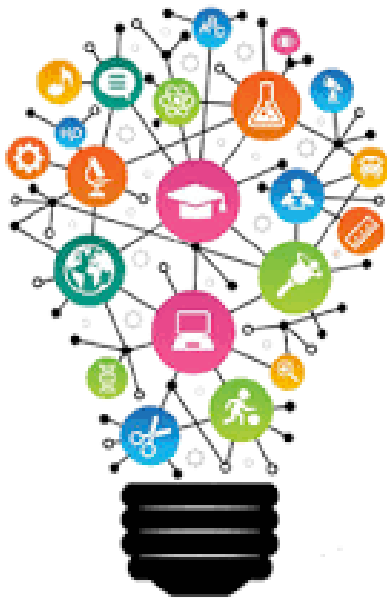


# Parent Handbook



New Heights Academy  
2450 Atlanta Highway  
Cumming, GA 30040  
Tel: 770-912-3875

Vivian Gesualdi, M.Ed. Director of Education: [vivian@newheightsacademyga.org](mailto:vivian@newheightsacademyga.org)

*New Heights Academy is a non-profit organization that does not discriminate on the basis of race, color, national origin, ethnic origin, or religion.*

Dear Parents and Students,

Welcome to a new year at New Heights Academy!

We are about to embark on an exciting journey together and we are eager to have you along. In order to be successful our parents, staff, and students must partner together to foster an environment in which every child can succeed. This handbook has been designed to communicate the basic policies that we must follow to ensure that each child can attain the high standards we have set. Please go over the policies with your student(s) and keep this handbook accessible so that you may refer to it as necessary. It is important that you read the entire document and that you understand the expectations at New Heights Academy. After reading the handbook and reviewing it with your child, please sign and return the Handbook Signature and the Behavior policy pages.

We want to thank you for entrusting us with your most precious custody, your child. Remember that we are in this together. You are an equal and valuable member of the team that helps make the decisions that affect your child at New Heights Academy. New Heights Academy has a clear and committed promise to our students:

"We believe you are capable of growth and success"

Vivian Gesualdi, M.Ed.

# Our Mission and Philosophy

## Mission Statement

Our mission is to empower all students to apply their acquired skills and knowledge, and to rely upon their personal attributes to lead productive lives and to become contributing members of the global community. Our mission is to provide a high-quality, comprehensive, and meaningful education for all students.

## Philosophy

NHA has a clear and committed promise to our students:  
"We believe you are capable of growth and success" -V. Gesualdi, M.Ed.

This quote defines the philosophy at New Heights Academy. We believe every child can learn when taught based on their individual needs and by using multiple methods of teaching. Children do not fit into a "one size fits all" type of curriculum and we know that we have to help the students identify their own learning style and incorporate that into their own individualized curriculum. We know that each child has something to teach and something to learn from each other. We believe this is an excellent symbiotic relationship for our children, fostering teamwork and self-esteem and helping to create an optimum learning environment. We want our children to be excited about learning and to have the confidence in their own abilities to continue that quest for knowledge, even after they leave our environment.

# General Information

## Programs and Admission Policies

### Programs

#### Classroom Environment 1

Students in this classroom environment range ages 9-14 who need academic remediation and real-world application of skills for a successful transition toward being an independent working adult. Students concentrate on building and expanding reading and math skills such as fluency, comprehension, and math applications. Social studies and science skills are focused on real world experience and application. The maximum class size is 4 students with one certified teacher per classroom. Students in these classrooms must have at minimum of early elementary level of curriculum understanding and application and be able to be independent in a classroom of 4 students and one teacher. Students still have one-to-one teacher-student interaction during school time but benefit from being in a group with other students and teachers, although social interactions may require prompting and modeling. An average of student age accepted in CE1 is (9-14) years old. All curriculum is based on Georgia Core Curriculum Standards.

#### Classroom Environment 2

The Classroom Environment 2, **CE2** groups mix in a student to teacher ratio of up to 4:1 or 8:2 and the amount of time spent in group activities is increased within a more rigorous academically focused group. Most students are middle school or high school age (14-19), in addition to academics, there is a greater emphasis on independent life skills and personal management. The Group Classroom Environment students take some field trips, which are expanded opportunities for project-based learning and socialization. All curriculum is based on Georgia Core Curriculum Standards. Once a student demonstrates readiness to move towards CE3 or VIDA program the student will then

participate 2-3 days out of the school week on vocational goals and life skills in addition to their classwork and other activities.

### **Classroom Environment 3**

The Classroom Environment 3, **CE3** groups mix in a student to teacher ratio of 4:1 or 8:2 and the amount of time spent in group activities is increased within a more vocational focused group. **CE3** is a vocational training program that provides individuals 18 and older with real work experiences while teaching basic employment skills. The program is designed to teach independence and communication while matching individual strengths with vocational settings that are selected based on individuals' affinities, abilities, and work readiness. Individuals entering **CE3** begin with a discovery process to determine appropriate support and job options. Vocational instruction, social thinking, occupational therapeutic consultation and self-advocacy skill building, as related to the work environment, occur at **NHA** and at specific work sites.

The aim of **CE3** is to assist students to learn specific skills that will allow them to enter the workplace. This program is available for young adults with developmental disabilities and those affected by autism who are in the labor market looking for gainful employment. **CE3** offers pre-vocational training aimed at giving students real work experience. The focus of **CE3** is to encourage individuals to aspire gainful employment.

- Show a willingness to aspire gainful employment
- Possess the ability to work without supervision for short periods of time
- Have basic communication ability
- Be eligible for **CE3** Community Pre-Vocational services
- Possess the ability to learn social grooming and have basic hygiene skills
- Be able to eat and use the toilet independently
- Follow 1-2 step safety procedures

## **VIDA**

### **VOCATIONAL *for* INDEPENDENCE *and* DEVELOPMENT ABILITY**

The VIDA (Vocational for Independence and Development Ability) program is a part/full time student work placement where **NHA** staff will internship, supervise and manage the student during work placement. Acceptance and duration of this program is discussed on an individual case. Please visit the VIDA tab under programs for more information or contact our academic director at [vivian@newheightsacademyga.org](mailto:vivian@newheightsacademyga.org)

The program equips individuals with the skills required for accessing and maintaining gainful employment through pre-training that prepares them for vocational training.

During the duration of the internship, vocational training outside of NHA, a staff member will be available to assist and train VIDA students.

The **VIDA** program requires 4-5 hours a day based of individual needs. For cost and additional information of this program please contact [vida@newheightsacademy.org](mailto:vida@newheightsacademy.org). NOW/COMP waiver may be used for the cost of this program. Other community scholarships may help with the cost.

When internship and vocational training in completed and our graduate performs continued success within the work placement, we encourage all of our affiliate employers to invest in our students for permanent employment. **NHA** will help all our VIDA graduates to complete a competitive resume with earned letters of recommendations and work experience.

### **Special Note**

New Heights Academy is not a one on one program and is not staffed for students with aggressive behaviors. School staff can recommend programs that are more appropriate for students that need a greater level of support than can be provided in this environment. Parents are required to sign an acknowledgement that they agree with all of the school policies at New Heights Academy.

## **Admissions:**

School tours are held weekly in the afternoons after the regular school day. An appointment is needed to ensure an appointment. Students are welcome to join their parents on tour days. After the school tour, parents may also schedule a day to observe a class in progress.

Application paperwork can be found on the website or obtained in the school office. The application fee is \$100.00 and includes informal educational testing. The prospective student will meet with school staff for this informal placement testing. The application paperwork should be filled out completely and the application fee must be paid no later than two days before testing. This testing is designed to allow the staff to get to know the student and is done in a relaxed format. We encourage parents to provide any information they can to help staff in making the student feel as comfortable as possible. Throughout the process parents and the child will be interviewed to determine if placement at New Heights Academy is the best fit. All pieces of the admissions process will be taken into consideration when making this decision.

## **Special Note:**

*We understand that testing can be a scary and intimidating thing for the child (and the parent!). At New Heights Academy, our testing is to see what your child can generally do so we can get a base line of what their academic functioning level is at the time. All the accommodations and supports that your child needs will be incorporated to help your child be successful in this environment. The interview is a “get to know you” interview and is informal. This will give everyone time to ask questions of each other, including the child if they wish. We also encourage you to bring your child to the school, so they feel as comfortable as possible. The testing and informal interview, along with the application information and question sheet will be used to determine if we **ALL** believe our environment is the best fit for your child.*

## **Parent Commitment**

We believe very strongly in the need for parents to be involved in the school environment for the child to be successful. At New Heights Academy it is required for parent(s) to sign a commitment that the handbook has been read and that parent(s) are committed to the success of the school. Every parent(s) must commit to:

1. meeting with the school staff for scheduled conferences/IEP meetings for the school year.
2. supporting the student at home in meeting school goals and following the student’s behavior intervention plan if a plan is put in place.

Parents are also required to volunteer in order to make our school be the best environment it can be. The following would fulfill the volunteer hours required:

1. fundraising activities to raise money for our school, spearheading a fundraising project, (remember that you get 50 percent of any money you raise off your child's tuition)
2. Donating materials from our wish list – see school personnel
3. Other volunteer needs – please ask in the school office

## **Tuition**

Contracts must be signed, and the first payment must be made by April 15 to guarantee placement for the school year. Existing students will always be given first priority. Extra discounts may be offered to parents that pay in full for the school year.

Parents are required to sign a contract for the entire school year. Parents will be responsible for paying for the entire school year even if the parent decides to remove their child during the school year. Extenuating circumstances may arise, such as a family relocating out of state that would make it impossible for the student to continue to attend New Heights Academy. Occasionally there may be an instance where after much trial and error, the school and the parents mutually decide that this is no longer an appropriate environment for the child. These circumstances will be dealt with on a case-by-case basis. Please remember we have to budget for our staff for the entire school year to ensure your child has the support they need. Changes in enrollment could greatly affect our ability to keep tuition costs at the most reasonable level possible.

## **Tuition Payments**

The number of slots for each class is set by the April 15<sup>th</sup> deadline, but admissions are rolling. Remaining slots, if there are any, are open to eligible students throughout the year. In the absence of open slots, a waiting list will be started. A deposit is required to hold a slot on the waiting list.

For students eligible for SB10 funding, that funding will be deducted from the student's total tuition. Due to changes in The GA Department of Education's reimbursement policy, New Heights Academy has had to change its policy regarding the amount of this funding we can immediately apply to student tuition. 100 % of the student's SB10 funding amount will be deducted from the tuition. Parents will be refunded any additional funds, minus any adjustments made by DOE or they can be applied to their child's account for the upcoming school year.

The remaining tuition amount (if using SB10) or the full tuition amount will be divided by 4 to determine the quarterly payments that are due. Payments can also be done on a monthly basis. New Heights Academy does accept credit card payments. Please add 3% to cover credit card fees. A 3% discount will be applied for full year payments.



New Heights Academy offers other programs to help parents with tuition costs. Scholarship funding through HB1133 scholarship organizations is available to all eligible students. Please see Louis Gesualdi for further information on this funding source. Additional scholarship programs are often offered from year to year as well.

Fundraising is not required at New Heights Academy, but we do offer an incentive to parents who need other ways to help pay for tuition or who are interested in helping to fundraise for the school. New Heights Academy will give parents a credit of 50 percent of the fundraising dollars raised toward their child's tuition. For example, if a family is able to raise \$1,000 in fundraising dollars, they will receive a credit to their account of \$500.

**SPECIAL NOTE:** Due to IRS regulations parent(s) may be issued a 1099 form for the amount of tuition that is deducted due to direct fundraising.

## **School Calendar**

New Heights Academy generally follows the calendar for the Forsyth County school system with some adjustments as needed. The school year runs August – May Monday – Friday from 8:45AM – 3:00PM each day.

## **Drop off and Pick Up Time**

Students can be dropped at school 5 minutes before school each morning. The school building will not be open to accept students before this (according to the school office clock) unless that student is part of the before care program. It is important to drop your child off on-time every day. Excessive tardiness is disruptive for the students and staff and also impedes the learning of our students.

Students should be picked up on time every afternoon. Families are expected to inform a school staff member in advance if this timeline cannot be met.

## **School Closing**

New Heights Academy will announce school closings or delays via email/text/Facebook page. Parents will need to go to these sources to confirm if school is in session, dismissing early or closing before the regular end of the school day. New Heights Academy will follow Forsyth County for weather related school closings.

## **Food Policy**

Food will not be provided at New Heights Academy. This includes breakfast, lunch, and snacks. Please try to make sure that your child has a balanced breakfast before coming to school. We encourage you to send your child to school with healthy snacks that enable your child to be at their optimal learning level throughout the school day. It is your responsibility

to send lunch with your child every day. Please remember that at New Heights Academy we don't have the facilities available to provide meals or snacks for your child.

These food items are not permitted at New Heights Academy:

1. No soft drinks
2. Candy/Gum

Please be aware that we may have some students at our school with food allergies. We strongly encourage parents to become aware of what their children eat and how it affects their health, behavior, and academic performance.

## Health Information

### Immunization Policy

*State law requires that all children in elementary and middle school must have an updated Georgia Certificate of Immunization.*

*Immunizations are required for measles, rubella, tetanus, diphtheria, polio, mumps, whooping cough and hepatitis B. Georgia DHR Form 3231 is acceptable for students in pre-kindergarten programs; the Georgia DHR Form 3231, Certificate of Immunization, must be used for students in grades K-12. A local health department computer-generated form is acceptable.*

*For entrance into the sixth grade, each student must have at least one additional dose of MMR vaccine. Georgia DHR Form 3189 is acceptable for showing this additional immunization.*

New Heights Academy respects the right of parents to make decisions concerning the vaccination of their children. The school does not discriminate against children who have not been vaccinated. Every child **MUST** have immunization paperwork that is in compliance with state law. We will be happy to help you to obtain the necessary paperwork in order to be in compliance with this law.

### Illness and Medication Policy

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be notified to pick the child up. The school does not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

New Heights Academy will only administer medicine to a student who has an official note on file, describing the prescribed medicine, the required dosage, and the required frequency.

Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept away from the classroom and administered by the school's staff.

Students with over the counter medicine or supplements must also bring their medicine/supplements to the office along with a note from their parent describing the required dosage and frequency. All medication/supplements must be checked into the front office. Supplements will be kept away from the classroom and administered by the school's staff.

It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs, we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.

If a child is sick in the morning, the school expects him/her to stay home for the day. If your child has a fever, please do not give them fever-reducing medicine and send them to school. If your child is running a fever, then they are probably contagious and could spread their illness to others.

Please call the school in the morning to inform the school of the child's absence if they will be out. In addition to the phone, please send a note informing the school of the reason for your child's absence. A note or an email from the parent is REQUIRED for any absence. It is the parent's responsibility to notify the school if a student will be absent more than one day in a row. If there is a matter with your child or family that will affect your child's ability to be at school, please notify the school staff in writing. As a required reporter, New Heights Academy is obligated to report excessive or unexcused absenteeism so if this issue should arise please contact school staff to ensure there is an excuse note on file for your child.

## Transportation

Parents must provide contact information for any person authorized to pick up their student. STUDENTS WILL ONLY BE RELEASED TO PEOPLE ON THE AUTHORIZATION LIST. Please make sure authorized persons bring identification when picking up the student.

Parents are expected to pick their children up in a timely manner at the end of each school day. Families are expected to inform a school staff member in advance if this timeline cannot be met.

***If a student remains at school past dismissal without prior arrangements or if the student is not enrolled in after care or tutoring, families will be charged \$1 per minute to compensate the staff member who must stay after school and watch over the child.***

These charges will be based upon the time indicated on the school office clock and are not negotiable. We really hope to not have to enforce this policy, so PLEASE let us know if you are unable to pick your child up on time. Please remember to be respectful of the staff's time so that they can have the time to be prepared every day for your child.

## Emergency Drill Procedures

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must proceed directly to the designated area and wait for instructions.

In the event of a tornado warning, the staff will be responsible for communicating directly with students about the impending danger. Students will be escorted to the designated area in the school building and will remain in this area until the tornado warning is over. Staff will use reasonable judgment in implementing this policy.

## Procedure for Parent/Guardian Concerns

If a parent has a concern or disagreement, they should schedule an appointment to discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion. Parents will not be allowed to address concerns with teachers during instructional time.

If there is a matter you would like to address at pick up time, please notify the school staff. Staff may need to ensure that all other students are picked up before they are able to meet with a parent at pick up time, especially if that conversation should be done in private. Please be conscious of the subject you would like to discuss and notify staff if you need to have a moment of their time in private.

# Code of Conduct

## Dress Code Policy

New Heights Academy does not require our students to wear uniforms. Students are able to wear clothing they feel comfortable in so they can be at their optimal learning level. Students are able to wear graphic t shirts as long as they are not offensive or disruptive to other students. Clothing should not be tight or inappropriate for school. Parents will be contacted if the student arrives in inappropriate clothing. Shoes should be appropriate for play outside. Students in flip flops may bring tennis shoes but student will not be allowed to do running games in flip flops. Please make sure your child brings a coat for cold days in case the students go outside. Students will receive a school t shirt at the beginning of the year which they can wear at any time. School shirt will ***BE REQUIRED TO WEAR FOR FIELD TRIPS.*** Please see any field trip permission slips for instructions.

## Personal Belongings

Students may bring toys or electronics to school as long as they are put away when the student is asked – and are appropriate for a school environment. PARENTS UNDERSTAND THAT THE SCHOOL CANNOT BE HELD LIABLE FOR ANY PERSONAL BELONGINGS INCLUDING PHONES OR IPADS. Parents allow students to bring these items at their own risk. Students are not allowed to make phone calls, surf the internet, do personal emails or be on You Tube without direct teacher supervision. Games of a violent nature are not allowed at school even on a student's personal device. Any student not following the rules will not be allowed to bring these items to school.

## Weapons

Weapons of ANY sort – toy or otherwise-- will **NOT** be tolerated at New Heights Academy. Parents need to be sure these types of toys are not in their child's backpack. Bringing weapons on to school property could result in expulsion of your student. Expulsion due to weapons on campus will NOT release parents from financial obligation to New Heights Academy for the school year.

## Harassment/Bullying

Any form of harassment or bullying will ***NOT*** be tolerated at New Heights Academy. Any incidents will be handled by the staff and parents will be notified. Unresolved or continuous problems may result in expulsion.

## Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” After a report has been filed, school staff members are prohibited from discussing the details of the report with parents or any other party. Moreover, the school will not receive feedback or follow-up from the reporting agency once a report has been filed.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and commits a misdemeanor. Falsely reporting information is also a misdemeanor.

## Discipline Policy

Behavior intervention plans, if needed, will be individualized for each student. For safety reasons, certain behaviors cannot be tolerated at New Heights Academy, and will require intervention from school staff and parents. The following outline will describe behaviors that require intervention.

### Intervention Behaviors (requires parent-teacher conference):

1. -Screaming
2. -Sensory overload
3. -Perseverative behaviors that interfere with class such as noises or singing
4. -Wandering out of the classroom
5. -Continuous issues with distractibility that are interfering with learning

### Behaviors that Require a Parent Pick-Up:

1. Behavior that continues even after interventions have been tried and affects the safety of the child, other children, and/or staff. Some of these behaviors may include:
2. -fighting with another student or staff member
3. -inappropriate language
4. -continuous noncompliance
5. -Aggressive behaviors to include self-injury, property damage, staff injury

### Expulsion Behaviors:

1. Aggressive behaviors
2. Bringing a weapon to school
3. Sexual assault
4. Drugs and alcohol

*Repeated behaviors that require a parent pick-up and have not responded to multiple interventions.*



*New Heights Academy reserves the right to add to or change this list at any time*

Parents need to be sure they have read and understand the behavior policy. Any time a student is exhibiting behaviors that could injure themselves, staff, other students or damage school property, staff will call the parent to notify them that they need to pick up their child. The student will need to have a written behavior intervention plan in place if the student does not have one. A behavior plan will be required before the student can return to school. The student's strategies in his or her intervention plan must be able to de-escalate the behavior in order for the student to remain at New Heights Academy. Students that have displayed any aggressive behaviors may be required to have additional staff support in order to return to school. This additional support will be billed to the parent if it is determined that is what is needed for a student to return to school. The cost of this will be determined and be in writing in the student's behavior plan.

Parents need to understand that New Heights Academy is not staffed to deal with severe or aggressive behavior problems. Parents will be required to sign an acknowledgement that they understand and agree to all parts of this behavior policy.

# Academic Policy

## Academic Overview

The academic program at New Heights Academy is designed to challenge every student while providing the accommodations needed for success. The school's curriculum is based upon the Core Curriculum and Georgia Performance Standards but then again is tailored to meet the needs of the individual student. The class will work as a whole on math and reading with each child or groups of children working on an individual curriculum based on their needs. The academic program is geared towards constant assessments and making changes as needed to meet the needs of the students.

## Reading

During Reading instruction, students focus on the following:

1. Decoding skills
2. Vocabulary development
3. Fluency and reading with expression
4. Reading comprehension with a variety of genres

## Language Arts

During the Language Arts class, students focus on the following:

1. Grammar and mechanics
2. Spelling
3. Fluency and organization in written expression with a variety of genres
4. Creativity in writing
5. Research skills

## Mathematics

The mathematics class focuses on developing the students' foundational computational and problem-solving skills necessary for their future success in math. At the beginning of the year, students are assessed to identify areas of concerns in their mathematic abilities, and instruction is geared to reviewing the necessary concepts and skills.

As teachers progress through the mathematics curriculum, there is the constant spiraling of material. Teachers use a variety of instructional approaches in teaching mathematics, including the use of manipulatives, chants and rhymes, daily drills, games, and mathematics technology.

## Science



Developing students with experience in scientific inquiry, problem solving, and reference skills is an essential part of the science curriculum at New Heights Academy. Activities, experiments, and real-life application will be used to help students learn the science curriculum.

## **Social Studies**

Geography skills are an important component of the Social Studies curriculum at New Heights Academy. Geography skills will be taught in all grades. The rest of the curriculum is based off of the Georgia Performance Standards. A variety of instructional strategies are used in familiarizing the students with the social studies curriculum.

## **Attendance Policy**

Daily attendance at school is important for the student's academic success. Absences and tardiness are expected, however please keep them to a minimum and communicate with staff members whenever a situation should arise. New Heights Academy takes pride in being flexible to provide an optimal learning environment for the students. If a student is having a matter that is making it difficult for the student to be at school or be on time to school, please communicate with the staff so a plan can be put in place.

Excessive tardiness and/or absences without communicating with the staff may result in the student not being offered re-admittance at the beginning of the new school year.

## **Homework Policy**

At New Heights Academy, we believe homework is important for daily practice of new and previously learned skills. It also helps with retention of these skills and encourages students to learn responsibility for their own education. Homework is given 1-4 days out of the week and it is important that the student completes it. Homework is not busywork and should not take the student hours to complete. Homework will consist of reading, practice of daily math skill (usually consisting of 5 – 10 problems), and possibly language arts, science, or social studies. Homework will be individualized based on the student's needs and skill level.

## **Grading/Report Cards**

Students at New Heights Academy will be graded based upon academic performance. The staff, parents, and students must work together to help with student achievement. Four reports cards will be distributed throughout the school year. Grading periods are long enough to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students' grades and assess their skill levels. The grading scale will be as such:

A	90-100
B	80-89
C	70-79
D	Below 69

## **Evaluation Tools**

New Heights Academy believes that there needs to be a wide array of assessments including school-developed assessments to track specific skills and learning as well as state exams to ensure that students are meeting all state standards. New Heights Academy measures the impact and success of its academic programs utilizing several forms of evaluation and assessment. Evaluation and assessment are conducted on a daily, weekly, quarterly, and annual basis in all curriculum areas.

Teachers also develop their own pre- and post-assessments to determine what skills each student has mastered and what skills need to be worked on. The staff does daily formal and informal assessments to check progress on skills being taught and on retention of previously learned skills. We believe that we need to use a variety of assessment tools to have a solid understanding of each student's academic progress and functioning level.

## **Computer/ Internet Usage**

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, computer privileges depend on students using the technology in a responsible, ethical, and legal manner. A student may not:

1. Use the Internet for any illegal purpose;
2. Use profane, obscene, impolite or abusive language;
3. Change computer files that do not belong to the user;
4. Violate someone else's privacy;
5. Share his/her password with anyone except adults at the school.

Students must also observe classroom rules set by their teachers for computer usage in the classroom. Students are not allowed to randomly surf the Internet, play violent video games and must be on appropriate sites if on You Tube. Students must be supervised if You Tube is being used.

## **Textbooks and school owned instructional materials**

The school will provide each student with a variety of textbooks and instructional materials (including workbooks, magazines, journals, books, etc.). It is the responsibility of each student to keep up with their textbooks and instructional materials borrowed from the school. The school has a very limited budget for funding such instructional materials; therefore, parents of students who lose or damage any of these materials will be charged the appropriate replacement costs and will be expected to pay these charges promptly.

## Outstanding Fees

Students may be subject to fees for a variety of reasons, including but not limited to: lost or damaged textbooks or instructional materials or childcare fees related to tardy pick-ups. As a general rule, parents have up to 30 days to pay any outstanding fees. Report cards will not be issued to students with outstanding fees. Students with outstanding fees may also be denied re-admittance at the beginning of a new school year until all outstanding fees are paid.

Accounts that are past due are subject to finance charges of 20% per year. In the event tuition payments are past due and the parent has not planned with the school staff, the student will be disenrolled from New Heights Academy. Re-admittance would depend on classroom availability and would require the account to be settled in full for the current year and any future school year terms would have to be paid in full before the start of the school year. We truly hope this is not a policy we would ever have to enforce and again encourage parents to contact school staff should the potential for this situation arise so an agreement can be worked out.

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## *Handbook Acknowledgement*

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Date MM/DD/YYYY	Student's Full Name

I acknowledge that I have read this handbook and reviewed it with my student (s). I acknowledge that I/we accept the terms in this handbook and will work with the staff at New Heights Academy to resolve any issues that may arise during the school year. I have read and reviewed the Handbook Overview Form. I understand this is just the highlights of the information in the handbook and that by signing this form I acknowledge that I have read the entire handbook and agree with all stated policies.

Print Parent Full Name	Signature	Date MM/DD/YYYY
1.		
2.		

## Behavior Policy Acknowledgement

Date MM/DD/YYYY	Student's Full Name	Grade Level



Check What Applies

Does this student require a behavior plan at this time?	Yes	No
Date behavior plan implemented if needed at a later date	Date: MM/DD/YYYY	

Parent Name:	1.  2.
Home Address:	
Phone Number:	Home: Cell:
Email:	

As the Parent(s) of \_\_\_\_\_, I acknowledge that I have read and understand the behavior policy at New Heights Academy. I understand that the team (parents and school staff) will do everything possible to find strategies to help my child(ren) if needed. I understand that the school is not staffed to handle students with continuous issues that do not respond to interventions and that I may need to pick up my child from school if his or her behavior requires this based on the behavior policy of the school. I understand that New Heights Academy is not staffed to handle students with aggressive

behaviors and agree to forming a behavior plan and all of the policies involved should the need arise.

I have read the attached copy of the behavior policy. I understand and agree to the behavior policy at New Heights Academy.

Print Parent Full Name	Signature	Date MM/DD/YYYY
1.		
2.		

**THIS FORM MUST BE SIGNED BY BOTH PARENTS!**