



1690 Main St.

"We All Go To College"

Scholar Handbook

For Scholars, Parents, and Guardians

2020-2021

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Scholars, Parents and Guardians,

The policies and procedures provided in this Handbook are designed to help the school run smoothly so that you will have a successful year at New Heights Charter School of Brockton. The information provided should be used as a guideline in understanding certain rights, responsibilities and acceptable standards of behavior. Please read the Handbook carefully and contact the Head of School or teachers with any questions. All policies, procedures, rules, and requirements are written in compliance with federal, state, and local education authorities. Best wishes for a positive and productive school year!

Appreciatively,

Omari Walker
Executive Director/Principal
New Heights Charter School of Brockton

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MISSION STATEMENT

To Prepare our Scholars for College. Period.

VISION STATEMENT

We envision a future where NHCSB is a national model of excellence for education innovation. We will achieve this vision by focusing on pedagogy, culture, and our early college model. Our focus on leadership, social justice education, and a culturally responsive curriculum drive our pedagogy. Our curriculum elevates our Scholars' learning beyond the traditional k-12 model, including opportunities to complete increasing numbers of college courses. Our school culture reflects our diverse scholar body, drawing upon our Scholars' various perspectives, experiences, and backgrounds in order to galvanize our community. The NHCSB team is united in our efforts to support our Scholars' learning, together, while also engaging in continuous growth as educators, innovators, and leaders in the field of education. NHCSB is committed to our stakeholders, envisioning a school that is academically comprehensive, socially and emotionally responsive, and above all, a gathering place for agents of change. Our Early College model expands opportunity for all of our Scholars by preparing them for college – socially, emotionally, and motivationally. In the future, NHCSB graduates will be entering the workforce with college diplomas and professional goals, graduating from four-year degree programs, joining graduate programs, and accepting leadership positions in their communities.

CORE VALUES

Unwavering belief in the ability of every scholar as an Early College Scholar- Our mission is predicated on the belief that all children are capable and worthy of earning college credits while attending our high school. Every scholar has the opportunity to earn a minimum of 12 college credits while enrolled at New Heights and regardless of external circumstances, we approach every child with the understanding that he/she can achieve this goal. This serves as the foundation of our school culture as it grounds our entire community in the consistent understanding that we are working with college-going Scholars.

Personal responsibility- Achieving a common goal requires that we all lead by example and take responsibility for our own actions. It also requires that we all feel personally responsible for the success of one another, including Scholars, colleagues and the greater organization. In order to achieve excellence, we maintain a “no excuses” culture where the only appropriate response during challenging times is to take initiative, empower each other, and work together towards developing effective, long-term solutions.

Shared leadership- At New Heights Charter School of Brockton, we believe that the wisdom of the group is greater than that of the individual. Open and honest communication is encouraged and celebrated, and individuals understand that they are simply one part of the greater whole. Different viewpoints, creativity, and innovation are expected and respected.

Growth mindset- At New Heights, the growth never stops. We embrace challenges, encourage healthy risk taking, and recognize that mistakes are learning opportunities. We believe that when members of our community model what it looks like to engage in their own learning and practice self reflection, everyone reaps the benefits. We are a community of lifelong learners where the desire to continually improve in the pursuit of excellence is an integral part of what we do at all levels of the organization and beyond.

High impact teaching and learning- At New Heights we actively seek and value scholar voice, get to know what motivates our learners, and use that knowledge to personalize learning experiences that make learning more meaningful. We consistently adjust our practice based on scholar learning data and the ongoing assessment of scholar needs, both academic and social-emotional. We believe that in order to attain the highest possible impact on scholar learning we must teach the whole child.

Respect for diversity and commitment to social justice- At New Heights, we respect and honor all community members, their diverse backgrounds, knowledge, and experiences. We affirm the unique perspectives and experiences of all members of our community by acknowledging and valuing their voices. We affirm the backgrounds of our community members by standing against any form of discrimination, prejudice, injustice and insensitivity whenever and wherever it occurs.

NON-DISCRIMINATION STATEMENT

“In compliance with requirements by the Federal government (Title IX of the Education amendments of 1972, section 504 of the Federal Rehabilitation Act of 1973, and the implementing regulations) and the Massachusetts State Government (Chapter 622 of the Acts of 1971, and the implementing regulations) New Heights Charter School of Brockton shall prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, or sexual orientation, in regard to hiring practices by any and all schools and department and also in regard to scholar admission to school, courses of study, activities, and any other opportunities for Scholars made available within the New Heights Charter School.”

In addition, New Heights Charter School of Brockton does not discriminate on the basis of gender identity, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English Language or a foreign language, homelessness, or a prior academic achievement.

IMPORTANT PHONE NUMBERS

Main Office (Absences, Busing, etc.):	508-857-4633
Main Office Fax:	508-510-6434
Nurse Office Fax:	508-510-3354

SCHOOL HOURS

School Hours 7:40 a.m. - 3:27 p.m. (Friday dismissal is at 12:45 p.m.)

Scholars are expected to be in their Advisory no later than 7:40 a.m. Scholars arriving after 7:45 a.m. will be considered tardy to school. A meeting will be scheduled with the scholar and parent should excessive tardiness occur. Excessive tardiness (9) in a term will result in a meeting with the parent and scholar.

Virtual Learning Bell Schedule

Virtual Learning Schedule

Classes start on Monday, September 14

Mon-Thurs, students can log in synchronously/asynchronously

Morning Meeting		7:40am
Period 1		8:45-9:30am
Period 2		9:40-10:25
Community/Lunch		10:30-11:59 *students can choose a club/activity or log off computer
Period 4		12:00-12:45
Period 5		12:55-1:40
Period 6		1:50-2:35
Period 7		2:45-3:30

*On Fridays, students will work asynchronously.

Check Google Classroom for posted assignments!

There will be an Office Hour with all teachers from 10:40-11:40am*

Synchronous lessons refer to Scholars and instructors collaborating live and learning at the same place at the same time. This includes live learning opportunities on Zoom where Scholars can communicate and engage with tasks together in a collaborative manner.

Asynchronous lessons refer to Scholars participating in a scholar-centered teaching method where they are learning independently. They will access their tasks on Google Classroom and complete all assignments in a self-paced manner. Scholars will **not** have the opportunity to communicate live with instructors and peers through this model.

TRANSPORTATION

All Scholars who are approved and qualify for school transportation will be assigned a bus for pick up as well as drop off. For questions regarding bussing, please call the main office at: 508-857-4633. If at anytime you need to contact the bus company directly please call the following numbers:

Brockton: (508) 599- 5048, Randolph: (781) 961-3824, Taunton: (508) 587-1336

ATTEND TODAY, ACHIEVE TOMORROW! ATTENDANCE MATTERS.

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, and avoid risky behavior and situations.

ATTENDANCE POLICY

According to the Department of Elementary and Secondary Education's (DESE) preexisting attendance policy, **a scholar must be at school, at a school related activity, or receiving academic instruction for at least half the school day to be counted as present.** If a scholar is going to be absent, a parent/guardian is instructed to call the school as early as possible but no later than 7:30 AM to inform the school of the scholar's absence and the reason for such absence. A scholar is considered absent with excuse when the scholar's family has contacted the school regarding the absence and provided a doctor's note for illness or a parent note indicating a family emergency or religious observance took place. All other absences will be considered unexcused, including but not limited to family vacation, participation at sports tournaments, attendance at entertainment events, or when the family has not contacted the school with a satisfactory reason.

Scholars who are absent from school cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the school has given advance permission. According to M.G.L. c. 76 and c. 72, § 8, all Scholars under 16 are expected to be in school. NHCSB operates in compliance with Department of Transitional Assistance requests and requirements.

Please note that Scholars are afforded rights under Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") should their absences be related to a disabling condition.

Deans of Scholars will send home a letter informing the Scholar and family if there has been **10 or more absences in a Semester.**

- A meeting will be scheduled to take place between the Scholar, his/her family, and the Principal and/or Dean of Scholars.

- An Attendance Action Plan may be put in place.
- If a Scholar Is absent 8 times in a semester, he or she may be referred to the court system for assistance (Child Requiring Assistance/CRA)

EXCUSED VS. UNEXCUSED

Work will not be provided in advance of unexcused absences. Any class work or homework missed during an unexcused absence *may* be counted as a zero. Minor and major assessments may be eligible to make up at the discretion of the Associate Principal of Teaching and Learning. Acceptable reasons for excused absences, tardies, and dismissals include:

- A verified medical appointment or illness: Note: Medical notes from Doctors must indicate that the child was seen at the Doctor's office on the day of absence. (Note: Dr.'s notes must be turned in within 5 days of the absence)
- The death of a family member (parent, sibling, grandparent, aunt, uncle, cousin)
- Religious holidays
- Legal obligation such as court appearance – verified with copy of summons
- Absences approved by the Associate Principal of scholar Affairs

FAMILY VACATIONS

Parents/Guardians should be aware that when they enroll their child at NHCSB, they are committing to following our school calendar. Family vacations should be scheduled during designated school breaks ONLY.

PERIOD ATTENDANCE

When a scholar is in school, they must attend all scheduled classes. Scholars who are not present in class within the first 10 minutes of the start of class will be marked absent unexcused unless they bring the teacher a signed note or pass from a staff member which indicates that said scholar had permission to be elsewhere at that time.

REMOTE LEARNING ATTENDANCE

Scholars are expected to enter synchronous zoom classes using their first and last names in order to gain admittance. Scholars are also expected to attend all classes on time. Each class will have an attendance assignment posted in the google classroom which Scholars must complete **within the first 10 minutes** of the scheduled class time. After ten minutes, Scholars will not be admitted into synchronous Zoom classes. Scholars who choose to complete the asynchronous work are still expected to complete the attendance form within the first 10 minutes of the start of their scheduled class. It is important to note that Scholars should be highly encouraged to attend all synchronous classes unless extenuating circumstances exist. Any child who fails to attend two or more classes for a subject area during any given week will have a teacher call his/her family to report these absences. After the third class absence, a referral will be made to the Dean of Scholars.

DAILY REMOTE ATTENDANCE

Daily remote attendance will be taken at the conclusion of each school day. Staff will review all attendance sheets and Scholars who have missed 3 or more classes in any given day will be marked Remote Absent and families will receive a phone call to report the daily absence by 5pm. It is important to note that all absences are reported to the state and that 20 or more absences may result in grade retention.

EARLY DISMISSAL

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible. A guardian must contact the school in advance and provide a signed note for early dismissal. In addition, the parent or guardian must sign the Scholar out with the Main Office before removing them from school grounds. Scholars ***will not be dismissed unless the parent or guardian has physically come into the Main Office.*** We also ask that doctor and dentist appointments be limited to non-school hours to avoid requiring Scholars to miss class time. Families are encouraged to consider the class period start and ending times when determining early dismissal requests.

*Scholars who repeatedly miss the same classes as a result of early dismissals may be required to make up missed class time and may earn full-day absences as a result.

Guidelines and Restrictions

- Scholars can only be dismissed by a parent/guardian as reflected in PowerSchool.
- Main office clerk will check PowerSchool to determine if the person is listed as a designated contact.
 - A designated contact is either a parent/guardian or emergency contact.
 - Emergency Contacts cannot pick up a Scholar without communication from the parent. Designated contact, which is the Parent/Guardian and/or Emergency contact, MUST show an ID when dismissing a Scholar from school.
- If a person other than a designated contact in PowerSchool is picking up a Scholar, a note from the parent/guardian must have been submitted to the main office at the start of school by the Scholar.
 - If no note was submitted, the parent/guardian **must be** contacted via telephone to ensure that this person has permission to pick up on that day.
 - A photocopy of this person's ID will be taken and filed in a binder along with the Scholar's name, date of dismissal, and parent/guardian that was contacted.
- Person dismissing the Scholar will sign out in the dismissal log

AFTER SCHOOL CLUBS AND ACTIVITIES

NHCSB clubs and activities will run each day from 3:40 - 4:45 p.m. An Administrator will remain after school with Scholars until parent(s) arrives for scholar pickup. If Scholars are not picked up on time, it will impact their ability to attend after school activities in the future. After school clubs and activities will be suspended until further notice.

scholar PARKING ON NHCSB PROPERTY

Scholars who park cars or other motorized vehicles on the NHCSB campus must obtain a parking permit from the NHCSB office. Parking permits are granted on a space available basis, but priority is given to Scholars with special circumstances, as determined by the Associate Principal of scholar Affairs.

- Scholars must provide a copy of a valid Massachusetts operator's license and proof of automobile insurance.
- Scholars may not go to the parking lot during school hours without permission from NHCSB staff.
- Loitering is not allowed in the parking area. Scholars are required to leave school grounds immediately at the close of school. Violation of the loitering policy may result in the suspension of parking privileges.
- The speed limit for all NHCSB grounds is 10 m.p.h.
- Parking permits may be revoked for disciplinary reasons at the discretion of the NHCSB administration.
- Disciplinary action may be taken for violations of parking guidelines.

Vehicles parked on NHCSB property are under the jurisdiction of NHCSB. NHCSB reserves the right to search any vehicle if reasonable suspicion exists to do so. Scholars have full responsibility for the security of their vehicles and should make certain they are locked and that the keys are not given to others. Scholars will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and/or weapons that are found in their cars and will be subject to disciplinary action. Violations of any of the preceding rules can result in suspension of parking privileges. Illegal parking may result in the vehicle being ticketed and/or being towed away at the Scholar's and/or owner's expense. Unsafe operation of a vehicle may result in a fine and/or suspension of parking privileges.

SCHOOLWIDE ROUTINES AND EXPECTATIONS

UNIFORMS

New Heights Charter School requires all Scholars to be in full dress code for the entire school day. Scholars who are out of dress code will be sent directly to Deans of Scholars. If the situation cannot be rectified, the scholar will remain in the R&R for the day.

FOOD AND BEVERAGES

IMPORTANT: NHCSB has made a commitment to follow nut-free guidelines for the safety and health of all our Scholars. **We are a peanut-free school.**



There is no food or gum chewing allowed in the classrooms at NHCSB. No food or beverages may be kept near scholar chromebooks at any point in time. Scholars with medical conditions should be referred to the nurse or principal for further inquiry. Water is the only beverage that

may be consumed at times other than Scholars' designated lunch times. Water may be consumed throughout the day, but must be stored in a completely clear container.

Beverages other than water should only be consumed during lunch and must stay in the cafeteria. Scholars will be asked to discard beverages other than water if they are seen in the building at any time other than lunch. Scholars are not allowed to bring in any beverages from outside restaurants or convenient stores into the building in the a.m. or any other time of day (i.e. Dunkin Donuts, Slushies from Cumberland Farms, etc.). Staff members reserve the right to confiscate and discard food or beverage items if Scholars are not following school-wide rules and expectations.

Unless a classroom teacher has designated a specific time that food is to be eaten in the classroom for a specific purpose and has checked in with administration for approval, food is not to be eaten in the classroom. Scholars will be asked to discard food or store it in their backpack at the end of lunch. Scholars have the option of eating breakfast and lunch (free of charge) each day. If a parent/guardian chooses to bring in lunch, it must be before your scholar's designated lunch time. If it is after the scheduled lunch time, food will be held in the main office for your Scholar until the end of the day and your Scholar will be advised to eat a school lunch that day. Parents and Scholars are not allowed to order lunch to school from an outside restaurant. Attempting to do so will result in the food being left at the front desk to the end of the day. Although we would like to encourage birthday/holiday celebrations, for safety reasons, we do not allow food into school to be shared with other Scholars. If food is brought in, it will be held at the front office until the end of the school day.

CELL PHONES AND ELECTRONIC DEVICES

It is our aim to minimize distractions and increase Scholar focus and attention on learning during school hours. Therefore, we have a **no cell phone** policy for all Scholars in grades 6-10.. The expectation is that cell phones and all other personal electronics/devices are turned off and put away from the moment Scholars enter the school building until dismissal, after Scholars have exited the building. (This includes, but is not limited to: cell phones, Smart Watches, headphones/earbuds, gaming devices, personal computers, tablets, etc.) NHCSB is not liable for any damage or theft of personal electronic devices that are brought to the NHCSB or MCC Campuses. **At NHCSB, we take our commitment to learning seriously.** If a cell phone and/or personal device/electronic is seen by a staff member, the cell phone and/or personal electronic/device will be confiscated, given to the Scholar's grade level Dean of Scholars and a detention will be issued. Scholars may pick up their cell phone at the main desk at the end of the day. If a Scholar refuses to turn in his/her cell phone and/or personal electronic/device, he/she will be referred to R&R, and further consequences will ensue. Any Scholars who have more than 3 cell phone/personal electronics violations per quarter will be required to turn in their cell phones and/or personal devices to their grade level Dean of Scholars upon entering the school building each day for a minimum of 30 days.

HEADPHONES AND EARBUDS

Use of headphones/earbuds are prohibited during the school day, unless explicit permission has been given by the classroom instructor. Scholars are expected to immediately remove all headphones upon entering any classroom and when the teacher has signaled the attention of the

class. Scholars are not allowed to use headphones during passing/transition periods. There may be occasions when teachers permit Scholars to use headphones. They must be put away prior to leaving the classroom for any reason.

SCHOOL SAFETY

PREMISES SAFETY AND SECURITY

An environment that is predictable, safe, and conducive to learning is a high priority at NHCSB and requires effort and commitment on the part of everyone working and studying in the school. To help establish and maintain this environment, the following policy will be enforced:

- Signs are posted at all entrances alerting visitors to report to the main entrance security station immediately upon entering the building.
- “No Trespassing” signs are posted in appropriate locations outside of all school buildings. Failure by trespassers to leave the school building or school grounds when requested will result in an immediate call/report to the police department.
- All doors are kept locked from the outside.
- All Scholars, teachers, and administrators will be constantly on alert to the possibility of a stranger entering the building. Any persons suspected of not belonging in the school building will immediately be reported to the office.
- All visitors must enter through the main entrance of the building and check in at the main office. All visitors are required to show a valid state or federal-issued ID card. NHCSB reserves the right to deny admittance to any visitors.
- Members of the administration team will routinely monitor the halls before and during the school day reporting any potential problems to the main office.
- Administrators will maintain a high visibility both inside and outside the building, concentrating particularly in the period of time just before school, just after school and at lunchtime.
- All school personnel, as well as Scholars, will report all instances of vandalism to the Associate Principal of scholar Affairs, who will direct the appropriate personnel to correct the problem. Every effort will continue to be made to identify the culprit(s) and to seek restitution.
- The school facilities have surveillance cameras installed throughout the grounds.

ACCEPTABLE USE OF CHROMEBOOKS AND TECHNOLOGY POLICY

New Heights Charter School of Brockton (NHCSB) maintains a wide variety of electronic devices and operates a full-time internal and external network (hereafter “NHCSB network”) to allow such devices to connect to each other and to the Internet. This network is designed for teachers, staff, Scholars, administrators and elected officials for the purpose of advancing learning and providing a reliable means of digital communication. This Acceptable Use Policy (AUP) applies to any device owned by NHCSB, or any use of the NHCSB network, whether that

use is on school grounds or in another location. Monitoring of anyone using the NHCSB network may be conducted at any time to assure compliance with state and federal laws, and this AUP. All persons who use the NHCSB network or any technology in the New Heights Charter School are required to have first signed an AUP Agreement, to be kept on file in the office of the Human Resources (staff) or school offices (all others). There is no charge for school-based use of the NHCSB network or NHCSB-owned electronic resources. The AUP Agreement is a legally binding document. Once signed, it will be valid for as long as the scholar attends, or staff member is employed by, the New Heights Charter School of Brockton. Retired staff members continuing to use the NHCSB network also continue to be bound by the expectations of this AUP. A scholar's parent or guardian may, at any time, request to have that permission withdrawn by stating so in writing to the scholar's building Principal. **The Executive Director or his/her designee may revoke the privileges of any user at any time due to violations of this policy.** No person will be permitted to use school-based technology resources without a signed AUP or guest-user agreement (for guest internet connection) on file. All email information on the NHCSB network falls under freedom of information regulations and may be archived by the New Heights Charter School of Brockton. Users of the NHCSB network should have no expectation of privacy. Parents are advised to provide personal supervision of the use of any Internet resources by their children. **Any use of Internet or technology resources that results in a disruption to the school environment is subject to school disciplinary policies.** By reading and signing the AUP, the subscriber (as well as any sponsor, parent, or guardian) acknowledges that s/he has read, understands, and will adhere to rules set forth in this policy.

Connection through the NHCSB Network

On a rapidly changing, globally connected network, it is impossible to restrict access only to materials that strictly support the educational mission of the NHCSB. Despite efforts by the NHCSB to block inappropriate content, an industrious user may discover inappropriate information or be contacted by persons intending harm. While network access and communication have become an integral part of modern education, these dangers still exist; ensuring the health and safety of scholar users is the responsibility of the adult community, including parents/guardians, teachers, administrators and staff members. The NHCSB and its representatives do not encourage or endorse access to inappropriate materials or undesirable persons. The NHCSB makes no warranties of any kind, whether expressed or implied, for the technology-related services it provides. NHCSB will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. New Heights Charter School of Brockton specifically denies any responsibility for the accuracy or quality of information obtained through its computer services. Any use of any network-access device, whether owned by NHCSB or not, and whether network access is made through the NHCSB network or not, that results in disruption of the classroom or schoolhouse learning environment will be subject to policies and rules established by the New Heights Charter School of Brockton. **The use of the NHCSB network connection is a privilege, not a right. NHCSB administrators will determine what constitutes inappropriate use and their decision will be final.** The system administrators may close an account at any time as required to enforce this policy. NHCSB administration, faculty, and staff may request that the system administrator deny, revoke, or suspend a specific user account if any conditions of this agreement has been

violated. All New Heights Charter School of Brockton Internet connections are compliant with the Child Internet Protection Act (CIPA). All terms and conditions as stated in this document are applicable to the use of any New Heights Charter School of Brockton technology resources. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Massachusetts, and the United States of America.

Acceptable Use Guide

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- a) To use resources you have not been specifically authorized to use.
- b) To use someone else's account and password or share your account and password with someone else. This includes but is not limited to any service offered by or in conjunction with the New Heights Charter School of Brockton (email, online-classroom environments, wikis, blogs, etc.)
- c) To access files, data or processes without authorization.
- d) To purposefully seek or exploit security flaws to gain access to restricted data or network content.
- e) To gain NHCSB network access for personal equipment not monitored by the NHCSB Technology Department without having signed the AUP agreement or a guest- access agreement.

Use computing and information technology resources only for their intended purpose. For example, it is a violation:

- a) To send forged email.
- b) To misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users.
- c) To use electronic resources for harassment, bullying or stalking of others.
- d) To send bomb threats or "hoax messages".
- e) To intercept or monitor any network communications not intended for you.
- f) To use computing or network resources for advertising or other commercial purposes.
- g) To attempt to circumvent security mechanisms.
- h) To use privileged access for other than official duties.
- i) To use former privileges after graduation, transfer or termination (not to apply to retirees who choose to maintain a NHCSB account upon retirement).
- j) Use the school technology resources for illegal activities
- k) Possession, viewing, sharing of any pornographic material in any medium (picture,

film, digital, print, etc.) including any stored on a portable storage device or cell phone is subject to prosecution under federal laws (18 U.S.C. §2256), 18 U.S.C. §2252, 18 U.S.C. §1466A. Please Note: Conviction under these laws leads to classification as a sex offender.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- a) To release a virus, worm or other “mal-ware” that damages or harms any system, network or device.
- b) To prevent others from accessing an authorized service.
- c) To attempt to deliberately degrade performance or deny service.
- d) To corrupt or misuse information.
- e) To alter or destroy information without authorization
- f) To make copies of licensed software except as allowed by the New Heights Charter School of Brockton Technology Department and not more than the license allows.

Abide by applicable laws and school policies and respect the intellectual property rights of others, including the legal use of copyrighted software or content. For example, it is a violation:

- a) To download, use or distribute pirated software, apps, or network connections.
- b) To operate or participate in pyramid schemes or other inappropriate and/or illegal financial practices.
- c) To upload, download, distribute or possess pornography (including pornographic images of oneself) in any way, including on personal devices brought into the school.

Respect the privacy and personal rights of others. For example, it is a violation:

- a) To tap a phone line or run a “network sniffer” without authorization.
- b) To access or copy another user's electronic mail, data, programs, or other files without permission.
- c) To access or attempt to access another individual's password or other personal data without explicit authorization.
- d) To record, videotape or photograph anyone in or on school grounds or a bus without the express permission of the scholar or staff member and the principal.
- e) Reveal personal information of teachers or other staff members online.
- f) Act as a representative of the New Heights Charter School of Brockton on-line unless the Executive Director gives you explicit permission to do so.

SCHOLAR CHROMEBOOK POLICY

NHCSB has a 1:1 technology ratio. Each scholar will be issued a school chromebook for their use during the school year. All Scholars are responsible for any damage incurred during this time. Upon receipt of the Chromebook, families can purchase insurance annually for a \$50 fee. This insurance will cover the repair should the Scholar accidentally damage the chromebook. In the event that another Chromebook is issued another fee of \$50 will be collected if the family wants to insure the newly issued chromebook. Should parents choose not to purchase the voluntary accident insurance the family is responsible for the replacement cost of the chromebook and software(\$280) before another one will be issued. Scholars and Teachers must report missing or broken/damaged chromebooks to the IT Department immediately. The IT

Department is responsible for investigating the matter and will determine whether or not the Scholar is responsible for restitution. The Dean of Scholars will notify the family regarding the incident that resulted in the damage of the chromebook and whether or not restitution is necessary. The IT Department manager will enter the incident into Dean's list for documentation purposes. The Dean of Scholars will provide the NHCSB Business Manager with a copy of the Dean's list report describing the incident. The Business Manager will create an invoice to be mailed home to the parent/guardian, along with the incident report.

BARK

Each Chromebook is monitored with Bark, a monitoring service which scans emails, chats, and files for signs of serious issues like suicidal ideation, threats of violence, cyberbullying, sexual content, and more. Chromebook users are generally unable to circumvent our monitoring service because the browser is native to the device.

ACADEMIC POLICY

PROMOTION REQUIREMENTS

Scholars who have failed **two or more** core content classes (science, math, English, history) for the year may be retained, at the determination of the Principal. In Grades 9 through 12, in order to be eligible for promotion to the next grade classification, Scholars must have earned a minimum number of units, as specified below. Note: Scholars must be enrolled in at least one English and one Math course each of the four years of high school.

Freshman to Sophomore	5 credits
Sophomore to Junior	10 credits
Junior to Senior	16 credits
Senior to Graduation	22 credits total

WHOLE-GRADE ACCELERATION

NHCSB Scholars are accelerated in order to provide them with a learning environment which best suits their knowledge, skills, and abilities. Scholars are accelerated in order to streamline and shorten their course of study by one or more years and to focus attention on the Early College courses needed to complete an Associates Degree upon graduation from New Heights Charter School. The Scholar must be on track to complete all high school and college coursework on an accelerated pathway to be considered for whole-grade acceleration.

GRADUATION REQUIREMENTS

In accordance with the state requirements, as well as with what the community believes to be in the best interest of Scholars, New Heights Charter School has established graduation

requirements that every enrolled scholar must meet prior to receiving a diploma. Courses are scheduled each year to give each scholar the opportunity to earn credits in the following areas:

English	4 Units
Math	3 Units
Social Studies	3 Units
Science	3 Units
Core Electives	5 Units
Foreign Language	2 Units
PE/Wellness	4 Units

As well as meeting all local graduation requirements, the Commonwealth of Massachusetts requires all Scholars to pass the English/Language Arts, Math, and Science Technology and Engineering MCAS exams in order to receive a high school diploma. Scholars will have five opportunities during their high school years to pass the ELA and math MCAS and three in Science/Technology and Engineering.

- either meet or exceed a scaled score of 240 on both grade 10 MCAS English Language Arts and Mathematics tests OR meet or exceed a scaled score of 220 on both tests AND fulfill the requirements of an Educational Proficiency Plan (EPP)
- additionally, meet or exceed a scaled score of 220 on the Science and Technology/Engineering MCAS test

SCHEDULE CHANGE REQUEST

Scholars' schedules are designed to ensure that every child meets promotion requirements with necessary support. If a scholar has concerns regarding their schedule, they will need to make an appointment with the Academic Counselor through email or Google Classroom. Schedule changes will occur in the first 2 weeks of the school year or by request. Schedule changes will only be made for missing graduation requirements, addition/change in scholar services, counselor recommendation.

SCHOLAR ENROLLMENT

LOSING YOUR SEAT

If a Scholar fails to attend school for 10 consecutive days at the beginning of the school year and no successful contact has been made with parents/guardians despite reasonable efforts made by NHCSB Enrollment Coordinator or NHCSB staff, he/she will be unenrolled from New Heights.

SCHOLAR WITHDRAWAL PROCESS

Generally, only a custodial parent or a legally court appointed guardian can withdraw a NHCSB Scholar. The custodial parent/guardian must present a picture ID and in some instances, a certified copy of a court order. Verification will be made to ensure the individual is listed in the scholar's file as a custodial parent/guardian. The parent/guardian must sign the NHCSB Records Release and School Exit Forms in person with the Enrollment Coordinator. If possible, advanced notice from the parent/guardian should be given.

Once completed forms are received and financial obligations are cleared, the Enrollment Coordinator will notify the Scholar Transfer Committee (STC) immediately. The STC members include the Associate Principal of Guidance and Recruitment, Director of scholar Services, Academic Counselor, and School Nurse. Once notification is received, the appropriate STC member will contact the Scholar's parent/guardian within one business day for counsel. The NHCSB Enrollment Coordinator will contact middle school families. The Academic Counselor will contact high school families. The Director of scholar Services will contact any family whose Scholar is receiving Special Education or EL services. The School Nurse will disclose any health concerns to the STC or appropriate party, if deemed necessary. All correspondence will be documented in DeansList.

If a parent/guardian decides to relinquish the withdrawal process, they must be advised to notify the Enrollment Coordinator immediately. If the parent/guardian does not contact the Enrollment Coordinator, in writing or in-person, by the third business day, educational records will be released and the Scholar will be officially withdrawn. Once a Scholar is officially withdrawn, they are no longer a scholar at NHCSB and the Associate Principal of Scholar Affairs will finalize the withdrawal process. For re-admission, the Scholar must re-apply through the lottery process. All withdrawals will be documented by the Enrollment Coordinator for reporting purposes.

Scholars' ACADEMIC RESPONSIBILITIES AND EXPECTATIONS

- Respect the learning community and all members within the learning community.
- Work cooperatively with peers. Be inclusive, helpful, and kind.
- Learn and adhere to all school and classroom rituals and routines
- Always give **100% effort**
- Be prepared for class (checklist: pen/pencil, notebook, homework, chromebook, a growth mindset)
- Complete *all* of your assignments and submit them on time
- Record daily assignments in your google calendar
- Ask the teacher for clarification if you are confused about an assignment
- Manage your time effectively, in and out of school (Prep for Success class will help you with this!)

- Seek after school assistance when you are struggling with an assignment or your overall average is below 80%

GRADES ARE REPORTED THROUGH POWERSCHOOL, PROGRESS REPORTS, AND REPORT CARDS.

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

HONOR ROLL

Scholars will be recognized for their academic achievement at the end of each quarter. Honor Roll requires As and/or Bs and not more than one “C” in all courses.

High school Seniors will be recognized for the achievement based on a cumulative GPA at graduation.

- **Summa Cum Laude:** GPA 3.8 and up
- **Magna Cum Laude:** GPA 3.6-3.79
- **Cum Laude:** GPA 3.3-3.59
- **Honor Roll:** GPA 3.0-3.29



GRADE CATEGORIES/WEIGHTS

	Tests/Project	Quizzes	Classwork	Participation
Weight	35%	25%	25%	15%
Description	Mid-Units & Summative Assessments, Essays, Multi-Standard Projects	Graded, formative assessments (i.e. labs, socratic seminars, quizzes)	Assignments completed during class time (graded at discretion of teachers & Deans)	Applied Practices, Do Nows, Exit Tickets, Class Discussion, etc. <small>Specific "participation folder" for students to upload means of evidence.</small>

SUBMISSION OF MAKE-UP/ LATE WORK

A Scholar may submit late work on or before the end of a unit with the following conditions:

- Late work submitted prior to 1 week of the due date will be marked a 20% deduction from the possible grade. Any late work submitted more than 1 week after the due will result in a 50% deduction from the possible grade. Late work will not be accepted after the summative assessment of the given unit.
- If the Scholar has an excused absence, s/he has the same amount of days as that absence to turn in the work for full credit. For example, if a Scholar has an excused absence of three days, s/he has three days after returning to school to turn in all work for full credit.

PROGRESS MONITORING

Parents can access grades and attendance through a PowerSchool Parent Portal. There will be an instructional presentation to show parents how to access grades at the beginning of the school year. In addition, the following reports will be provided throughout the year:

- Progress reports will be shared with Scholars at the middle of each term.
- Report cards will be emailed home at the end of each term.
- MAP testing will be used to monitor academic performance for all Scholars. All Scholars will be tested in Language Usage, Reading, Math and Science at the beginning, middle and end of each year. Test scores are used to inform educators on how to better support scholar learning. This data will be shared with the school community in order to foster a culture of continuous improvement and growth.
- NHCSB is dedicated to increasing writing in all content areas. These writing assignments will be infused into the everyday classroom experience.

APPLIED PRACTICES

Applied practices refers to any work assigned to a scholar to complete outside of class time. Applied practices serve multiple purposes and are intended to further scholar knowledge on skills taught during class time. Applied practice is focused on engaging Scholars with the lesson objectives as well preparing Scholars to participate in an upcoming lesson. Some examples of anticipated applied practices are:

- Continued readings and reflections on in-class discussions
- Meaningful tasks for Scholars to bring to a future lesson

- Repetition of practice to recognize patterns
- Ongoing work that relates to a unit or theme with teacher check ins

ACADEMIC HONESTY

All academic work must be the work of the individual scholar and any work by others must be authorized and cited. It is important that each scholar grapples with difficult material and is able to show and explain their own learning. In addition, NHCSB believes that mistakes are a necessary part of the learning process and the withholding of mistakes impedes scholar learning. Therefore, it is required that Scholars complete their own work so they have the space to make, learn from, and grow from mistakes.

Violations of this policy include the following:

- **“Cheating”**- Using unauthorized materials, or receiving unauthorized assistance on any assessment or assignment. This includes copying another Scholar’s work or allowing someone to copy your work.
- **“Plagiarism”**- The use of another person’s words or ideas without acknowledgement.
- **“Unauthorized Academic Materials”**- Unauthorized possession or distribution of quizzes, tests, assignments. Downloading and using materials or term papers from the Internet, which were not written by the Scholar.

Academic Dishonesty	
Confirmed Cheating, Plagiarized, Using Unauthorized Academic Materials	<ul style="list-style-type: none"> ● Referral to Deanslist (collaboration with Academic Dean) ● Correspondence and/or meeting with scholar, teacher, Parent/ Guardian, Academic Dean ● Results in a zero for the grade in question with possible retake after school for a maximum grade of 60% at teacher discretion ● Multiple offenses may result in additional zeros and a failing final grade.

LEAP PROGRAM

The LEAP program was created to support NHCSB Scholars, who are struggling academically, take the leap they need to achieve academic success. The LEAP program will provide NHCSB Scholars with the tools and support they need in order to get back on track and begin making academic progress.

Learn
Expand
Apply
Practice

The LEAP program is an academic support program designed to provide NHCSB Scholars with individualized interventions and support in a small group setting. This academic support program takes place on Saturday mornings from 10am-12pm at NHCSB.

PASS

Phoenix Academic Summer Support (PASS) at New Heights Charter School was created to provide our Scholars with academic support during the summer months. PASS is a summer academic support program offered to Scholars who have failed 1 or 2 courses during the traditional school year. Scholars can recover credits and remediate skills in two academic classes. Scholars will receive weekly progress reports while enrolled in PASS and are responsible for 70% academic progress and 100% attendance. Grades from successfully completed summer school classes will replace the failing grade of record. Once a scholar successfully completes PASS, he/she will receive director determination of promotion for the following school year.

BEHAVIORAL EXPECTATIONS

New Heights Charter Schools aims to hold Scholars to high academic and behavioral expectations by positively reinforcing the scholarly behaviors we want to see in the classroom. Grade-level teams implement developmentally-appropriate merit systems and/or incentives to teach positive and appropriate behavior through immediate, consistent feedback and praise.

In the classroom, teachers will set and clarify clear expectations for a scholar's success in that particular class. If a scholar does not meet the expectations of the classroom they can expect the teacher to respond with appropriate interventions which look to re-engage Scholars. If the teacher's interventions still do not result in a re-engaged scholar, the scholar may be asked to leave the classroom and referred to the Dean of Scholars through a referral in Deanslist.

Suggested Classroom Interventions

- Positive and specific feedback
- Increase teacher proximity
- Change seats
- Re-teaching and rehearsal of skill or procedure
- Verbal Reminders and redirection
- scholar/Teacher conference
- Contact home
- Positive directives that state expectations

OPTIONAL TEACHER DETENTION

The purpose of Teacher Detention is to build relationships with Scholars and repair the relationship/restore balance to the community. The Teacher who assigns the detention must inform the scholar by the end of the day that they have been issued an after school detention

- Teacher must call parent/guardian to inform them of detention
 - Best to give parent/guardian at least 24 hour notice
 - Min time: 15 min and Max time: 45 min
- Teachers must record Scholars assigned detention in Dean's List under referral.
- If a teacher detention is scheduled and confirmed with the scholar and parent, and the scholar fails to serve the detention, the teacher must inform the parent and reschedule the detention. If the scholar skips this second detention, the Teacher will schedule a meeting with the parent and Scholar.

OPTIONAL TEACHER LUNCH DETENTION

Lunch Detentions are served with the Teacher.

- Teacher must complete a Dean's List communication log upon assigning a lunch detention. Teacher must inform Scholar they have been issued a lunch detention
 - Teacher must have that conversation with the Scholar by the end of that day
 - Lunch Detention must be served no later than the day after a Lunch DT was issued
- Teacher must call parent/guardian to inform them of the Lunch Detention
 - The Teacher will communicate with the Parent/Guardian to inform them of Lunch Detention before the end of the school day. Communication must be listed in the scholar Lunch Detention communication log
 - Required time: 30 min (or duration of lunch)

Note: Communication with Scholar and family should be managed by Teacher assigning Lunch DT

Restore and Reflect Room (R&R)



Reflect and Restore, or R&R, is a space outside of the classroom where Scholars go to reflect on their actions, consider how their actions have impacted the community, what they can do to make

things better (restore), and most importantly, learn and grow from their mistakes. Our ultimate goal is to increase Scholar independence and promote scholar reflection. Here, Scholars may participate in Keepin' it Real Circles is to build and strengthen the community through the use of Restorative Circles and scholar discussion. Keepin' it Real Circles are a preventative strategy used for proactively developing the social-emotional skills and relationships Scholars will need to persevere when challenges arise during the school year. The main take-away is that we want to hear from our Scholars and create an environment(s) where our Scholars feel they can be heard. We want to support our Scholars in developing effective communication, problem-solving, and social-emotional skills through Keepin' it Real Circles. Keepin' it Real Circles give our Scholars a safe and supportive space where they can practice sharing their opinions, expressing their wants, needs, and concerns at school, in the home, and in the community.

DEAN OF Scholars DETENTION

- Dean of Scholars must inform Scholar they have been issued an after school Dean of Scholars Detention (45 Minutes)
- Dean of Scholars will call parent/guardian to inform them of detention
 - Parent should be given 24 hour notice
 - **Detention must be served within 48 hours**
- The expectation is that Scholars are silent during a Dean of Scholars Detention.
- Scholars are allowed to work on ALEKS. (NO cool math or any other educational games. No gaming No headphones. Scholars are allowed to work on classwork they have brought with them. Classwork must be approved by the Dean of Scholars. (Teachers are not mandated to provide work for Scholars, but can if they so choose to.)
- Any violation of detention rules and expectations may result in more serious consequences. (i.e. If a Scholar fails to remain silent for the duration of the detention, Scholar may be assigned an additional detention that must be served the following day or assigned to a Friday Detention)
- If a Dean detention is scheduled and confirmed with Scholar and parent and the Scholar fails to serve the detention, a second detention must be served. If a Scholar fails to serve a detention, and fails to serve the make-up detention, they will be assigned an Extended Friday Detention. If Scholar fails to serve an Extended Friday Detention, an In-school suspension will be assigned.

EXTENDED FRIDAY DETENTION

- Dean of Scholars will call parent/guardian to inform them of detention
 - Must give parent/guardian at least 24 hour notice
 - **Must be served within 2 consecutive Fridays**
- Required time: 3 Hour
- The expectation is that Scholars are silent during an Extended Friday Detention. Scholars are allowed to work on ALEKS. (NO cool math or any other educational games. No gaming. No headphones. Scholars are allowed to work on classwork they have brought with them. Classwork must be approved by the Dean of Scholars. (Teachers are not

- mandated to provide work for Scholars, but can if they desire to.)
- Scholars will be allowed access to the use of chromebooks, permitted they use chromebooks to complete school work, or perform community service (cleaning lunchroom, classrooms, etc.)
- Any violation of detention rules and expectations may result in more serious consequences. (i.e. If a scholar fails to remain silent for the duration of the detention, Scholar may be assigned an additional detention that must be served the following day.)
- Scholars who skip an Extended Friday Detention that has been scheduled and confirmed by parents, will be assigned a day in the R&R the following Monday.

SATURDAY DETENTION

The purpose of Saturday detentions is to provide Scholars and families with an additional restorative alternative to out of school suspensions. Having this option allows Scholars to remain in class which preserves precious learning time for our Scholars. This option also promotes scholar ownership and accountability by incorporating a community service component while simultaneously increasing family involvement.

Time: 8am -11am

Where: New Heights Charter School of Brockton

Tasks: Academic work, Restorative activity, Community service within and around the school building.

Restrictions: No cell phones or other personal electronics/devices allowed. Scholars must be in their NHCSB Uniform. No headphones will be allowed.

Parents should pick up their scholar promptly at 11 a.m.

DISCIPLINARY DUE PROCESS: SUSPENSION HEARINGS

Discipline is governed by 3 statutes and related regulations: M.G.L. c. 71, §37H and M.G.L. c. 71, §37H 1/2 and M.G.L. c. 71 §37H 3/4 (and 603 C.M.R. 53.00 et. seq.). The Principal has the authority to exercise discretion in deciding the consequences for a scholar who has violated school rules. The Principal shall first consider ways to re-engage the scholar offender in the learning process, and shall avoid using long-term suspensions and expulsion until other remedies and consequences have been exercised..

In administering discipline, school officials will observe the right to due process by law for each scholar. The due process a scholar is entitled to is identified in the relevant statutes and regulations explained below. The nature of the violation and the severity of the possible consequences will determine the due process that school officials will follow.

The Principal may remove a scholar from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a scholar's misconduct. This decision is not subject to the due process procedures set forth below.

A. In-School Suspension pursuant to M.G.L. c.71 §37H 3/4

At the discretion of the Principal, in-school suspension may be imposed for violation of the code of conduct. In-school suspension means the scholar is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term out-of-school suspension. An in-school suspension of more than 10 days shall be deemed a long-term out-of-school suspension, and the scholar will be provided with the due process provided in a long-term out-of-school suspension hearing.

For an in-school suspension, the Principal shall inform the scholar of the disciplinary offense charged and the basis for the charge. The Principal shall also provide the scholar an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the scholar committed the disciplinary offense, the Principal shall inform the scholar of the length of the scholar's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year. If an in-school suspension does exceed 10 days, a long-term out-of-school suspension hearing (with additional due process protections) must occur prior to the in-school suspension exceeding 10 days.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the Parent verbally of the disciplinary offense, the reasons for concluding that the scholar committed the infraction, and the length of the in-school suspension. The Principal shall also invite parents/guardians to a meeting to discuss the scholar's academic performance and behavior, strategies for scholar engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the in-school suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the Parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the Parent of the in-school suspension.

The Principal shall send written notice to the scholar and Parent about the in-school suspension, including the reason and the length of the in-school suspension, and invite the Parent to a meeting with the Principal, if such a meeting has not already occurred. The Principal shall provide such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to the address provided by the Parent/guardian for school communications, or by other method of delivery agreed to by the Principal and the Parent.

B. Out of School Suspensions pursuant to M.G.L. Chapter 71, Section 37H 3/4

An Out of School Suspension is a short-term or long-term removal from school. Short-term suspension is the removal of a scholar from the school premises and regular classroom activities for 10 consecutive days or less.

Long-term Out of School Suspension means the removal of a scholar from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. A scholar is also restricted from entering the school buildings, or coming onto school grounds; and may not participate in any school sponsored activities or functions during the suspension period.

Scholars are entitled to the opportunity for a due process hearing prior to any out of school suspension. The Principal or designee shall provide notice of the violations and the reason for the out of school suspension to the parent(s)/guardian(s) in English and the primary language spoken in the scholar's home. The scholar shall receive written notice of the charges and the opportunity to participate in a hearing with the Principal or designee to discuss charges and reasons for the suspension prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the Parent verbally of the opportunity to attend the hearing. The hearing may take place without the scholar's Parent/Guardian so long as the Principal/designee has sent written notice and has documented at least two(2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the Principal/designee's hearing is to hear and consider information regarding the alleged incident for which the scholar may be suspended, provide the scholar an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the scholar committed the disciplinary offense, and if so, the consequences for the infraction.

1. Short Term Suspension

If a scholar may be suspended from school for 10 or fewer days, the scholar and parent will be given notice verbally (or by telephone) and in writing, stating:

- What the scholar is alleged to have done that violates the Handbook or school policy, including evidence against the scholar;
- What disciplinary measures may be imposed;
- The date, time, and place of a due process hearing ;
- The scholar and parent's right to participate in a due process hearing and explain his/her conduct and any mitigating circumstances

After the due process hearing, the Principal will issue a written determination of the suspension to the scholar and parent, including the key facts, conclusions reached, length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed schoolwork and the right appeal.

A scholar or parent may appeal a short-term suspension imposed by the Assistant Principal to the Principal by filing a written request for an appeal within three (3) school days of the decision. The Principal will hold a hearing, within three (3) school days of the scholar's appeal. The Principal may consider all relevant factors in making his/her decision, which shall be final. The suspension will be served pending the appeal.

2. Long Term Suspension

If a scholar may be suspended from school for more than 10 days and up to a total of 90 days, the scholar and parent will be given notice verbally (or by telephone) and in writing, stating:

- What the scholar is alleged to have done that violates the Handbook or school policy, including evidence against the scholar,
- What disciplinary measures may be imposed,
- The date, time, and place of a due process hearing,
- The right to review the scholar's record and any documentation concerning the investigation prior to the hearing
- The scholar's right to be represented by an advocate or lawyer,
- The scholar's right to question and present witnesses and evidence

The Principal presiding over the due process hearing will make a record, such as oral tape or written transcript that shall be available to the scholar upon request. Notice and proceedings will be translated into the scholar's/parent's primary language if necessary for their understanding of the proceedings.

If the Principal decides to suspend the scholar following the due process hearing, the Principal shall send the written determination to the scholar and parent providing (1) the disciplinary offense, the date the hearing took place, and the participants at the hearing; (2) the key facts and conclusions reached by the Principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the scholar's opportunity to receive education services to make academic progress during the period of removal from school; and (5) inform the scholar of the right of appeal.

3. Long Term Suspension Appeal pursuant to M.G.L. c. 71, Section 37H 3/4

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 additional calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the scholar and the parent(s)/guardian(s) within 3 school days of the scholar's request for an appeal. The time may be extended up to 7 additional calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the Superintendent shall determine whether the scholar committed the disciplinary offense of which the scholar is accused, and if so, what the consequence shall be. Scholars shall have all of the rights afforded to Scholars at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the scholar committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's decision is the final decision. .

Suspension/Expulsion Pursuant to M.G.L. Chapter 71, Section 37H

State law permits Principals to expel any scholar in grades 9-12 who, on school premises or at school-sponsored or school-related events, including athletic games:

1. if found in possession of a dangerous weapon, including, but not limited to, a gun or knife; or of a controlled substance as defined in G.L. c.94C; or, including, but not limited to, marijuana, cocaine or heroin; or
2. assaults a Principal, Assistant Principal, Teacher, Teacher's Aide or other educational staff.

Any scholar who is charged with a violation of either (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the scholar may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, a Principal may, in his discretion, decide to suspend rather than expel a scholar who has been determined by the Principal to have violated either paragraph (1) or (2).

Any scholar who has been expelled from a school New Heights Charter School pursuant to these provisions shall have the right to appeal. The expelled scholar shall have ten days from the date of the expulsion in which to notify the school of the appeal. The scholar has the right to counsel at an appeal hearing. The subject matter of the appeal shall not be limited solely to a factual determination of whether the scholar has violated any provisions of this section. Pending the outcome of any appeal, the disciplinary sanction imposed shall remain in effect.

A scholar suspended or expelled under the provisions of this section has the right to receive educational services during the period of suspension or expulsion.

If a scholar moves to another school New Heights Charter School during the period of suspension or expulsion, the new New Heights Charter School of residence shall either admit the scholar to its schools or provide educational services to the scholar in an education service plan.

D. Suspension/Expulsion for Felonies (M.G.L. Chapter 71, Section 37H1/2)

1. Suspension:

Upon the issuance of a criminal complaint charging a scholar with a felony or upon the issuance of a felony delinquency complaint against a scholar, the Principal may suspend the scholar for a period of time determined appropriate by the Principal if the Principal determines that the scholar's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The scholar shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The scholar shall also receive written notification of the right to appeal and the process for appealing such Suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

2. Expulsion:

Upon a scholar being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the scholar is enrolled may expel said scholar if the Principal determines that the scholar's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The scholar shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The scholar shall also receive written notification of his/her right to appeal and the process for appealing such expulsion, provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. A scholar may appeal the suspension or expulsion by giving a written notice requesting an appeal to the superintendent no later than five (5) calendar days following the effective date of the suspension or expulsion. The superintendent shall hold a hearing with the scholar and the scholar's parent(s) or guardian(s) within three (3) calendar days of the scholar's request for an

appeal. The scholar may be represented and may present verbal and written testimony at the appeal hearing before the superintendent. The superintendent may overturn or alter the decision of the Principal/designee and may recommend an alternate educational program for the scholar. The superintendent shall issue a decision on the appeal within five (5) calendar days of the hearing, which decision shall be the final decision of the school New Heights Charter School with regard to the scholar's suspension or expulsion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

E. Emergency Removal

The Principal/designee may remove a scholar from school temporarily when a scholar is charged with a disciplinary offense and the continued presence of the scholar poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal/designee's judgment, there is no alternative available to alleviate the danger or disruption. The Principal/designee shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the scholar, prior to the removal. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal/designee shall make immediate and reasonable efforts to verbally notify the scholar and the scholar's parent(s)/guardian(s) of the emergency removal and the reason for the need for emergency removal. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. The Principal/designee shall provide written notice to the scholar and parent(s)/guardian(s) as provided above, and provide the scholar an opportunity for a hearing with the Principal/designee as provided above, and the parent(s)/guardian(s) an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal/designee, scholar, and parent(s)/guardian(s).

The Principal/designee shall render a decision verbally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

DEAN REFERRAL TABLE

In order to promote greater consistency, predictability, and transparency, NHCSB will utilize the Dean Referral table. This table was created in order to streamline the way consequences are assigned at NHCSB. Our Dean Referral Table clearly outlines what behaviors constitute a Dean Referral as well as suggested consequences. All referrals will be thoroughly reviewed and investigated prior to assigning a consequence. While it is not possible to list all circumstances

that may constitute given behavior, this table lists some examples of misconduct depending upon the totality of the circumstances and including the severity of the conduct.

**If any in or out of school suspensions are considered, please refer to the due process requirements for such consequences below.*

Description of Behavior	Consequences
Scholar out of school uniform	<p>The Dean of Scholars will do everything possible to resolve the situation, including contacting the parent to bring in the appropriate attire for the scholar. The scholar will remain in the Restore and Reflect room until the uniform violation can be resolved. The scholar is responsible for making up all missed work in a timely manner.</p> <p>1st offense: The Reflect and Restore coordinator will contact the parent even if the violation has been resolved. The scholar will receive a Dean detention</p> <p>2nd offense: All of the above including a Friday Extended DT</p> <p>3rd offense: Parent conferencing up to OSS</p>
Inappropriate or unwelcome sexual advances, requests for sexual favors, other physical or verbal misconduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. For example: leering, pinching, grabbing, suggestive comments, gestures or jokes; or pressure to engage in sexual activity.	<p>Intervention(s): counseling check in, outside referral, conference using restorative questions, counseling, behavior sessions, family problem solving and planning meeting, behavior weekly check-ins for the next 3 weeks</p> <p>1st offense: Parent will be notified. Detention up to a suspension depending on the severity</p> <p>2nd offense: Parent Notification and 1 day In-school suspension</p> <p>3rd offense: Out of school suspension</p>
Physical threats (i.e. threatening to hit or hurt a classmate or teacher) and other high level threats	<p>1st offense: Conferencing with Dean and Counselor/Parent Phone call/ possible In-school suspension</p> <p>2nd offense: Parent Meeting, In-school suspension</p> <p>3rd offense: Out of School Suspension</p>
Threatening to damage the school property	<p>1st offense: In-school suspension + counseling check-in. Possible Report to SRO</p> <p>Intervention(s) assigned scholar support coach/mentor to develop an action plan, weekly check-ins with mentor/support coach; and progress monitoring ,anger management, outside referrals AND/OR Family problem solving and planning conference; Notification to scholar’s teachers about target behaviors to monitor</p> <p>2nd offense: Out of school suspension up to long term suspension. Report to SRO</p> <p>Intervention(s) violence reduction sessions; assigned scholar support coach/mentor to develop a Scholar Support Action Plan (Scholarsupport Action</p>

	Plan Meeting), weekly check-ins with mentor/support coach; and progress monitoring , outside referrals, Aggressive reduction coaching; Notification to scholar's teachers about target behaviors to monitor. Report to SRO
Causing a major disruption that affects or distracts many community members or causes a large group of Scholars to gather at the wrong time or place.	1st offense: Dean Detention up to a Friday Detention interventions Behavior Replacement sessions, Social Skills Training, Family Behavior Problem-solving and planning conference, counselor check-in 2nd offense: Extended Friday DT 3rd offense: In school or Out of school suspension
Physical contact on or under clothes (consensual)	1st offense: Parent call/ Conferencing with counselor and Dean Detention 2nd offense: Extended Friday Detention 3rd offense: Saturday Detention
A physical altercation between two or more people. Attempted fighting (i.e. swinging without connecting, attempting to shove)	1st offense: Counselor Check-in/ Parent meeting/ In-school suspension 2nd offense: Out of school suspension/Restorative Justice/mediation/anger management/Parent Meeting/Behavior Contract Subsequent: Out of school suspension
Creating, possessing and/or distributing a video or sound recording of a physical altercation	1st offense: Restorative Conversation and Parent phone call as well as phone confiscation for 7 days. Turned in to Dean. 2nd offense: Friday Extended DT Phone confiscated for 30 days 3rd offense: Saturday DT Phone confiscated for days Subsequent: In-school suspension
Scholar is found present in part of the school without permission/pass and/or in a part of the school where Scholars are not allowed without supervision	1st Offense: Restorative Questions + Parent Phone Call up to Dean Detention 2nd offense: Dean Detention up to Friday Extended Detention 3rd offense: Extended Detention up to Saturday Detention Subsequent offenses: In-school suspension
Leaving/re-entering school grounds without permission (including during arrival and dismissal)	1st offense: Friday Extended detention and parent meeting. 2nd offense: Saturday DT 3rd offense: In-school suspension
Preventing/interfering with safe operation of school (i.e. pulling fire alarms, locking doors, creating a hazardous condition)	1st offense: In-school suspension up to Out of school suspension 2nd offense: Possible long term suspension <i>Note: Financial compensation may be required.</i>

Any disruptive or destructive behavior while traveling on school-provided transportation	1st offense: 2 day bus suspension 2nd offense: 5 day bus suspension Family Meeting and problem solving conference (when deemed necessary) 3rd offense: 10 day bus suspension: Scholar Support and Action Plan Meeting, behavior replacement sessions, social skills training, R&R coordinator Intervention group, mentoring
Possessing a dangerous weapon on school grounds	Refer to 37H
Possession of drug Paraphernalia on School grounds (Vape pens, dap pens, lighters)	1st offense: 2 days suspension + Reading on drug abuse, followed by a written reflection upon re-entry. 2nd offense: 3 days to a long term suspension
Possession of Tobacco/nicotine/related paraphernalia (cigarettes, vape pens)	1st offense: Parent/Counseling 2nd offense: Extended Detention 3rd offense: 1 day in-house suspension Subsequent: 1 day OSS
Possession of an Illegal substance - 37H or 37H 3/4	1st offense: 4 days suspension + Reading on drug abuse, followed by a written reflection upon re-entry. 2nd offense: 5 days to a long term suspension
Any referral made to a Dean of Scholars during remote learning	1st offense: Parent notification + Restorative Questions 2nd offense: Safety Contract 3rd offense: Mandatory in-person instruction (no access to technology) 4th offense: Up to and including losing access to remote platform

VANDALISM

It is unlawful to destroy, deface or damage school related property (including busses) or the personal property of another. Consequences for vandalism can include but are not limited to parent notification, scholar cleans the surface, or contact with the local police. The scholar's parents or legal guardians are financially responsible for the full cost of all repairs and/or replacement of damaged or destroyed school property.

THEFT

Theft and/or failure to divulge information concerning theft could result in disciplinary action, financial compensation, community service hours, and/or conferences with the Scholar and parent may be required. A referral to the local police may occur. NHCSB is not responsible for lost or stolen items.

LOST AND FOUND

Any items found by Scholars should be brought to the Main Office. Scholars seeking lost items should check-in with the Main Office. Any lost and found items not claimed by the end of each quarter will be donated to a charitable organization. **Scholars should not ask any staff members to hold any valuable items for them. NHCSB is not responsible for any Scholars' lost or stolen items.

SUBSTANCE POLICY

State law prohibits possession or use of any tobacco products or e-cigarettes within the school buildings, on the grounds, on buses, at events or at field trips. Lighters and matches are also not permitted at NHCSB. Scholars who are found in violation of the policy will be subject to consequences that will be progressively increased with each offense.

Possession or use of illegal substances, such as drugs (including marijuana) or alcohol, or related paraphernalia is not permitted within the school buildings, on the grounds, on buses, at events or at field trips. Scholars who are found in violation of the policy may be subject to a long-term suspension.

SEARCH AND SEIZURE

School administrators may conduct searches when there is reasonable suspicion that a Scholar has violated or is violating the rules of the school. Failure to comply with an administrative search may result in a suspension and police notification. Prior to the search based on reasonable suspicion, staff will make every effort to contact parents. If the parent cannot be reached immediately, the search will commence.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual attention (verbal or physical) from anyone with whom the Scholar may interact in the course of receiving an education in school or at school-sponsored activities. If you believe that you have been the victim of sexual harassment, or if you have any questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. An Administrator will investigate every report of sexual harassment, and a written record of the investigation will be kept on file.

If it is determined that a Scholar has sexually harassed another person, the consequences shall include one or more of the following: parent conference; apology to the impacted Scholar; suspension; referral to legal authorities; recommendations to the Associate Principal of scholar Services for a long-term suspension hearing.

Retaliation, threats, or intimidation will be treated as serious offenses that could also result in a long-term suspension hearing with an Administrator. HAZING

Section 17 of Chapter 269 states: "Whoever is a Head of School organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any scholar organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any scholar or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of

any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such scholar or other person, or which subjects such scholar or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Section 18 of Chapter 269 states, “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

BULLYING POLICY

Summary of the NHCS Bullying Prevention and Intervention Plan

Bullying, Cyber-bullying and Retaliation by Scholars or Staff shall be prohibited on school grounds, on property immediately adjacent to school grounds, at school-sponsored or school-related activities or programs on or off school grounds, at a school bus stop, or on a school bus or through the use of technology or an electronic device owned, leased or used by NHCS; and, at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by NHCS if the bullying or cyber-bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of the school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall also be prohibited.

When the Principal or scholar Affairs receives a report from a member of the NHCS Staff or a Scholar of bullying and/or retaliation, the Principal or scholar Affairs observes the same, the Principal or Assistant Principal will immediately conduct an investigation.

More detailed information and the complete Bullying Prevention and Intervention Plan can be found on our website www.newheightscharterschool.com

SCHOLAR SERVICES

SPECIAL EDUCATION

New Heights provides a variety of services to support all learners.

A parent/guardian or any other person in a caregiver or professional position concerned with a scholar’s development can make a request for an evaluation to determine eligibility for special education services. Once a request is made in writing NHCS will respond within five (5) school days by sending a notice to the parent/guardian, seeking permission to conduct an Initial

Evaluation to determine if the scholar is eligible for special education services. If a parent/guardian's first language is not English (as noted in the home language survey) all correspondence will be translated into their native language.

Initiating a Referral for Special Education Eligibility

School Referral– After the principal/designee determines that all efforts have been made to meet the needs of the scholar within the general education program and these efforts have not been successful, a scholar shall be referred by the school personnel for an evaluation to determine eligibility for special education services.

Parent Referral- If a parent/guardian requests a special education evaluation, the principal or his/her designee of the scholar's school shall immediately arrange a meeting with the parent to discuss concerns and offer general education instructional support services. If this meeting results in a request for an evaluation, the Director of scholar Services is notified and the referral is processed.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The New Heights Charter School SEPAC is an organization of parents, guardians, teachers and administrators who have or would like to join together to provide information, support and partnership with the goal of providing an educational environment where Scholars with learning challenges have equal access to educational opportunities. The New Heights Charter School SEPAC will meet at the start of the school year to provide an introductory presentation in which families are invited to join, annual presentation regarding Parent/Guardian Rights within Special Education and will then continue to meet as the SEPAC deems appropriate.

Parents may obtain a copy of the Special Education Procedural Safeguards by contacting the special education office or by visiting the Department of Elementary and Secondary Education's website at www.doe.mass.edu.

DISCIPLINE OF SPECIAL EDUCATION Scholars

All NHCSB are expected to meet the requirements for behavior set forth in the handbook. However, Scholars who are eligible for special education are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et.seq. ("the IDEA") and its implementing regulations (34 CFR 300 et. seq.).

Scholars eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to Scholars without disabilities, without prior determination as to whether the misconduct is related to the scholar's disability. Anytime school personnel seek to remove a scholar from his or her current educational placement for more than ten school days in

a school year, this constitutes a "change of placement" and invokes certain procedural rights including but not limited to a review by the IEP Team of the relationship between the scholar's disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.

If the behavior is a manifestation of the Scholar's disability the scholar's Team will conduct a Functional Behavior Assessment and develop a Behavior Support Plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a Behavior Support Plan is already in place, the Team will review the plan and revise it accordingly. The Scholar will also be returned to his educational placement unless the parent and the school agree otherwise.

If the behavior is not a manifestation of the disability, then the Scholar may be removed from his educational placement to the same extent that a regular education scholar would be removed. The special education scholar must continue to receive his special education services in order to participate in the general education curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the scholar's IEP. Additionally, the scholar should receive, as appropriate, a functional behavioral assessment and behavior support plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education scholar without regard to whether the scholar's behavior is determined to be a manifestation of the scholar's disability.

These situations include when a special education scholar:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education scholar to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty- five (45) school days without regard to whether the scholar's behavior is determined to be a manifestation of the scholar's disability. If a special education scholar commits an offense which causes the scholar to be expelled from school, the school New Heights Charter School continues to be responsible for providing the scholar with a free appropriate public education in another educational setting.

For more information regarding the rights of special education Scholars see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at <http://www.doe.mass.edu/sped/prb/>. Additionally, copies of the state and federal special

education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at <http://www.doe.mass.edu/bsea/>

DISCIPLINE OF Scholars NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A Scholar who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of scholar conduct, may assert any of the protections provided for special education Scholars if the school had knowledge (as determined by the IDEA) that the Scholar was a scholar with a disability before the behavior that precipitated the disciplinary action occurred.

The school New Heights Charter School may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent expressed concern in writing to supervisory or administrative personnel or to a teacher of the Scholar that the Scholar is in need of special education and related services; or
- The parent requested an evaluation; or
- New Heights Charter School staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the Scholar.

The school may not be deemed to have had knowledge if the parent has not consented to an evaluation or has refused special education services, or if an evaluation was completed and resulted in a determination of ineligibility. If the school had no knowledge that the scholar is a scholar with a disability prior to taking disciplinary action, the Scholar may be subjected to disciplinary measures applied to Scholars without disabilities. However, if an evaluation is requested during the time period in which the Scholar is subjected to these disciplinary measures, the school must conduct the evaluation in an expedited manner.

Until the evaluation is completed, the Scholar remains in the educational placement determined by the Team which can include suspension or expulsion. If, after the evaluation, the scholar is determined to be eligible the school must provide special education and related services in accordance with the IDEA.

SECTION 504

If a parent or teacher believes that a Scholar May have a disability and requires classroom accommodations, that parent or teacher should contact The Director of scholar Services, Hannah Rogers in writing and request an evaluation for accommodations under Section 504. Information regarding parental rights under Section 504 is available from the Director of scholar Services.

DISCIPLINE OF Scholars ON 504 PLANS

School personnel may not suspend a scholar on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 Scholars are the same as those afforded to special education Scholars.

ENGLISH LANGUAGE LEARNERS

The NHCSB English Language Learner Program of Sheltered English Instruction provides specialized instruction for Scholars according to their level of need. Depending on the Scholar's English language proficiency, the instruction occurs in partial and completely integrated settings. "Sheltered English Immersion" means an English language acquisition process for young children in which all classroom instruction is in English, but with the curriculum and presentation designed for children who are learning the language. Books and instructional materials are in English and all reading, writing, and subject matter are taught in English. Although teachers may use a minimal amount of the child's native language when necessary, no subject matter shall be taught in any language other than English, and children in this program learn to read and write solely in English. Lessons and activities are designed so that the English language development of the Scholar is addressed. In addition, Scholars may participate in an ESL class, where they will receive specific English language instruction in all four language domains: listening, speaking, reading, and writing. Scholar progress is regularly reviewed and reported to parents/guardians. For more information regarding the NHCSB English Language Education Program, please contact Dean of ELE.

ENGLISH LANGUAGE PARENT ADVISORY (ELPAC)

ELPAC membership is voluntary and is open to all parents of Scholars identified or previously identified as ELs. To the extent feasible, the ELPAC should include members who represent the native languages most commonly spoken by the Scholars in the school. ELPACs advise New Heights on matters related to English learners. The ELPAC can also provide school officials with advice on topics that parents believe are important to ELs. For example, ELPACs may advise New Heights Charter Schools and schools on requests submitted by parents to establish new language acquisition programs. Any parents/guardians who are interested in joining can contact the Dean of ELE.

COUNSELING SERVICES

MISSION OF COUNSELING

The mission of NHCSB is to prepare all Scholars for college. Period. While this may sound like a relatively easy goal to achieve given quality instruction and exemplary teaching strategies, today's generation of adolescents face unique obstacles, particularly with regard to their social/emotional development. These obstacles are often exacerbated by things such as peer

pressure, social media, bullying, difficult family dynamics, and relational aggression, and they can make reaching a goal such as preparing for college tremendously difficult. The counseling department at NHCSB is committed to providing the social/emotional support required for each child to set and attain high reaching goals, while helping develop a sense of resiliency that enables perseverance through challenging moments.

CONFIDENTIALITY

Confidentiality is extremely important in a relationship between a counselor and a Scholar. Anything a Scholar Shares in a counseling session is to remain confidential, except in cases where specific individuals may have a need or a right to know, or if it is suspected or reported that the Scholar or another minor is being harmed, or at risk of being harmed in any way. It is the counselor's responsibility to limit access to personal information to those individuals who fall under this criterion. The following exceptions apply to confidentiality:

- Suspicion or reports of abuse and neglect
- If the scholar appears to be at risk of harming him/herself or others
- If a scholar discloses criminal activity
- If the parent/guardian signs a release authorizing the school to provide information to a third party
- If a Juvenile Court Judge orders the release of information
- If a third party is in the room and the parent waives the right to confidentiality

As counseling sessions with a Scholar progresses, it may become necessary for the school counselor to collaborate with the parents/guardians in order to best support the Scholar. It is the school counselor's responsibility to consult with the Scholar and identify what information the scholar consents to being shared with the parent/guardian; unless, there is a clear and imminent danger to the Scholar or others.

NHCSB COUNSELING STANDARDS

Help: The counseling department strives to help navigate challenging situations through the use of various therapeutic interventions and skill building techniques.

Empathize and Empower: To empathize is to put yourself in someone else's shoes, and the counselors at New Heights are committed to doing just that. Empathizing with our Scholar is critical in order to truly understand the dilemmas they face, and to validate their concerns. We also strive to empower Scholarsto effectively advocate for themselves and navigate the challenges of adolescence in an independent and mature manner.

Insight and Understanding: New Heights counselors are committed to helping Scholar increase their insight and understanding of the ways in which their behavior and actions impact themselves and others. In doing so, we hope to assist Scholar in developing a sense of personal responsibility and accountability.

Goal Driven: The counselors at New Heights encourage all Scholar to create goals and take small steps each day towards achieving them. The goal can be behavior based, academic, or personal; we are here to help any goals Scholar have for themselves!

Honor Individuality: Each of our Scholarss are very different. From their personalities to their learning style, each New Heights Scholars brings a unique perspective to the building and the New Heights counselors are committed to honoring those differences.

Teach New Skills: The counselors at New Heights are committed to teaching skills pertaining to social interactions, conflict resolution, emotion regulation, distress tolerance, and more. Our goal is to increase Scholars' ability to resolve issues on their own and navigate challenging or undesired situations effectively.

Strengths Based: Counselors use a strengths-based approach to counseling in an effort to promote self-determination, resiliency, and independence, especially during challenging and or difficult moments.

PROCEDURES

Who is my counselor? It is important for you to know that even if you choose not to meet with a counselor throughout the year, one is still assigned to you. All counseling sessions (scheduled and non-scheduled) are held with your assigned counselor unless one of two things has occurred: Your concern is directly related to your assigned counselor. If this happens, you should request to meet with the Principal of scholar Affairs, to discuss your concern further. If Your concern is determined to be an emergency/crisis situation, in which case you will meet with whomever is readily available.

COUNSELING REFERRALS

****All referrals should be submitted to appropriate counselor**

Parent/Guardian Referrals: Parents or Guardians who wish to refer their child to a school counselor may do so by calling, emailing, and/or requesting an in-person meeting with the grade appropriate counselor. Reasons a parent might make a referral include, but are not limited to:

- Difficult family dynamics
- Peer conflict (bullying, relational aggression, etc.)
- The occurrence of a traumatic event (abuse/neglect, witness to community violence, witness to domestic violence, death of a family member, death of a friend, etc.)
- Sudden change in behavior at home
- The child has expressed thoughts of harming self or others

REMOTE COUNSELING

Remote counseling is available to all Scholars during unique circumstances that may lead to an extended period of time out of school, thus preventing in-person check-ins (ie. long-term

suspensions, pandemics, hospitalizations etc.). Scholars and guardians can reach out to appropriate grade level counselors through email, phone or google voice text (please see google voice numbers in the chart above) to request a check in.

The request should include name, grade level, reason for requesting counseling session (i.e. stress, bullying, personal issues) and preferred form of communication (i.e email, phone call, text or zoom video call conference). Remote counseling office hours are weekdays from 7:30 am to 3:40 pm during regular school calendar days.

Remote Counseling Reminders & Expectations:

1. Counselors are not able to ensure full privacy and confidentiality as in-person counseling.
2. Counselors encourage use headphones and move to a private area, if possible.
3. Sessions that are held via phone or video call should not be recorded in efforts to maintain confidentiality as best as possible.
4. During video call sessions, Scholars should be mindful of their attire and should be dressed appropriately.
5. Counselors are mandated reporters. If anything is shared or observed during remote counseling that presents to be a safety concern, counselors will follow procedure and report the concern to appropriate personnel.

****In the event of an emergency, including concerns for safety such as thoughts of harm to self or others, Scholars should either call 911 or any of the following 24-hour Emergency Services phone numbers based on city of residence: **Brockton (508-580-0801); Taunton (508-285-9400); Randolph (800-528-4890).******

SCHOOL NURSE GUIDELINES

PHYSICAL EXAMINATIONS

A periodic physical examination is critically important for all children and adolescents. Massachusetts General Law c. 71 §57 and related amendments and regulations (105 CMR 200.000-200.920) requires physical examinations of school children within twelve months before entry into school and at intervals of either two or three years thereafter.

- New Heights Charter School of Brockton requires physical examinations for entry to school.
 - To participate in school sports, Scholars must present physical exams which are dated no more than one year prior to the date of the start of the sport.
 - Scholars out of compliance with this policy will be excluded from school at the discretion of the school nurse and Head of School.

MEDICATIONS

Scholars may not carry or self-administer medication while at school. To receive any medication in school, a Parent/Guardian Authorization for Prescription Medication Administration form and a Medication Order form (completed by a licensed prescriber) must be completed, signed, and presented to the school nurse. **NO** over-the-counter-medication or prescription medication will be given without all required forms being completed. **Scholars in violation of the medication policy are subject to disciplinary action.**

The parent/guardian or responsible, designated adult must deliver the medication to the school nurse in its original pharmacy or manufacturer-labeled container. Please ask your pharmacist to provide separate bottles for school and home if necessary. No more than a thirty-day supply of medication should be delivered to the school.

IMMUNIZATIONS

Massachusetts immunization regulations specify minimum immunization requirements for enrollment in school (105 CMR 220.000). These regulations are revised periodically to incorporate any changes in the requirements. Some required immunizations might be added to or eliminated accordingly. The law and regulations provide for exclusion of Scholars from school if immunizations are not up-to-date, but permit exemptions for medical and religious reasons.

EXCLUSION AND DISMISSAL

The following is a list of criteria used to determine exclusion from school for medical issues. Exclusions of a medical nature are decided by the school nurse based on nursing judgment and assessment and in accordance with The Comprehensive School Health Manual, the Massachusetts Department of Public Health and Massachusetts General Law governing School Health. Scholars are assessed on a case-by-case basis. A Scholar will be excluded for the following conditions:

1. Immunizations requirements are not met.
2. Not in compliance with the physical examination policy.
3. Pose a risk to the public health due to a communicable disease.
4. Pose a health risk to themselves or others.
5. Have head lice or nits.
6. Have a fever over 100 degrees Fahrenheit.

A Scholar will be dismissed from school for any of the above reasons and:

1. Injuries that occur in school that require medical assessment and intervention.
2. Severe illnesses that may include vomiting and diarrhea.

Any Scholar out of school for five consecutively scheduled school days must have a physician's note to return to school.

ACCIDENT POLICY

Any time a Scholar or teacher is seriously injured in the school building or at a school sponsored function, on or off school property, an accident report must be filed in the office no later than 24 hours after the incident. All questions concerning insurance should be referred to the Operations.

ILLNESSES AND INJURIES

In case of an injury or illness, the school nurse will administer first aid. It is the parent's responsibility to pick up their son/daughter at school and transport him/her to an appropriate facility if medical attention is indicated. IF EMERGENCY MEDICAL SERVICE is summoned, every effort will be made to contact parents. Scholars are not to leave the building for reasons of illness or injury unless dismissed by the nurse or by an administrator. Parents are responsible for providing accurate and up-to-date emergency information. Emergency contact persons must be accessible and able to provide transportation for the scholar.

Scholars who leave school because of illness or injury without following this dismissal procedure will be marked as unexcused from all classes missed.

Parents should not remove Scholars from school for reasons of illness or injury unless the nurse or his/her designee has dismissed the Scholars. No Scholar should appear at the Nurse's Office without a pass from his/her period teacher unless it is an EMERGENCY. Since the Nurse's Office is strictly a "First Aid Station" and not an "Infirmary," any Scholar who is too ill to attend class will be sent home.

HEAD INJURY POLICY

The policy applies to all elementary and middle school Scholars who attend New Heights Charter School of Brockton with a documented head injury that occurred either at or from a school sanctioned activity. This policy provides the procedures and protocols for New Heights School in the management of head injuries within the school setting.

Any Scholar who sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loss of consciousness even briefly shall be removed from the activity/situation immediately and may not return to activity for the day.

- The Scholar will be assessed by the School Nurse/PE teacher for signs and symptoms of a possible concussion.
- Parents/guardians of the Scholar will be notified that the child has had an injury to the head.

- If symptoms of possible concussion are present, the scholar should be referred to the health care provider with a copy of concussion signs/symptoms checklist to be sent with the scholar.
- The parent/guardian is required to have their child evaluated and cleared by a physician before the scholar returns to school.
- If symptoms are not present upon assessment and observation, the child may return to class, but is to refrain from sports/activities for the day.
- If a Scholar with a minor head injury is deemed well enough to return to class, the school nurse will communicate precautions with the appropriate grade level teachers and staff.
- Parents are to receive a copy of signs & symptoms checklist and are to be asked to continue to observe the scholar at home as signs & symptoms may develop later.

Please note: The nurse will notify the Associate Principal of scholar Affairs as soon as possible if a serious injury (i.e. hospitalization/M.D. referral involved) occurs. A written accident report shall be completed and signed by the staff member responsible for the Scholars at the time of the incident, and any witnesses present. The report must be submitted to the Head of School within 24 hours of the occurrence.

RETURN TO SCHOOL:

- If concussion has been diagnosed by a healthcare professional, the Scholar will require written medical clearance by a M.D. prior to return to school.
- Upon return to school, School Nurse is to review medical clearance documentation and assess any physical/academic accommodations recommended by their health care professional.
- If physical and/or academic accommodations are recommended, a 504 meeting is to be scheduled to implement accommodations.
- The School Nurse will notify the Head of School and grade level teachers of the scholar's medical status and recommendations before the scholar returns to class.
- Updated physician follow-up and concussion clearance are to be provided to the school before the Scholar may again participate in physical activity and return to previous academic participation.

EXEMPTION FROM PHYSICAL EDUCATION

Medical excuses are required for those Scholars who cannot participate in physical education classes. A note from the physician with the medical statement, specifying the length and extent of the excused absence must be submitted to the School Nurse. Medical excuses will not be accepted after grades close. Scholars who have a continuing medical excuse from physical education must submit a letter each September to the school nurse.

ASSISTIVE DEVICES

Any Scholar arriving to school with an assistive or immobilizing device: crutches, slings, braces, air casts, wheel chair, etc., should check in with the nurse upon arrival to school, and present documentation from a physician specifying the diagnosis, any activity restrictions, and required accommodations.

COMMUNITY CONNECTIONS AND FAMILY ENGAGEMENT

FAMILY INVOLVEMENT

Our goal is to have 100% family involvement at all NHCSB events.

Research shows that family involvement promotes scholar success. Scholars with involved parents are more likely to:

Earn higher grades and pass their classes

- Attend school regularly and have better social skills
- Go on to postsecondary education
- Communication increases
- Family, school, and community connections multiply

In an effort to involve families in our school community, NHCSB will provide families with:

- Regular communication through email, text, and call
- Frequently updated website (www.newheightscharterschool.com)
- School calendar
- PowerSchool Parent Portal
- Google Classroom access
- Quarterly progress reports and report cards
- Quarterly Parent meetings
- SEPAC Quarterly meetings
- ELPAC Quarterly Meetings
- An active PTO
- Parent Teacher Conferences
- Open House

PARENT COMMUNICATION: COMMUNICATION GUIDELINES

NHCSB faculty and administration encourages parents and community members to communicate with the school regarding important matters. All concerns or issues should be brought forward to the appropriate staff member in a timely manner so the school can be efficiently responsive.

SCHOOL-FAMILY-SCHOLAR COMPACT

As a component of the parental involvement policy, NHCSB will develop a School-ParentScholar compact for all children served under Title I. The compact will outline how parents, the entire school staff, and the Scholars will share the responsibility for improved scholar academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent

compact shall include:

1. NHCSB is responsible for providing high-quality curriculum and instruction in a supportive and effective learning environment. Scholars served under Title I are expected to meet the state's academic standards. Parents are responsible for supporting your child's learning, such as: monitoring attendance, homework, and television viewing; volunteering in your child's classroom; and participating in decisions relating to your child's education.
2. Communication between teachers and parents on an ongoing basis is essential to the success of your children and our school. NHCSB is committed to providing access to teachers through PowerSchool and Deans List. In addition, parents will be provided the opportunity to attend parent-teacher conferences; Parent Night meetings; receive quarterly academic progress reports and report cards; and the opportunity to volunteer and participate in their child's classroom.

NHCSB FAMILY ENGAGEMENT POLICY

Below you will find a Family Engagement Policy. It is the intention of NHCSB to work with family feedback and support to develop a policy that reflects all of our needs and our commitment to serve the Scholars and families of NHCSB!

The mission of NHCSB is to prepare Scholars for college. Period. In order to serve our families and our Scholars, NHCSB is committed to an open-door policy of communication, creativity, and support. Under this policy NHCSB will commit to the following items:

- NHCSB will involve parents in the joint development of the planning and the process of reviewing a school-wide policy and implementation.
 - NHCSB will provide the coordination, technical assistance, and other support necessary to support the planning and implementation of effective parent involvement activities to improve Scholar academic achievement and school performance.
 - NHCSB will build the parents' capacity for strong parental involvement
 - NHCSB will coordinate and integrate parental involvement strategies
 - NHCSB will twice annually survey Guardians on the content and effectiveness of the parental involvement policy in improving the academic quality of the school. The survey results will be used to identify obstacles in order to foster greater participation by parents in Title I activities as well as design strategies for more effective parental/caregiver involvement that may lead to the revision of the family involvement policies if necessary.
 - NHCSB will involve parents in the development of a parent involvement policy that will be completed in partnership with the PTO.
 - Each fall, NHCSB will hold an annual meeting to which all parents shall be invited and encouraged to attend. The purpose of this meeting is to inform parents of NHCSB's participation in Title I and to explain the requirements and the right of parents to be involved. Transportation, childcare, or home visits will be available to help support family involvement.
 - NHCSB will provide timely information about programs under Title I, Part A

- NHCSB will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure scholar progress, and the proficiency levels students are expected to meet.
- NHCSB will provide Quarterly meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of children, and respond to any suggestions as soon as practicably possible.

FAMILY/CAREGIVER'S RIGHT-TO-KNOW

All NHCSB families have the right to request (and NHCSB will provide in a timely manner) information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

- * Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- * Whether the teacher is teaching under emergency or other provision status through which state qualification or licensing criteria have been waived.

- * The degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

- * Whether the child is provided services by paraprofessionals and, if so, their qualifications.

NHCSB will provide to each individual family:

- * Information the child's level of achievement in each of the state academic assessments as required under Title I.

- * Timely notice that the child has been taught for four or more consecutive weeks by a teacher who does not meet highly qualified requirements.

MESSAGE FROM THE DIRECTOR OF EARLY COLLEGE AND CAREER PATHWAYS

Dear Early College Scholars and Parents/Guardians,

Our Early College staff and NHCSB administration, in partnership with Massasoit Community College, has worked tirelessly to design and deliver a high-quality Early College program and are committed to

providing each Early College Scholar with the academic and social opportunities deemed necessary by our mission statement – “Preparing Scholars for college. Period.”

In order to provide holistic support for our Scholars, we consider family engagement to be a top priority, and it is our expectation that NHCSB Early College Scholars and parents serve as our valued partners. Through monthly College Knowledge Seminars, our staff will help Scholars and parents understand the importance of an early college education as well as a studious home environment. The seminars will also provide a dependable and welcoming forum to support parents/guardians through the transition process as Scholars prepare for life as a NHCSB graduate.

Lastly, the input from our Early College Scholars and parents/guardians is greatly appreciated. Please share any questions, comments, or concerns you may have as we continue to grow and improve.

Sincerely,

Maria Fernandes

Director of Early College and Post-Secondary Partnerships
New Heights Charter School of Brockton

ATTENDANCE AT NEW HEIGHTS EARLY COLLEGE

Scholars can arrive at the New Heights Campus between 7:20 a.m.-7:45 a.m.

- Breakfast is provided during this time and cannot be consumed after 8:00 a.m. Under these policies:
- Any scholar that arrives at the New Heights Campus after 7:45 a.m. is considered tardy to school.
- When a scholar is in school, he or she must attend all scheduled classes.
- Scholars who are not present in class will be marked absent unexcused unless they bring the teacher a signed note or pass from a staff member which indicates that said scholar had permission to be elsewhere at that time.
- If a scholar is tardy to class 3 times in a quarter, he/she will receive a Dean Detention.
- Any scholar that is tardy to school after 8:45 a.m. must be checked in and must be accompanied by a parent/guardian. Any parent/guardian that is unable to accompany the scholar must have received prior authorization from the Director of Early College and Post-Secondary Partnerships or assigned designee.

ATTENDANCE AT MASSASOIT COMMUNITY COLLEGE COURSES

All Early College Scholars taking college courses at Massasoit Community College must adhere to the course specific attendance and lateness policies as detailed on the course syllabus. Under these policies:

- Any scholar that is tardy to school after the Massasoit bus departure will not attend college classes for that day. The scholar must remain on the NHCSB campus and is not permitted to drive or be dropped off at the Massasoit campus.

- Three unexcused absences will require a mandatory meeting with NHCSB Academic Counselor and a parent/guardian; possibly resulting in an immediate withdrawal from all college courses, as determined by NHCSB Early College Administration.
- If a scholar is tardy to 3 classes in a quarter, they will receive a Dean Detention. Any scholar that does not fulfill his/her detention requirements will be subject to further disciplinary action. Detentions can only be rescheduled with permission from The Dean of Scholars or administration.
- Three tardies will be equal to one unexcused absence, and
- Being tardy nine times may result in an immediate withdrawal from the course(s), as determined by NHCSB Early College Administration.
- **It is the scholar's responsibility to contact all professors and program staff, if they are going to miss their college class.**
- **Dismissal from any college class is highly discouraged.**
 - In the event that a scholar must be dismissed while taking classes at the Massasoit Campus, the parent/guardian must first contact the NHCSB Main St. Main Desk. NHCSB staff will notify appropriate staff and provide dismissal instructions. NHCSB staff will verify photo identification of any persons dismissing Scholars. NHCSB staff reserves the right to deny dismissal without the proper photo identification.

MCC College Courses: Open food or beverage containers are subject to policies outlined in the instructor's syllabus. All trash and food spills are the responsibility of the Scholars to clean. Any scholar leaving a mess or trash in an MCC classroom is subject to NHCSB consequences.

DELIVERIES / PURCHASES

No food delivery services may be used at **anytime** at either New Heights or Massasoit campuses. Any food delivery made by a scholar will be confiscated, and will result in detention for the scholar.

Parents may drop off food during scholar's scheduled breakfast or lunch times (see NHCSB Early College course schedule). All parents are considered visitors to the school and must first check in with the front desk, before handing off food to the scholar.

HALLWAY ROUTINES AND EXPECTATIONS

Scholars will have three minutes to transition to their classes. Scholars are expected to arrive on time, or scholar will receive a tardy. Scholars cannot leave the classroom without permission.



General Hallway Rules:

- Scholars must have the *appropriate* pass before leaving a classroom
- Scholars are expected to exercise care and mindfulness when passing through the corridors by walking at all times, ensuring proper social space between each other, and demonstrating courtesy
- Food is not allowed to be visible in the hallway and may be confiscated if observed by staff

- Scholars are allowed to have their cell phones out during transitions, but they are not to be taking pictures, snapping, or anything else that could cause a traffic jam, commotion, or delay their on time attendance to class.

DRESS CODE

New Heights Charter School requires all Scholars to be in compliance with the dress code policies while on NHCSB and Massasoit campuses. Dress code is checked upon entry to the school. Scholars who arrive out of dress code will be given a consequence as determined by the Dean of Scholars. Scholars who are in violation of the dress code will be subject to calling home in order to obtain appropriate clothing or can be restricted from attending Massasoit Community College classes. During the school day, 7:40-3:30, Scholars are expected to adhere to the following dress code:

Dress Code Policies				
	Tops	Bottoms	Shoes	Accessories
Acceptable 	<ul style="list-style-type: none"> - T-shirts (long sleeve or short sleeve) - Sweatshirts and Hoodies (hoods should never be worn on the head) - Tank Tops (straps must be at least 2 inches wide) 	<ul style="list-style-type: none"> - Jeans* and Khakis - Shorts (knee length or longer) - Dresses or Skirts (knee length or longer) - Leggings made from Jean material / Jeggings - Gym/Athletic Shorts - Sweatpants 	<ul style="list-style-type: none"> - Sneakers of any color - Flats/Heels (must have a back) - Boots/Tims 	<ul style="list-style-type: none"> - Earrings - Necklaces - Head Wraps or Headbands of any color - Watches - Hair Accessories of any color
Unacceptable 	<ul style="list-style-type: none"> - Transparent clothing - T-shirts with inappropriate words or suggestive words or images** - Low cut tops - Spaghetti strap tank tops - Crop tops - Backless, keyhole, halter tops - Any clothing item that is determined as too revealing or inappropriate by NHCSB Staff 	<ul style="list-style-type: none"> - Ripped Pants or Jeans where skin is viable - Leggings/Tights as pants of any color or style - Pajamas - Shorts and Skirts of inappropriate length - Any clothing item that is determined as too revealing or inappropriate by NHCSB Staff 	<ul style="list-style-type: none"> - Any Shoe without a back (strapless sandals, slides, flip flops, Birkenstocks, Crocs) - Slippers 	<ul style="list-style-type: none"> - Hats - Sleep/Shower caps/Bonnets - Bandanas of any color - Brushes - Hair picks - Sunglasses

*Distressed or Ripped Jeans can be worn with leggings or spandex underneath (no visible skin showing).

**Scholars are prohibited from wearing or displaying the following: Clothing which has language or designs which are explicitly violent, obscene, sexually suggestive or offensive to individuals or groups or

that advertise alcohol or illegal materials; memorial t-shirts; Clothing, pins, insignias, colors, or emblems that identify them as a member of a gang.

GRADE POINT AVERAGE, RANK, and CLASSIFICATION

- All college level courses taken for dual credit are included in the GPA for NHCSB Scholars as part of their weighted GPA. All college credit bearing courses are weighted on a 5.0 GPA scale. All honors NHCSB courses are weighed on a 4.5 GPA scale. All remaining NHCSB courses are weighed on a 4.0 GPA scale.
- Your satisfactory academic progress is defined as passing all classes with a C- or better. If a scholar receives less than a C-, s/he may be required to repeat those courses and pass with a C- or better before they will be able to register for additional courses the following semester.
- Scholars who receive an Incomplete (I) in any of their courses will need to complete the course prior to the end of the following semester. If the course is not completed, you will receive an F for the course.
- All college-credit bearing courses are recorded on the high school transcript as a 1.0 credit for a semester of coursework (i.e. COMP 101). All college support labs (i.e. Comp 101 Lab or Math Lab) are recorded on the high school transcript as a 0.5 credit for a semester of coursework.
- At the end of each semester, Scholars will be evaluated to determine continued eligibility of enrollment in the Early College program. Failure to meet the academic, behavior, and attendance requirements of the program may result in Scholars being placed on a scholar Success Agreement or being removed from the Early College program. Scholars who do not meet the responsibilities of the scholar Success Agreement may be removed from the Early College Program.

MCC WITHDRAWAL/DROP POLICY

Scholars who do not pass all classes are expected to retake all failed classes in summer school to remain current with credit requirements for both the high school diploma and associate degree from Massasoit Community College. Scholars who do not make up all the credits necessary to remain on track for graduation from high school as well as Massasoit Community College will be required to withdraw from Early College and enroll in the NHCSB Dual-Enrollment Pathway.

Considerations before withdrawing or dropping a course:

Schedule changes or drops/withdrawals are **not allowed** because a scholar requests a different teacher or the class is too difficult. When these difficulties are encountered and a schedule change is requested a Dean will ask scholar a series of questions:

1. Have you met with the professor to discuss your concerns or how you can succeed?
2. Have you attended every class?
3. Have you attempted every assignment?
4. Have you attended Supplemental Instruction (SI) or tutoring sessions, if provided?
5. Have you visited the Massasoit Academic Resource Center (i.e. Writing and Math Center)?
6. Have you tried to utilize a high school teacher for tutorial assistance?

If, because of extenuating circumstances, a scholar is permitted to drop a class, that scholar will lose credit toward receiving his or her Associates Degree. A conference with the Academic Counselor will be

appointed to ensure academic success. A NHCSB course or directed study will be assigned for the scholar for the remainder of the semester.

MCC PROGRAM OF STUDY

Scholars take college courses in the Fall and Spring Semesters towards completion of the Liberal Arts Transfer Program at Massasoit Community College. According to Massasoit Community College, the Associate of Arts Degree is awarded to Scholars who complete this program. The minimum distribution requirements for this degree are at least 14 credits in mathematics and science, 12 credits in social science, and 15 credits in the humanities with a total of 62 credits being necessary for graduation. These courses are planned, approved, and funded by the NHCSB Early College Program. Scholars must enroll in the courses each semester as planned by the NHCSB Early College Program.

ADDITIONAL COLLEGE COURSES

If Scholars wish to complete any additional college courses, they **must** receive approval from the NHCSB Academic Counselor to ensure that these courses do not conflict with their current course pathway. NHCSB will not fund any additional college courses for Scholars, including online, summer, and winter intersession courses, unless expressly approved by the Executive Director and the Director of Early College and Post Secondary-Partnerships.

ACADEMIC HONESTY POLICY

NHCSB Scholars enrolled in college courses follow the Massasoit Community College's Academic Honesty Policy. The policy states:

In accepting admission to Massasoit Community College, Scholars also accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism - using another person's words or ideas without acknowledgement - is strictly forbidden. This means that dependence on the ideas or language of others in a scholar's oral, written, technical and artistic work must be properly acknowledged and documented [for example:] Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work.] Information on documentation is contained in most writing handbooks and is generally covered by an instructor in one of a scholar's composition courses.

Academic dishonesty also includes but is not limited to a scholar's giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor.

It is the responsibility of the individual instructor to enforce this policy. If an infraction should occur, the instructor may take action which reflects the seriousness of the infraction, and could

range from an informal verbal warning to, but not beyond, the issuance of a grade of F for the course.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Assistant/Associate Dean, who may bring the matter to the Vice President of Faculty and Instruction for consideration of further disciplinary action.

The scholar's right to due process is guaranteed in any disciplinary action involving faculty members and the administration. If a scholar has a complaint or a grievance he/she should contact the Dean of scholar Services. The scholar Grievance Procedure is contained in the scholar Handbook which is available in the scholar Life Office and the Office of the Assistant Dean of scholar Services. The procedure outlines the necessary steps a scholar must follow to file a grievance (massasoit.edu/academic-policy).

NHCSB Scholars taking college courses will adhere to the Academic Honesty policies as stated on the Massasoit website: <https://www.massasoit.edu/academics/policies/academic-honesty/index> .

Incidents of Academic Dishonesty and Plagiarism include: ***copying another's work, unauthorized use of computer programs; and, Scholars giving or receiving aid during examinations or in completing assignments, or other work assigned in courses, unless given explicit permission by the instructor.*** Scholars found in violation of the Academic Honesty policies are subject to:

- a. A hearing with NHCS/MCC Administration, Professor, and scholar(s) to discuss the severity of the incident.
- b. A consequence as determined based on the severity of the incident.
- c. Due process by filing a grievance through the Massasoit Community College scholar Grievance procedure.

FINANCIAL AID AND COLLEGE ADMISSION DISCLOSURE

NHCSB Early College is a school where Scholars take college courses to satisfy high school requirements. Because they are enrolled in college courses, Scholars are considered college Scholars, and are generating a college transcript.

It is important for Scholars and parents to understand that, even though Scholars at the school are not currently in a college, their college transcript is being generated NOW (while at NHCSB). College transcripts are used to determine college admission and financial aid eligibility LATER.

Scholars planning to continue their education must understand that in order to qualify for financial aid, **all classes need to be completed and successfully passed.** Therefore, once a scholar begins taking college courses in college, Scholars need to maintain satisfactory academic progress (SAP).

It is critical that Scholars and parents understand that starting your college career as a high school scholar is a commitment with long-term consequences if not successfully completed. Failing and/or withdrawing

from college courses can negatively affect college admission and/or financial aid eligibility in the future if the scholar does not complete designated course work.

DISABILITY SERVICES AT MASSASOIT COMMUNITY COLLEGE

Massasoit may provide services and accommodations to eligible Early College Scholars with disabilities consistent with Massasoit's policies and procedures. Scholars with disabilities who believe that they may need accommodations in the classroom are encouraged to contact a Disability Services Counselor at 508-588-9100 as soon as possible, in order to ensure that such accommodations are implemented in a timely fashion.

CONDUCT EXPECTATIONS

All participating Scholars will be subject to the policies and procedures of the College and the Early College Pathway, including but not limited to, the Scholar Code of Conduct, Sexual Harassment Policy, and Policy on Affirmative Equal Opportunity & Diversity.

MCC has a scholar Handbook that includes the scholar Code of Conduct that must be followed. It covers conduct violations, such as cheating, plagiarizing, alcohol and drug use, and disruptive conduct and can be found on the Massasoit Community College website. Scholars must make themselves familiar with these codes of conduct.

In addition, as an Early College high school program, we hold our Scholars to a higher standard of behavior. Therefore, we expect Scholars to demonstrate commitment to maintain their standing by:

- Respect others and their property.
- Scholars conversations should be held at appropriate levels and contain school appropriate language at all times.
- Personal electronic devices should not be seen or heard at any point during a class unless an instructor, teacher, or professor has you using the device for instruction.
- Ear-buds/headphones should not be worn in class or anytime adults and others may be talking to you or the class.
- All communication, written, verbal, or otherwise, with high school or college faculty and staff is to be respectful at all times.
- Voice levels in hallways should be kept to a minimum.
- Abiding by the Massasoit Community College scholar handbook
- Contacting your professors and NHCSB staff if you are going to miss class.
- Loitering in hallways, blocking sidewalks, and blocking stairwells are not permitted.
- If a faculty or staff member of any kind has to ask you or warn you about your behavior in any way, the behavior has already reached an unacceptable level.
- Consequences may be incurred with or without warning. Faculty and staff are not expected to warn you. NHCSB Scholars should be monitoring themselves and responsibly performing at expected levels.
- College or high school instructors/teachers/professors may confiscate your phone or other electronic device if it is visible (in use or not) during class.

Disciplinary consequences may be incurred based on NHCSB handbooks, policies, and codes of conduct.

SCHOOL JURISDICTION

Jurisdiction and responsibility extends over the entire school building, grounds, and school-sponsored events including but not limited to athletic events and field trips. Scholars who fail to divulge their names to a teacher, give a false name or refuse a reasonable request by a school official will be considered insubordinate and may receive disciplinary action up to and including suspension.

SCHOOL RESOURCES

TEXTBOOK, TECHNOLOGY, and OTHER RESOURCES

Textbooks, chromebooks, calculators, and other course resources will be provided to Scholars for their college classes. A scholar is expected to maintain all textbooks and other course resources in the same condition in which they were issued to the scholar. Any damage or loss incurred to resources while issued to the scholar will result in fines that are expected to be paid by the scholar and/or parent/guardian of the scholar.

Scholars that have outstanding fines from the prior semester will not be issued textbooks or other resources until the fines and/or fees associated with the scholar account are cleared via payment or payment plan arrangements.

Textbook Provisions

Scholars will be provided with new or used textbooks or other required course resources by NHCSB. Scholars are allowed to purchase textbooks for their own use, which are not subject to textbook damage policies.

Scholars will be expected to return all NHCSB issued textbooks, including those for one-semester college courses, on or before the last class meeting date. Materials returned with damage not noted on a Textbook Condition Report will result in the scholar being fined for the damages. Textbooks or materials not returned, or deemed to be damaged/unusable, will result in Scholars being charged the replacement cost. Fines and charges for damages will be determined by NHCSB staff, whose decisions are final.

Chromebook/Laptop Provisions

NHCSB will issue a Chromebook and Chromebook sleeve for every scholar at the start of the academic year. Scholars will **not** be allowed to use personal Chromebooks, tablets, laptops, or other electronic devices in lieu of the school issued chromebook. Scholars must use their NHCSB Chromebook in order to adequately access all electronic curriculum and activities. **NHCSB Chromebooks are valuable equipment and a privilege; a staff member has the right to confiscate a Chromebook at any time, at Massasoit or at any NHCSB campuses, should misuse occur.** Scholars will be charged for all damages and repairs incurred while the Chromebooks are in their care.

It is critical that a scholar reports a need or concern regarding their Chromebook to NHCSB staff as soon as possible. If a scholar thinks their laptop might have been stolen it is imperative that they report the missing laptop to a NHCSB staff member within two days. Scholars who miss the two day deadline will be responsible for the full cost of the replacement laptop.

Chromebooks will be audited at the end of each semester to assess their condition and provide any additional updates or IT support.

SCHOOL REFERRAL

When a New Heights scholar is identified as a scholar who is struggling academically and/or social-emotionally/behaviorally, the scholar's teacher(s) will submit a Red Flag Referral for that scholar. This Red Flag will be brought to the attention of the Director of scholar Services and the Response to Intervention (RTI) Team. The RTI Team is comprised of the Director of scholar Services, the Dean of Curriculum and Instruction, the Dean of Special Education, and the Head of Counseling. The RTI team will review all relevant data for all Scholars who are Red Flagged in order to determine whether or not that scholar is an appropriate candidate for RTI. If the scholar's difficulties are impacting their school performance in more than one subject area and that scholar meets the RTI Entry Criteria, that scholar will then be referred for Response to Intervention (RTI). Through the RTI process, individualized targeted interventions will be implemented and scholar progress will be monitored in the scholar's scholar Intervention Plan (SIP). The SIP will be altered as necessary, according to scholar response to intervention. If the scholar works through all three tiers of intervention and is still struggling either academically or behaviorally, the Grade Level Team will notify the RTI Team and that scholar will then be referred for an evaluation to determine possible eligibility for Special Education services under IDEA.

Once a determination to evaluate is made, assessments are chosen that are valid, administered and interpreted by trained individuals, free from cultural biases, tailored to specific areas of need and all other elements as specified by the Department of Early and Secondary Education. When interpreting data and making decisions, the Team uses information from a variety of sources, ensures that information obtained from these sources is considered, ensures placement in the Least Restrictive Environment (LRE), and includes information related to enabling the scholar to be involved in progress in the general curriculum.

COVID-19 PANDEMIC

New Heights Charter School will follow state and federal guidelines to address COVID-19 related school issues. Due to the unpredictable nature of the pandemic, the guidelines may change during the school year. New Heights Charter School will provide timely information to parents/Scholars/guardians about any needed changes to New Heights Charter School programs and services.

Remote Learning Time and Use of Remote Learning Platforms

As a result of the COVID-19 pandemic, during the 2020-2021 school year New Heights Charter School may be required to provide some or all educational programming via remote learning and various remote learning platforms, e.g. Teams and Schoology.

The Code of Conduct and New Heights Charter School Policies, including but not limited to those that govern scholar discipline, bullying, harassment, and discrimination, are applicable during remote learning times and when using remote learning platforms.

Parents and Scholars are prohibited from recording and/or disseminating remote learning lessons or instruction. Violations of the no-recording policy may result in school-based discipline or referral, in appropriate cases, to law enforcement.

Safety Requirements and Educational Program Continuum

As a result of the on-going COVID-19 pandemic, on June 25, 2020, the Massachusetts Department of Elementary and Secondary Education (“DESE”) issued “Initial Fall School Reopening Guidance” (the “Guidance”). In accordance with this guidance, the following safety requirements and educational programming models will be in place for the 2020-2021 academic school year as required by the Commonwealth. New Heights Charter School reserves the right to amend these requirements and the manner in which educational services are provided to its Scholars as determined appropriate and as ordered/advised by the various agencies of the federal and state governments.

Educational Program Continuum

Per the Guidance, educational services will be provided in one of the three (3) below described models depending upon the needs of the scholar and/or health and safety requirements.

Model 1 – In-Person Learning

It is New Heights Charter School’s goal to provide in-person learning to as many Scholars as possible without compromising safety. In this model, all Scholars return to school settings that are appropriately modified to accommodate the health and safety requirements outlined above. Examples of modifications could include altered classroom configurations, setting up additional learning spaces, and schedule changes.

Model 2 – Hybrid Learning

In the event that New Heights Charter School is unable to bring all Scholars back to school under the health and safety requirements despite best efforts, or in case of COVID-19 related circumstances, a hybrid learning model will be implemented. In this model, Scholars will alternate between in-person and remote learning. For instance, Scholars could switch between in-person and remote learning.

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Maroon	In-person	Remote	In-person	Remote	Remote
Yellow	Remote	In-person	Remote	In-person	Remote

Model 3 – Remote Learning

In the event that individual Scholars cannot return to in-person learning, or in the event of future classroom or school closures impacting all Scholars, remote learning will be implemented. As stated throughout the Handbook, the Code of Conduct and New Heights Charter School Bullying and Harassment/Discrimination policies apply to Scholars during remote learning times and when using remote learning platforms.

Plan for Special Populations

Remote Learning Plans and additional supports will be developed as appropriate for the provision services and accommodations to special scholar populations, including Scholars with disabilities and English learners.

For Scholars with disabilities who receive services and/or accommodations pursuant to an IEP or Section 504 Plan, please note that in the event of a school closure or provision of a hybrid learning model as described above, these exceptional circumstances may affect how a particular service is provided and FAPE may look different than it did during in-person learning. Federal disability law allows for flexibility in determining how to meet the individual needs of Scholars with disabilities. In these instances, New Heights Charter School will work to provide specialized instructional opportunities and related services through remote learning or a hybrid model of remote and in-person learning to the extent feasible while maintaining the safety of both Scholars and staff and complying with applicable federal, state and local government directives.

Safety Requirements for In-Person and Hybrid Learning Models

Masks: Staff and Scholars must put their masks on BEFORE they enter the building. In the mornings, staff will be posted at all entrances to ensure that masks are on prior to entry. Staff or Scholars who have no masks will be escorted to the front desk where they will receive a mask.

Handwashing and hand sanitizing: All bathrooms will have handwashing signs and reminders so all staff and Scholars wash their hands each time they use the facilities and that they do so correctly. Hand sanitizer will be abundantly available in each room for frequent use and staff will remind Scholars to utilize the sanitizer before and after they eat, before and after removing their mask and anytime they touch their face or a high touch point.

Physical distancing: Classrooms have been pre-designed with 6 full feet of social distancing between each scholar chair. Teachers have been allotted 6 square feet of space between them and the Scholars in the front of the classroom. Signs reminding Scholars, visitors and staff to remain 6 ft apart will be placed throughout the building on walls and floors, especially where lines are likely to form, such as outside of the bathrooms, the front desk and the water fountains. Hall monitors and bathrooms monitors will reinforce these physical distancing expectations.

Creating cohorts: scholar schedules will reflect that they remain in one classroom with a single cohort of other Scholars each day. They are separated from other groups of Scholars while within the school and will remain socially distanced while in their transportation groups.

School cleaning and disinfecting: The classrooms will be disinfected twice daily, once after lunch and once at the end of the day, using electrostatic fogging sprayers and bioesque cleaner. Bioesque lands on all surfaces, including rugs, and works to kill covid. It is EPA and FDA approved for use. In addition, custodial staff will be using these machines to disinfect high touch points (door knobs, light switches, bathrooms etc.) 3 times daily. Before lunch, teachers will spray scholar desks with disinfectant and Scholars will wipe their desks. The same will occur at the end of lunch as well. Each Friday the custodians will thoroughly clean all surfaces within the building to prepare for the start of a new week.

Ventilation: Our HVAC system will be monitored regularly. Before the start of the school year, air exchange rates will be checked and any necessary adjustment to rooms or purchases for air purification will be made accordingly. We receive regular checks up from our HVAC company to ensure that the system is safe. We are looking to purchase ionization machines that would be placed in air ducts throughout the building and are designed to seek out and kill Covid-19 in the air.

Movement Protocols within facilities: On the first floor in the bathroom, nurses and classroom square, all people will travel one way. In the back of the school and upstairs, where our hallways are more narrow and do not accommodate a one way directional, we will use signs and tape to enforce a “stay to the right” policy. Scholars will not be transitioning between classes, therefore only a few supervised Scholars will be in the hallways at any given time, reducing the risk of interaction between separate cohorts.

Screening Daily for COVID-19 Symptoms

Scholars should remain home if they or anyone with whom they reside exhibits one or more of the following symptoms:

- A fever of 100.4° F or above
 - Cough
 - Chills or shaking
 - Difficulty breathing or shortness of breath
 - Sore throat
 - Muscle or body aches
 - Sudden loss of sense of smell or taste
 - Nausea, vomiting or diarrhea
 - Nasal congestion or runny nose (not due to other known causes, such as allergies)
 - Headaches when in combination with other above-listed symptoms
 - Fatigue when in combination with other above-listed symptoms
- Scholars exhibiting any of these symptoms must test negative for COVID-19 prior to returning to school. During this time, Scholars will participate in remote learning

Transportation, Arrivals and Dismissals



IMAGE: Brockton will allow an average of 23 Scholars on each school bus and seated as shown.

Bus/Transportation Safety

In accordance with the Fall Reopening Transportation Guidance put forth by DESE on July 22, 2020, New Heights Charter School, along with the Brockton Public Schools will use the following procedures for all bus and van transportation:

- All Scholars, regardless of age or grade, are required to wear a mask on the bus, which must be put on prior to boarding.
- Three feet of space between Scholars will be maintained at all times.
- One scholar will be allowed in each seat and two Scholars in the same row following distancing guidelines (see image above). However, Scholars living in the same household will be allowed to sit together.
- All windows will need to remain open for the entirety of the drive unless prohibited by weather.
- Upon arrival to school, Scholars at the front of the bus will exit first.
- Also, in accordance with DESE guidance, all high-touch surfaces will be cleaned and disinfected thoroughly in between morning and afternoon bus/van runs.
- No one will be allowed to board the bus without a mask.

Entering the School

Daily drop off at school will be done on a rolling basis so that the New Heights Charter School is able to control the number of Scholars approaching the school at one time. Every scholar must be wearing a mask when exiting the vehicle.

Parents/guardians who drive their children to school will be asked to closely follow staff directions upon arrival. Each parent/guardian will be asked to pull up to a designated location to allow their child(ren) to safely exit the vehicle. A staff member will signal for the scholar(s) to exit the vehicle when it is safe for them to do so. All parents/guardians must remain in the vehicle during pick-up/drop-off. Exceptions will be made only for parents/guardians who need to assist their child physically with exiting the vehicle.

Walkers are also required to wear a mask as soon as they reach school grounds. It is strongly recommended that walkers wear their masks while walking to school as well if they are doing so with other Scholars who do not live in the same household.

Exiting the School

Classrooms will be dismissed one-by-one to limit the number of Scholars outside and in the hallways at one time. Parents/guardians and Scholars must immediately leave school grounds upon dismissal. Parents/guardians who are picking up walkers must wear a mask when on school grounds and remain a minimum of six feet apart from all other parties. All Scholars must wear their masks until they enter their parent/guardian's vehicle or until they exit school grounds.

Parents/guardians driving to pick up their child(ren) must remain in their vehicle and pull up to the designated pickup location. Additional logistical details, including drop-off and pick-up locations, will be communicated directly to parents by the school principal.

Meetings/Visitors

To support the health and safety of our staff and Scholars, no outside guests will be allowed into our school buildings until further notice. Parents who need to dismiss their child(ren) will be allowed to meet their child(ren) at the front door. All visitors must have a valid license or ID.

Attendance

Daily attendance will be taken regardless of the model of instruction as follows:

Hybrid

Scholars are required to attend school in-person on the days assigned. On the remote days, attendance will be taken through the login to the remote learning platform, at the beginning of each class and through completed daily assignments, and by attendance at virtual classes and/or meetings. Appeals of assigned in-person and remote days must be made in writing directly to the building principal.

Remote

Teachers will take attendance for each instructional period and report it as they would in-person. An administrator or other school staff member will be assigned to reach out to Scholars who are absent for one or multiple classes to identify the reason for absence and provide support accordingly.

Attendance for the remote instruction will be taken daily as Scholars are required to login to the remote learning platform and attend all scheduled classes either synchronously or asynchronously. Also, attendance will be taken at the beginning of each class and will be monitored through completion of assignments and participation in lessons.

Scholars who are unable to attend school due to illness or quarantine will be counted absent unless they are actively accessing the remote learning platform and participate in remote instruction as set forth above.

Camera Use

Family-School Compact

New Heights Charter School 2020-2021

When you joined New Heights Charter School of Brockton, you joined a team. The school and the families of all Scholars agree that this compact outlines how families, the entire school staff, and Scholars will share the responsibility for improved scholar academic achievement and the means by which the school and families will build and develop a partnership that will help children achieve the State's high standards.

School Commitment

HIGH QUALITY EDUCATION

1. We will work tirelessly to ensure that our Scholars get the excellent education they deserve. We will neither make nor accept excuses.
2. We will work longer school days, longer school year, offer Scholars extra help and support, and always offer our Scholars the best we have.
3. We will assign quality classwork and homework on a daily basis to reinforce and support skills and concepts learned in class.
4. We will ensure that all teachers are certified in the subject-matter and working toward highly-qualified status.
5. We will support Scholars with excellent teaching and additional help during the school day and after/before school as needed.
6. We will always work to provide a safe learning environment. We will always work to protect the safety, dignity and rights of all individuals.

COLLEGE PREPAREDNESS

7. While enrolled in college courses, all *Early College Scholars* will receive high-quality and appropriate academic advising, monitoring, mentoring, and coaching to ensure academic and personal success.

RESPECT and FAIRNESS

8. We will encourage and respect every scholar. We will listen to Scholars and their needs. We will not tolerate Scholars disrespecting each other.
9. We will teach and enforce the core values of New Heights consistently and fairly. We will communicate with families when Scholars fail to meet expectations just as when they exceed expectations. Decisions, including consequences, will be made in the best interest of our Scholars.

COMMUNICATION

10. We will communicate regularly with families about their child's progress and make ourselves available in person and on the phone.
11. We will return phone calls and emails as soon as possible, usually within 24 hours.

Family Commitment

ATTENDANCE and PROMOTION

1. I will ensure that my child comes to school on time and prepared to begin the day's activities.
2. I will not schedule family vacations during school time. I will do my best to schedule important appointments for out of school time.
3. I will make alternative transportation plans if my child is required to stay at school until 5:00pm (Monday-Thursday).
4. I understand that my child will be automatically retained if he/she fails 2 or more core academic classes, or is absent for more than 20 days of the school year. If my child fails 1-2 classes, he/she must successfully complete a summer program in order to be promoted.

HOMEWORK and ACADEMIC SUPPORT

5. I will provide a place to study and see that my scholar completes his/her schoolwork regularly.
6. I will contact my child's teacher and/or school counselor when my child requires additional academic support.

COLLEGE PREPAREDNESS

7. I will work to create and continue a partnership with New Heights to focus on the common goal of attaining college success for my child(ren).

BEHAVIOR and DRESS CODE

8. I understand that my child may serve a detention and/or Friday extension if he/she receives DeansList referral.
9. I understand that the school follows a strict bullying prevention and intervention plan and if my child violates that plan they will face consequences stated in that plan.
10. If my scholar serves an out-of-school suspension, I will come to school to discuss an appropriate reentry plan.
11. I will send my child in proper dress code every day. If my child arrives out of uniform, he/she will receive a detention.

FAMILY SUPPORT and COMMUNICATION

12. I agree to work as part of a team for the academic success & behavioral growth of my child. I will return phone calls, review & sign documentation sent home including progress reports & merit Reports. I will attend parent-teacher conferences and meetings about my child.

Scholar Commitment

EFFORT and HELP

1. I understand that my education is paramount. Being a scholar is my job. I will always work, think and behave in the best way I know how.
2. I will do whatever it takes for my fellow Scholars and me to learn. I will work to exceed the school's expectations.
3. If I need help, I will ask for it. If I can give help, I will give it. I won't criticize other Scholars.

COLLEGE PREPAREDNESS

4. While enrolled in classes at New Heights, I will work to ensure academic and personal success in order to best prepare me for college.

ATTENDANCE and UNIFORM

5. I will come to school and ready to learn by 7:45am.
6. If I need to miss class or school, I will ask for and make up all assignments. I will stay after school if/when I am required to do so.
7. I will wear the proper uniform everyday and remain in uniform throughout the day.

COMMUNICATION

8. I will listen to directions. I will read and re-read directions before asking for help. If I cannot solve the problem myself, I will raise my hand and ask for help. I will help my classmates if they need help. I will not make excuses. I will be honest with my teachers and myself.

RESPONSIBILITY and HONESTY

9. If I make a mistake, I will tell the truth and accept responsibility for my actions. I will do the right thing, even when no one is watching.
10. I will respect my teachers, my peers and myself. I will refrain from all disrespectful behavior.
11. I understand our core values and will embody them every day. I will follow the school rules to protect the safety and rights of all individuals and not detract from the educational opportunities of others. I'll accept the consequences if I don't meet academic and behavioral expectations.

Please review this School-Family Compact with your child.

New Heights Charter School, the Scholars, and their families agree that this compact outlines how the school staff, families and Scholars will share the responsibility for scholar academic achievement. It describes how the school and families will build and develop a partnership that will help children achieve the state's high standards and college readiness.