of your laptop. Repairs are expensive. Retailer often charge \$500 for a broken screen, \$100 for a damaged keyboard, \$50 - \$80 for new battery chargers, \$100 for a new battery – you get the idea. Taking care of your laptop is cheap and easy. Repairs and replacements are expensive and will cause you hassles.

New Heights Preparatory School may modify this policy, from time to time.

PERSONAL ITEMS

The following are some of the items, which are either not permitted on campus or the use of which may be restricted while on campus.

§ 1. *Guns, Knives, Explosive Devices, or Other Weapons or Dangerous Objects*

Students who bring weapons or dangerous objects on campus may be subject to immediate expulsion. In addition to facing disciplinary action, the school shall contact the police or other legal authorities and report such behavior and/or law violations.

§ 2. *Alcohol/Cigarettes/Illegal Drugs/Herbal Supplements*

Students are prohibited from bringing alcohol, cigarettes or illegal drugs to campus. Similarly, any student under the influence of illegal drugs or alcohol may be immediately disciplined. Please see the school's Drug/Alcohol policy for more information. Improper use of or the distribution of prescription medication, over-the-counter medication, and/or herbal supplements is strictly prohibited.

§ 3. *Permanent Markers and Spray Paint*

Students caught vandalizing school or other property may be subject to immediate expulsion. In addition to being subject to disciplinary action, the school may contact the police or other legal authorities and report such behavior. Possession of permanent markers, spray paint, receiving or anything of the like is strictly prohibited. Violators of this policy shall be billed for all damages and compensation and all costs associated and resulting from the violation.

§ 4. *Radios, iPods™, MP3 players, Walkman™, and Other Personal Music Devices*

Students are prohibited from using these devices while on campus, including during breaks and lunch periods. Any student caught listening to or displaying a personal music device will be subject to disciplinary action and the device will be confiscated. Confiscated items will only be returned to a student's parent/guardian. New Heights is not responsible for lost, stolen, or damaged personal music devices brought onto campus.

§ 5. *Skateboards, Scooters, or Rollerblades/skates*

Students are not permitted to use skateboards, scooters, or roller blades/skates while on campus. In the event that a student needs to reasonably utilize one of these means to get to/from school, the student must leave the item in the school office during the school day. Students who fail to leave these items in the school office may be subject to disciplinary action and the item will be confiscated. Confiscated items will ONLY be returned to a student's parent/guardian. New Heights is not responsible for lost, stolen, or damaged skateboards, scooters, or roller blades/skates brought onto campus.

§ 6. *Bicycles*

Students must park bicycles in bicycle racks or in designated areas. Students are encouraged to use bicycle locks when parking bicycles. New Heights is not responsible for any lost, stolen, or damaged bicycles brought onto campus.

§ 7. *Beepers, Pagers, Cellular Telephones, and Personal Electronic Communication Devices*

Students are prohibited from using personal electronic communication devices during the instructional day including passing periods, recess and lunch. Any personal electronic communication devices must be turned off during the instructional day. Any personal electronic communication devices, which are not turned off during the instructional day, shall be confiscated. Confiscated items will only be returned to a student's parent/guardian. Parents/guardians who need to communicate with their children during the instructional day are encouraged to contact the school office to leave messages for students. New Heights is not responsible for lost, stolen, or damaged personal communication devices brought on campus.

§ 8. *Pets/Animals*

No pets/animals are allowed on campus.

§ 9. *All Other Personal Items*

Students are required to keep their personal belongings with them at all times. Personal items, including backpacks, school supplies, and clothing, should not be left unattended. New Heights is not responsible for any lost, stolen, or damaged personal items. Personal items must not block or hinder any walkways or thoroughfare. All found and unclaimed lost-and-found items shall be donated on the first of each month.

FOOD AND DRINKS

Food and drink and/or consumption thereof are restricted to designated food and drink area. Students are prohibited from eating, drinking (other than water), or chewing gum inside any classroom. Any food or drink items purchased at the student store must be stored in a backpack or other container such that it is not removed for consumption or storage in any restricted area. Energy drinks are strictly forbidden.

Students are prohibited from littering on campus. Students are expected to pick up any food or drink items that are dropped or spilled on campus. Students are required to dispose of all waste materials in the proper recycling or waste bins. Students are expected to pick-up after themselves.

RESPECTFUL CONDUCT

Students are expected to be considerate and respectful of others at school. Students are expected to adhere to all rules and guidelines of respectful conduct including, but not limited to:

- Do not use loud, profane, or inappropriate language while on campus. Students who use loud, profane, or inappropriate language including curse words will be subject to disciplinary action;
- Do not harass or discriminate against others. Students shall refrain from making any comments, remarks, or jokes which may be discriminatory or harassing. Students who violate the anti-harassment policy will be subject to disciplinary action;
- Do not touch others without their permission. Students are to respect the personal space of others. Students who physically harm others will be subject to disciplinary action. Students are prohibited from fighting;
- Do not touch the belongings of others without their permission. Students party to the theft of property of others will be subject to expulsion;
- Do not cheat. Students caught cheating will be subject to disciplinary action;
- Do not throw balls, hacky-sacks, or any other objects except during recess or lunch in designated “play” areas or as required for physical education classes or supervised extracurricular activities;
- Follow all directions given by faculty and staff. Students who are insubordinate may be subject to disciplinary action;
- Students should respect the privacy of all school offices and shall refrain from using phones, desks, or personal supplies and equipment without explicit permission by authorized campus personnel.

Students who violate any of the above rules or who engage in disrespectful or discourteous conduct will be subject to disciplinary action. Students shall be subject to expulsion for engaging in disrespectful or discourteous conduct.

CONDUCT AT SCHOOL SPONSORED EVENTS AND FIELD TRIPS

The spirit of any event is about bringing together our community. Students and parents and family guests are expected to be courteous and respectful during all school-sponsored events, including but not limited to field trips, sports events and school performances. Enthusiastic cheering must be kept within the bounds of good sportsmanship.

DRUG AND ALCOHOL POLICY

New Heights recognizes that substance abuse is a problem. In an effort to keep the school free from drugs and alcohol, we address these issues through education, intervention and disciplinary action.

Possessing, selling, buying, using, or being under the influence of illegal drugs, controlled substances, cigarettes or alcohol on campus or at any school sponsored activity is prohibited. Prescription medications, over the counter medications and supplements become illegal drugs when they are dispensed to, possessed by, or used by a student for whom they are not prescribed; in such cases, both the student dispensing and the student receiving the medication are guilty of a major rules violation.

Students possessing, selling, buying, using, or being under the influence of illegal drugs, controlled substances, or alcohol on campus or at any school sponsored activity are subject to disciplinary, up to and including expulsion.

CELLULAR PHONE, INTERNET PHONE COMMUNICATIONS AND GENERAL PHONE USAGE

§ 1. *Office Telephones*

Office telephones are not available for student use except in emergency situations. School officials reserve the right to deny telephone access to students for non-emergency calls. Fax machines are not permitted for use by students to send or receive faxes.

§ 2. *Cellular Telephone Policy*

Cell phone use is not permitted on campus from 8:25am to 3:30pm. Students who bring phones to school shall store them in a closed container, such as a backpack but not in clothing pockets nor on clothing via clips; phones must be turned off at all times.

Phones shall be confiscated and forwarded to the Executive Director for any violation of this policy. After the first offense, confiscated phones shall be returned to the student by the Executive Director. At the end of the school day students shall incur a

fee of \$25 for each and any violation of this policy for second and subsequent offenses. After the second offense phones shall be released only to a parent or guardian.

DRESS CODE POLICY

Students are expected to dress appropriately for school activities and to demonstrate respect for themselves, their teachers and learning. Inappropriate dress is defined as any attire that causes a distraction and/or safety concern on campus. The following guidelines clarify some of the most common “inappropriate dress” issues:

- Closed-toe shoes and neat and clean clothing must be worn at all times during the school day;
- Large hoop earrings or other excessive jewelry may pose a safety hazard to students are not allowed;
- Overly baggy clothing and gang affectations are not permitted;
- Pants shall be worn at the waistline; undergarments shall not be exposed;
- Logos or paraphernalia condoning or promoting illegal or immoral behavior are prohibited;
- Pajamas, hair curlers, bathroom slippers, and other clothing which might be worn at bedtime is not appropriate for school;
- Your clothing should not advertise the drug, alcohol or tobacco culture, nor hatred or disrespect for human rights. Periodically one or another “fashion” may be deemed inappropriate for this reason;
- Students shall change from regular dress to dress required by other activities such as physical education and the like. Subsequent to such activities students shall change back to regular dress;
- Inappropriately revealing clothing can be distracting for others and can invite the wrong sort of attention. Tank-tops, tube-tops, spaghetti straps, exposed undergarments, and any garments which expose the torso or buttocks are examples of clothing types that are inappropriate within a school environment. Skirts, shorts, dresses and the like shall not be 3 inches above the knee;
- Both girls and boys are allowed to wear earrings. However, no other visible piercing are allowed;
- Hair (including sideburns) must be clean, neatly combed and must not interfere with eyesight. Hair must be a natural color. All hair dying and spraying for school spirit days are to be approved by the administration and implemented through the Student Leadership Committee;
- Students shall maintain personal hygiene.

A student arriving at school dressed in a manner deemed inappropriate may be asked to change or turn clothing inside out. Violations of this policy may also result in additional disciplinary action, including suspension for the day. We realize there are gray areas at the edges of this rule; the word “appropriate” is one of the things we say when it is difficult specifically to identify the problem. Nevertheless, we retain the right to “draw the line” where we see it.

PARENT VOLUNTEERS

Parents who would like to volunteer to help in their student's classroom or school offices are encouraged to do so. Please contact teachers or the school office for volunteering needs and availability. All parent volunteers must be Live Scan approved and have a negative Tuberculosis test administered in the last two years on file in the office prior to entering the school campus as a volunteer. All parent volunteers must check-in and out with the office. If a parent wishes to bring guests to campus, parents must seek the permission of a campus administrator in advance of any visitation by a third-party member; parents should notify the campus of their request 72 hours in advance so that campus officials have time to make a determination on the request.

TEACHER – STUDENT/PARENT RELATIONSHIPS

Maintaining a professional relationship between parents/students and teachers requires the participation of all parties. Parents/guardians should not engage in conduct, which may be viewed as culling favor on behalf of students. Parents should not offer a student's current teachers additional compensation in exchange for tutoring services for their students. Teachers are prohibited from providing tutoring services to students currently enrolled in their own courses in exchange for additional compensation.

Overly personal or intimate relationships between teachers and students constitute another area of potential concern. New Heights teachers are already in closer contact with students than teachers in most other school settings. Encouraging a teacher to develop a relationship with a student that goes beyond educational boundaries and professional/contractual obligations puts that teacher in harm's way.

Sometimes families wish to express appreciation for a teacher by giving a gift at the year's end, or in conjunction with a holiday. While we recognize and value the positive intent of any such gift giving, the following guidelines should be followed:

- Gift giving should be "from the heart" – never obligatory.
- The best gifts are those that are inspired by a particular classroom experience, or that reflect individual interests, hobbies or skills. A personalized note of appreciation or a student-made gift can have the most meaning and enduring value for the recipient.
- If families in a particular class want to collaborate on a joint gift for the teacher, they are encouraged to consider a gift that focuses on child participation (e.g., creating a special card or similar item). If funds are collected, individual family participation should remain optional and anonymous.
- Teachers may not accept cash gifts or gifts that have a significant monetary value.

When in doubt, ask the Executive Director.

PARENT TEACHER CONFERENCES AND MEETINGS

Conferences offer an additional opportunity for you to find out how your child/children are getting along with classmates, how they are progressing in school, and what can be done to build on strengths and overcome challenges. Although New Heights Preparatory does not have official Parent Teacher Conferences, teachers are always quick to respond to questions sent via email or to phone messages received through the school office. If a formal conference is needed, parents can schedule these meetings with the teacher or through the office.

ITEMS LEFT INSIDE AND OUTSIDE CLASSROOMS & ON CAMPUS

Students are required to keep all personal belongings with them at all times. Personal belongings, including backpacks, books, sweaters, laptops and power cords, may not be left in classrooms. Classrooms will be locked during breaks, including lunch, and whenever the classroom is not in use. Students may not enter nor remain in a classroom without teacher supervision. The office staff will not open any classrooms for any student. Any items left in a classroom by a student will be held in the office. If a student has 3 items or more held in the office in one week, the student will be issued an after-school detention.

Likewise, any item left outside the classroom or around campus while class is in session will be removed and held in the office. Items will be returned to the student at the cost of \$1 per item. If a student has 3 items or more held in the office in one week, the student will be issued an after-school detention. The only exception will be during Physical Education class, Special Arts class, Assembly or any other time in which large amounts of the student population are together for one class. Items may be placed in an area designated by the teacher for the course of the class and will not be removed. Again, these policies are set in place for the safety of the students and teachers as well as to maintain the appearance of the campus. Our goal is to remind the students that the campus is not their bedroom.

OVERNIGHT TRIPS

Overnight trips are an essential and required part of the New Heights Preparatory School curriculum. Each grade level will attend a multi-day, overnight trip during the second semester of the school year. The overnight trip is not optional and is considered to be a regular class day. Therefore all rules and policies stipulated in this handbook apply to all overnight trips, including attendance and conduct policies. Any student who violates a school policy while on an overnight trip will be issued a warning by a member of the New Heights Preparatory School staff. If the student continues to violate school policy, the parent may be required to retrieve their student at the cost of the parent.

Overnight trips are not included in the annual activities fee. A separate invoice for the cost of the overnight trip will be issued during the second semester and must be paid

in full prior to the overnight trip. Medical Insurance coverage for students is required for all overnight trips. Proof of Medical Insurance will be required and must be provided by the parent prior to the trip.

Opportunities may arise for parents to act as chaperones for their student's overnight trip. Parents will be notified during the second semester if parent chaperones will be required for overnight trips. Parent chaperones will be taken on a first come first served basis depending on need. Parent chaperones who attend overnight trips must also pay for their trip and will be invoiced. Parent chaperones will be required to attend a training session in which school policies and duties of chaperones will be discussed. Parent chaperones are expected to follow the instructions of the New Heights Preparatory School staff member that is delegated as the head of the overnight trip and are not to interfere with the instruction of students during the overnight trip.

YOUTH GANG AND GANG RELATED ACTIVITY

It is the policy of New Heights that gang membership or gang involvement of any nature by a student, on or off campus, will not be tolerated. A student considered to be a gang member or involved in gang related activities may be subject to disciplinary action, including expulsion from school. In instances where there may be a violation of law, such activity shall be reported to the proper law enforcement authorities.

Students belonging to or associated with any group (such as cults, satanic groups, hate groups and anarchist groups, for example) that exhibit any of the above characteristics or characteristics deemed contrary to the safety, the good moral order and/or incompatible with the philosophy of the school are subject to disciplinary consequences. The purpose of this policy is to provide for the safest possible environment for students, faculty and staff in keeping with the philosophy of New Heights.

New Heights may use one or more of the following criteria in determining youth gang membership or involvement:

- The individual freely admits membership;
- The individual has gang tattoos, hairstyle or other gang identifying personal appearance;
- The individual associates with gang members;
- The individual wears gang colors or clothing imprinted with gang names or symbols;
- The individual "tags" or marks his/her personal property, school property, or other property with gang names or symbols;
- The individual writes or has written about their gang affiliation;
- The individual uses a special name that identifies her/him as a gang member;
- Official documentation from police, probation, court records or school records indicating that the individual is a gang member.

COMMUNICABLE DISEASES

A student shall not be permitted to attend classes or other school-sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit disease;
2. The student is afflicted with a chronic infectious disease, which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.

NHPS 2008-2009 SCHOOL CALENDAR

August

- 8/24 Back to School BBQ/Potluck 2pm
8/27 New Parent & Student Orientation 6pm
Returning Parent Orientation 7pm

September

- 9/2 First Day of School
9/10 PSA Meeting at 6:30pm
9/19 Picture Day
Half-day school dismissed at 12:30pm
9/30 Rosh Hashana (observed) – No school

October

- 10/4 Granada Hills Street Faire
10/8 PSA Meeting at 6:30pm
Back to School Night 7pm
10/9-10/13 Fall Break – No School,
Family Weekend (No Homework)
(Yom Kippur, Columbus/Indigenous Peoples
Day Holiday)
10/24 Half-day school dismissed at 12:30pm
10/27 Quarter 1 Ends

November

- 11/10 Veteran's Day Holiday
11/12 PSA Meeting at 6:30pm
11/21 Half-day school dismissed at 12:30pm
11/26-11/28 Thanksgiving Holiday –
Family Weekend (No Homework)

December

- 12/6 Fall Production (7:00pm tentative)
12/10 PSA Meeting at 6:30pm
12/12 Half-day school dismissed at 12:30pm
12/18-12/19 Semester 1 Final Exams
12/19 End of Quarter 2 & Semester 1
Last day before Winter Break
12/19 – 1/2/09 Winter Break

January

- 1/5 School resumes
1/14 PSA Meeting at 6:30pm
1/16 Half-day – Family Weekend (No Homework)
1/19 Martin Luther King, Jr. Day Holiday
1/30 Middle School Poetry Slam

February

- 2/11 PSA Meeting at 6:30pm
2/13 Half-day school dismissed at 12:30pm
2/16 President's Day Holiday

March

- 3/11 PSA Meeting at 6:30pm
3/13 Grading Day – No School
3/17 Quarter 3 Ends
3/20 Half-day school dismissed at 12:30pm
3/26 Science Sketch Night (7:00pm tentative)

April

- 4/6-4/17 Spring Break
4/8 PSA Meeting at 6:30pm
4/20 School resumes

May

- 5/?? Outdoor Education Trips –
Grade level destinations and dates TBA
5/13 PSA Meeting at 6:30pm
5/22 Half-day – Family Weekend (No Homework)
5/25 Memorial Day Holiday
5/30 Spring Production (7:00pm tentative)

June

- 6/5 Last regular day for Seniors
6/8-6/9 Senior Exams
6/10 PSA Meeting at 6:30pm
6/10 End 4th Quarter & 2nd Semester;
Last day for Middle School Classes
6/10-6/12 High School Exams
(No After-school Enrichment)
6/11 Middle School Picnic
6/12 **All-school Awards & Graduation Ceremony**
(6:00 PM – tentative)

***** This calendar is tentative. We reserve the right to change the schedule.**

