Welcome to New Heights Elementary school! Whether it’s your child’s first year in elementary school or the last, we want your family to have a great experience with our school. We are excited to have you as a part of the East Grand Forks Elementary Learning Community where everyone is valued and respected.

This journey requires that we work together – school, home, and community – to make sure that all students have the chance to do the best they can and to feel a sense of accomplishment that is real and long lasting.

Your child’s education is our business and we are well equipped and eager to handle this responsibility. Like any caregiver, we need input from you to implement the best strategies and practices to most successfully work with your child. As your child’s advocate, you need to help ensure that we have an open line of communication to work together for your child.

This handbook is a guide that will help you know what to expect throughout the school year. It includes all the important policies and procedures you need to know. These policies and procedures have been designed to contribute to the orderly operation of the school. Schools that are organized and orderly provide a safe, pleasant environment in which children can learn and grow. They are also places where parents and guardians feel welcome and comfortable when they visit.

This handbook includes: Elementary School Procedures, General Topics, and several important District Policies. Consistent district-wide procedures and policies help us manage our schools, and keep the focus on education.

It is our personal goal to provide “Excellence to every learner, every day”. Our objective is to greet the students each day, find time as often as possible to see them in the classroom, and to be able to say goodbye at the end of each busy day.

We look forward to working with you this school year.

New Heights Elementary Principal
Julie Pederson
New Heights Assistant Principal
Chad Grassel
OFFICE HOURS AND STUDENT HOURS
New Heights Elementary School office hours are 7:30 a.m. - 4:00 p.m.
Student hours are 8:15 a.m. – 2:55 p.m.

VISITORS
Minnesota statute requires all school visitors to first report to the Principal’s office to receive a visitor’s pass. Parents are encouraged to visit their child’s classroom and their school. Please call the school ahead of time to schedule times to visit.

ATTENDANCE
Regular attendance in school is essential to the success of our students. The importance of school attendance is shown in the state’s **Compulsory Education Law**, which requires that every elementary-age child “must receive instruction.” As parents and guardians, you play the most important role in your child’s education. Making sure your children arrive at school everyday rested, well fed and ready to learn is a great contribution to your children’s education.

Parents/guardians are required to notify the office via a note or telephone call prior to 8:15 a.m. on or before the day their child will be absent for any reason. Failure to call will result in a call of inquiry to your residence. Please call and leave your name, your student’s name and your child’s teacher’s name as well as the reason for the absence. The call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students. This policy has been instituted for the safety of your child; therefore, your cooperation is appreciated.

DISMISSAL DURING THE DAY
Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc. Please include the name of the person picking up your child if it is someone other than the parent/guardian for your child’s safety. Whoever picks up the child will be required to sign the child out of the office. A secretary will contact the child through the teacher. Please do not go to the classroom to pick up your child.

EXCUSED ABSENCES
An absence will be excused if the parent calls, emails the school or provides a written note, which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:
1. Illness, injury or hospitalization of the student. Students are allowed up to 10 total absences a year, or 5 days in a row, due to illness. A doctor’s note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row.
2. Medical, dental and other professional appointments that cannot be scheduled outside school hours.
3. Family emergency, serious illness in family or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.
6. Conditions beyond the student’s control. Examples are: automobile accident or delayed school bus due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations.
8. Compliance with any provision of a disabled student’s Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

UNEXCUSED TARDIES AND ABSENCES
Examples are: Running late, oversleeping, malfunctioning alarm clock, missing bus, so on.

TARDIES
The student's day begins at 8:15 a.m. Students are tardy after 8:15 a.m. and must be signed in at the office and receive a tardy slip to take to their teacher.

EXTENDED ABSENCES
1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Polk County Human Services for educational neglect.
3. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

FAMILY ACTIVITIES/VACATIONS
We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However, family activities/vacations, which cause students to be absent more than 5 school days, are discouraged. Your child’s academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school. Please notify your child’s classroom teacher and the school office well ahead of time when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return.

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES
1. Hold your child accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
3. Notify the office by phone call, email or in writing of an extended absence before the absence. Contact the principal to discuss an extended absence.
4. Contact the office, social worker and/or teacher if you have any concerns about your child's attendance.

PROCEDURE FOR DROPPING OFF AT SCHOOL
When dropping off children in the morning, be aware that buses begin arriving about 7:30 a.m. so please drop children off in front of the building. Children who are walking to school or being dropped off should not arrive at school before 7:30 a.m. Our staff is not available to supervise students who are dropped off early.

The only exceptions to entering the building earlier than 7:30 A.M. are:
1. Special arrangements have been made in advance with the classroom teacher for a child to come in and work with that teacher. Teachers report at 7:45 a.m.
2. Parent/guardians are attending a pre-arranged conference/meeting with the teacher.
3. Before school programming such as student council, choir and other school sponsored events.

RELEASE OF STUDENTS
Children will be released from school to the custodial parents/guardians or to those adults listed on the student’s enrollment or emergency information form. Parents must contact the school office in advance to authorize release of their child to someone else. (Written notice is preferred).
A release notice will be provided by the New Heights office for students outside of the building to be given to supervisor.

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure safety for your child, you may be requested to provide identification if staff are unsure of your identity. Please don’t take offense.

All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District’s visitor’s policy and does not disrupt the student’s program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences, although the district is not required to hold a separate conference for each parent, and the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the School with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student.

A release notice will be provided by the New Heights office for students outside of the building to be given to supervisor.

BICYCLES
Bicycle liability and protection are the sole responsibility of the bicycle owner or rider. Parents permitting their children to ride bicycles to school need to explain to their children the following rules:

- Bicycles must be ridden on the right hand side of the road or a designated bike trail.
- When arriving at school, the bicycle should be placed in the bike rack immediately.
- Bicycles must be left in the racks until after the busses leave at dismissal time.
- Bicycle security is the student’s responsibility; the bicycle should be locked while at school.
- Wearing a bike helmet is highly recommended and encouraged for safety.

IN-LINE SKATES
Elementary students may not use in-line skates, skateboards or scooters on school property. Students who use any of these to travel to school must not use them once they reach school property. Parents are strongly encouraged to have their children wear a helmet when riding or wearing these items.

Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the wearer and to other students.

The school is not responsible for lost, stolen or damaged items that are worn or ridden to school. Items that pose a nuisance to the school environment may be confiscated and returned at a later time.

BOOK AND EQUIPMENT CARE
Textbooks, library books and many other learning materials are supplied free to all students with the understanding that they will be returned in good condition. It is the student’s responsibility to take proper care of these instructional materials. The cost of damaged or lost materials will be charged to the student and parent.

STORM PROCEDURES FOR CANCELLATION OR DELAY OF SCHOOL
If weather conditions are such that school cannot be in session, you will be alerted by the Honeywell Instant Alert system. Your primary number will be called. You can create and manage your account by adding and editing personal information. Go to https://schoolreach.com and follow the directions. You may also listen to
local radio and TV stations for announcements. Be sure to listen for East Grand Forks Public Schools. Parents/guardians may use their judgment in keeping students home or picking them up early in storm conditions.

**DRESS CODE**
We take pride in the appearance of our students. Parents should use discretion in regards to proper dress. If undesirable dress is noticed, the Principal will confer with the parent. For health and safety purposes, students should wear weather-appropriate clothing and footwear, etc. as we do require them to go outdoors during the noon hour.

**TENNIS SHOES**
In order to avoid accidents, all children are required to have a pair of tennis shoes for use in Physical Education classes. This safety requirement is essential. Black soled shoes and slip on shoes are strongly discouraged.

**ELECTRONICS AND NUISANCE ITEMS**
*(Cell phones, iPods, pagers, DVD/CD players, Gameboys, Trading cards, etc.)*
Students should refrain from bringing cell phones, pagers, CD players, etc. to school, as they interfere with our educational purpose. Items that are brought to school should remain in the student’s locker and their use is not permitted during the school day. Staff will not be responsible for, nor investigate, the loss or damage of electronic equipment and related materials.

**EMAIL ADDRESSES**
Please keep the office informed if your email address changes. We will be using electronic communication whenever possible this year, and in order to keep you informed we need to have a current address. Email changes for New Heights to Jodi Boushee @ jboushee@egf.k12.mn.us. You may also call New Heights at 773-0908.

**EMERGENCY NAMES AND PHONE NUMBERS**
The current work numbers for parents as well as names and phone numbers to call in an emergency are needed at school. *Please keep us informed of any changes so that we can reach you if needed for your child’s welfare.* If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. In the event of an emergency if we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance. It is, therefore, critically important that we have such current data on file.

**LUNCH AND BREAKFAST**
Good nutrition is an essential part of a good education. It is critical also for proper childhood development. It starts with a good breakfast for children to have the energy and nutrition for the day. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly, and be on their best behavior. If your child has special dietary concerns that the school should know about, talk with the Principal. Current prices for school lunches and breakfasts are as follows:

*Independent School District #595 Meal Guidance Procedure*

**LUNCHROOM EXPECTATIONS**
Appropriate lunchroom behavior:
- Use restaurant voice
- Use appropriate table manners
- Take and eat required foods
- Have appropriate conversations
- Follow adult directions
- Choose seat and stay in it until dismissal
- Clean eating area

If a student is fighting or throwing food, the student will be suspended from the lunchroom. Student will also meet with the principal and parents will be called.

APPLY FOR FREE/REDUCED LUNCH
Students have the opportunity to receive school breakfast and lunch meals free or at a reduced cost if their family income meets certain guidelines. Applying for the program is important even if you do not want your child to participate. Your school receives additional funding for educational programs based directly on the number of students who qualify for free or reduced cost lunch.

Applying for the program is easy. An application is given to every household in the school district with school age children. Simply complete this form and mail or bring it to school at the beginning of the school year. Eligibility is based on family income and family size. Information you provide on the form is confidential. You may also file a lunch application at any point during the year if your financial situation changes.

PARENTS ENCOURAGED TO HAVE LUNCH WITH THEIR CHILD
We invite parents, grandparents, or other family members to have lunch at school. Please contact the office by 9 a.m. in the morning and let us know you are coming. This ensures we have enough food prepared. Visitors may purchase meals in the school office. The fee is listed above.

FOOD - HOMEMADE FOOD, SNACKS AND TREATS
There may be special occasions for students to share treats with the class. All food must be commercially purchased. Homemade cakes and treats are not acceptable due to state health codes.

PARTIES
There are three occasions during the school year for classroom parties. Teachers may ask the children for a small fee to cover the cost of treats. The last hours of the child’s school day is used for this purpose.

FIELD TRIPS
Both transported and walking field trips are taken by classes to broaden their educational experiences. Parents are often asked to help with supervision. We ask that volunteers not bring any other children with them. An information letter and permission form will be sent home for parental approval prior to any trip. There are various times during the course of the year when we wish to take the children to local places off our school grounds such as the high school, senior citizens home, the park, local stores, etc. For such trips, parents will be asked to sign a general permission slip that will be effective for the entire year.

PARENTS TEACHERS ORGANIZATION (PTO)
PTO, which stands for Parents, Teachers, Organization, is the elementary school’s volunteer organization made up of parents, teachers, and principals, working together to benefit our children in the best way possible. The schools PTO’s provide many volunteers and offer funds to the elementary schools for the purpose of providing educational extras for the students. In November all elementary schools kick off with a Turkey Bingo, which is one of several fundraisers that the PTO organizes during the school year. In April, look for more family fun at
the PTO carnival. PTO meetings are generally held monthly. Check the district calendar for the meeting dates. We hope you will consider being an active part of this organization.

ANIMALS
Animals are not allowed in school buildings, except those provided through the district’s science curriculum. This includes birds, reptiles and all animals with fur. Service animals are accepted with identification.

SEARCHING LOCKERS AND DESKS
Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is strongly recommended. Locks are NOT allowed on lockers. Any locks will be removed. Student lockers and desks are property of the school and school district and therefore can be searched by school personnel at any time, without notice, without students consent, and without a search warrant (Policy #5650).

LOST AND FOUND
Lost and found boxes are located near the cafeteria. Unclaimed items left on buses are brought to the school. At the end of each semester, unclaimed items are given to a charitable organization. Parents are strongly encouraged to label all students’ clothing, footwear, school supplies, etc. Pupils should be encouraged to check the lost and found boxes if they have lost something.

NEWS ARTICLES
Children's pictures will appear in the newspaper or on TV from time to time during the year. If, for some reason, you do not wish to have your child's picture included, please inform the principal in writing by September 30, or if enrollment occurs during the school year, no later than 5 school days after enrollment.

HEALTH SERVICES
The School Nurse along with a Certified Nursing Assistant provides:

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or are placed under their parent’s or emergency contact’s care.
- Administration of medication and treatments under the direction of the school nurse. Health screenings recommended by MN Department of Health (Vision, Hearing, Scoliosis).
- School health record maintenance.
- They assess the health needs of students; develop appropriate health, emergency and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between health care professionals, educators, students, and their families.

SCHOOL HEALTH RECORDS
Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student’s safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines, or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law. Emergency Contact information is also requested annually.

SCHOOL ACCIDENTS
In the event your child is involved in an accident at school, the teacher, school nurse or office personnel will administer first aid. If the accident appears serious in nature, parents and/or emergency medical assistance will be called.

HEALTH CARE PLANS
If your child has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request an Health Care Plan form from your school’s health office to ensure that appropriate health/safety measures are developed and implemented for your student.

ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL
“Internal medication should be given only by or on order of a physician.” The giving of aspirin or any other drug internally at school is not approved, as this is the responsibility of the parent or the physician. Children who must depend upon medication in order to stay in school must have a written order from a physician giving specific directions for taking medication. Medication to be administered must be brought to school in a container appropriately labeled by a pharmacy or by the physician.

The school will designate a specific, locked, and limited access storage space within the school to store the medication. The school will ensure that there is a copy of the “Physician’s Written Order and Parent Authorization Form” in the pupil’s medical records file and a copy is available for immediate reference by the principal and/or person designated by the principal to administer the prescribed medication.

The school shall refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved “Physician’s Written Order and Parent Authorization Form.”

IMMUNIZATION
Minnesota Statutes Chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact Minnesota Immunization Hotline @ 612-676-5100 or the MDH website: www.health.state.mn.us/immunize.

ILLNESSES
Many parents are concerned about when children should stay home or attend school. The following information is intended to help with this decision:

● If the child has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication;
● If the child has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode;
● If the child has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school;
● If the child has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider.

When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

PHYSICAL EXAMINATIONS
The Health Record is available at Kindergarten Round-Up in the spring or can be secured from the Principal’s office. The upper portion is to be filled in by the parent, and the lower portion filled in by a doctor. A physical exam is required for all children entering Kindergarten (Policy #5706.1).
PLAYGROUND RULES
Playground rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone on the playground at all outdoor breaks and noon recess.

Expected Behaviors:
- Use equipment properly
- Play in designated areas
- Follow directions of playground supervisors
- Use appropriate language
- Hands and feet to self
- No contact sports
- Follow all safety rules
- Listen for whistles
- Line up when directed
- Wear appropriate attire

Consequences for inappropriate behavior on the playground will be documented by a yellow referral sheet.

CAFETERIA RULES
The cafeteria rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone in the cafeteria during all breaks and during noon.

Appropriate cafeteria behaviors:
- Always walk
- Talk quietly and politely
- Use appropriate language
- Keep hands and feet to self
- Follow all safety rules
- Line up when asked to do so
- Clean your area when finished
- Do not play with or pass food
- Use good manners

Consequences for inappropriate behavior in the cafeteria may include, but not be limited to:
- Time Out or Take a Break
- Removal from Cafeteria
- Loss of Privilege
- Restitution
- Social Conference
- Referral to Principal

BUILDING RULES
Building rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone in the building.
- Always walk in the hallways
Be respectful to everyone
Be respectful of others’ property
Talk quietly and politely

**Consequences for inappropriate behavior in building may include, but not be limited to:**
- Time Out or Take a Break
- Loss of Privilege
- Restitution
- Social Conference
- Referral to Principal

Each inappropriate behavior will be addressed as an individual circumstance with the goal of changing student behavior in a positive manner. Serious issues, such as fighting or damage of property, will result in parental contact.

**BULLYING (Policy 514)**
Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student
2. Damaging a student's property
3. Placing a student in reasonable fear of harm to his or her person or property; or
4. Creating a hostile educational environment for a student

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated in this handbook. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

**PLEDGE OF ALLEGIANCE**
In accordance with state law, the district will recite the Pledge of Allegiance to the United States of America one or more times each week. Any student who does not wish to participate in reciting the pledge may elect not to do so. All students must respect another person’s right to make that choice. **Parents of the students**
wishing to not participate in reciting the pledge must notify the teacher of their child’s choice.

SPECIAL NEEDS PROGRAMS
The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Regular classroom and Special Education teachers work together to provide extraordinary programming to accommodate the needs of their students.

Special needs programs offered within the school district and in cooperation with the Area Special Education Cooperative, include (please note this is an overview of services provided. It is up to the IEP Team to decide what the best placement option for the student is):

- Early Childhood (ECSE) and Home Based (ages 0-5)  
  (call Area Special Education Coop @ 773-0315)
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- Lifeskills

Other programs offered by the district are:
- English as a Second Language (ESL)
- Title 1 – Federal program for students with needs in reading/language arts and math

SECTION 504
Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one’s self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.

STUDENT BEHAVIORAL MANAGEMENT POLICY PHILOSOPHY
Learning best takes place in an orderly and safe environment, where students learn responsibility and respect. This policy states acceptable rules of conduct to students in order to foster a positive and safe learning environment.

Student Code of Conduct (Policy 5725)
Disciplinary action may be taken against students for any behavior, which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place...
interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

REMOVAL FROM CLASS
It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student’s misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:
● Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
● Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
● Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
● Other conducts which in the discretion of the teacher or administration requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:
● Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
● Parent contact;
● Parent conference;
● Removal from class;
● In-school suspension;
● Suspension from extracurricular activities;
● Detention or restriction of privileges;
● Loss of school privileges;
● In-school monitoring or revised class schedule;
● Referral to in-school support services;
● Referral to community resources or outside agency services;
● Financial restitution;
● Referral to police, other law enforcement agencies, or other appropriate authorities;
● A request for a petition to be filed in district court for juvenile delinquency adjudication;
● Out of school suspension under the Pupil Fair Dismissal Act;
● Preparation of an admission or readmission plan;
● Expulsion under the Pupil Fair Dismissal Act;
● Exclusion under the Pupil Fair Dismissal Act; and/or other disciplinary action as deemed appropriate by the school district.

DISMISSAL
All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 595 Disciplinary Policy.
COMMUNICATIONS

Procedure for Notifying Students and Parents or Guardians of Violations
Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Maintenance of Student Discipline Records
It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

Interaction with Law Enforcement Authorities
School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.

The complete Student Behavioral Management Policy (#5725) is available in all East Grand Forks Administrative Offices.

RIGHTS AND PROTECTIONS POLICY
Protection of Pupil Rights (PPRA) - Family Education Rights and Privacy (FERPA)
The East Grand Forks elementary schools understand the need to maintain a safe and respectful educational setting for its students. In order to ensure that student safety and privacy are maintained the schools will adhere to the following practices:

- Parents/Guardians have the right to inspect instructional materials;
- Parents/Guardians have the right to limit surveys or evaluations used by outside agencies;
- The schools will protect student information/records and distribution only to authorized individual/agencies;
- The schools will notify parents (annually) that privacy policies are in place to protect their children from disclosure of personally identifiable information.

The intent of these practices is to provide parents/guardians the opportunity to review instructional materials, address concerns, and propose reasonable alternatives. District Policy #6800 lays out a detailed procedure for schools to follow when a concern is brought forth.

RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE POLICY
Everyone at District 595 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, and the
principal. You may also make a written report. It should be given to a teacher, counselor, the principal or the District Human Rights Officer Superintendent David Pace. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment, violence, or hazing and will take all appropriate actions based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have filed a report. This is a summary of the school districts policy against religious, racial and sexual harassment, and violence. Complete policies are available in each school office upon request.

WEAPONS POLICY
It is a violation of the policy of ISD #595 for any individual to knowingly or voluntarily possess, store in any area subject to one’s control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a “look-like” weapon or destructive devise in school, on school grounds, at school activities, at bus stops, or in school vehicles, or entering upon or departing from school premises, property, or events. Weapons and destructive devices as defined in Article III of this policy will not be tolerated. Students who bring a firearm to school shall be referred to the criminal justice or juvenile delinquency system by the building administrator. Students in possession of a weapon as defined in Article III, Section A, which does not constitute a weapon or destructive device pursuant to the Gun Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Other possible consequences for violation of this policy may include: Notification of parent or guardian.

- Involvement of the police with a recommendation to charge.
- Suspension for up to five days and/or:
- Exclusion/expulsion from school by the School Board (Policy #5735).

RESPONSIVE CLASSROOM
Many instructors at New Heights Elementary have integrated the Responsive Classroom model. Responsive Classroom is an approach to teaching and learning that seeks to balance social and academic skills. By using the Responsive Classroom model, guidelines for building community are set, rules are created, and high expectations for learning and behavior are established. Children feel like they belong, have been empowered, and can have fun in a safe manner.

Responsive Classroom Components
- Morning Meeting consists of a greeting, sharing, activity, and news and announcements.
- Guided Discovery is a purposeful technique to introduce materials, areas or activities to students.
- Academic Choice allows students to choose their learning activity within a range of choices structured by the teacher.
- Logical Consequences are: take a break, loss of privilege, break it-you fix it (apology of action), buddy room, social conferencing and/or meeting with the principal.

Establishing school-wide rules will take place within the first month of school. Following that, a copy of the school rules and consequences will come home for parents to discuss with their children.

FAMILY ACCESS COMPUTER SYSTEM
Family Access is available for families to view their child’s lunch account, attendance, grades and personal data. Family Access allows viewing rights to only records of their children/child.

If you have computer access and are interested in gaining Family Access, the following steps need to be followed:
1. Call school and request a login and password;
2. Log onto the school district website: www.egf.k12.mn.us;
3. Click on the link “Family Access” on the left side of the webpage;
4. Type in your login and your password.

REPORTING TO PARENTS
Progress reports and report cards will be sent to custodial parents. They will also be sent to non-custodial parents if a request for second household mailing has been filled out on the registration form.

CLASS PLACEMENT FOR SCHOOL YEAR
The New Heights Elementary staff is committed to providing the best possible education for your child’s unique needs. Every child’s placement is important and deserves careful consideration. Classroom teachers, specialists (PE, library and music teachers), learning support staff and the principal are all part of the placement process.

When configuring each class, we take into account the following elements:
- Balanced classes
- Academic needs
- Social needs
- Special services scheduling
- Gender balance
- Student leadership
- Equitable class size
- Diversity
- Learning styles
- Gender
- Parent input

As a staff, we will employ our best professional judgment when considering the needs and strengths of each child and his or her placement in a particular classroom. Attempts to accommodate parent requests for a specific placement often result in disruption in the balance of classrooms that the staff works so hard to ensure.

TRANSPORTATION AND CONDUCT
Your school bus ride is a privilege, not a right . . . please follow bus safety rules!
The East Grand Forks School District is committed to providing safe and efficient bus transportation to all eligible students between the bus stop nearest the student’s home/daycare and his or her assigned school. Every transported elementary student in East Grand Forks will have no more than two selected drop off points. Any drop off point other than the home, will require a signed note on file in the school office. Telephone requests will not be honored. Transporting students to school and home daycare will be accomplished with a consistent procedure that will work efficiently, eliminate confusion and reduce the hazards to our students (Policy #3201).

Students riding school buses are required to behave in a safe manner and by comparable standards required in the classroom. Disciplinary action for misconduct on buses may include loss of riding privileges.

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are not allowed on the bus.
Please make other arrangements to get items such as these to school.

Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Bus Garage at 773-0476.**

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privilege. Consequences for inappropriate behavior on the bus will be referred to the principal. Due process will be followed in all disciplinary proceedings.

- First Offense: Warning; Bus Conduct Report completed for principal and sent home
- Second Offense: Bus Conduct Report completed; meeting w principal; seat assignment; Conduct Report sent home
- Third Offense: Bus Conduct Report completed for principal; home contacted to discuss ridership plan
- Fourth Offense: Bus Conduct Report completed for principal; student may be suspended from riding any bus for 3 days
- Fifth Offense: Bus Conduct Report completed for principal and sent home; student may be suspended from riding any bus for 5 days
- Further Offenses: Based on the severity of a student’s conduct, more serious consequences such as suspension or expulsion from bus and/or school may also result from school bus misconduct. This may take place at any time.

**WITHDRAWING CHILDREN**

If you will be moving and your child will be withdrawn from the East Grand Forks Public Schools, please inform the school secretary by sending a note or calling the office indicating the date of the last day of attendance. We wish you the best in your new school.