



New Heights Elementary Handbook

Updated Aug. 5, 2025

2025-2026 Handbook

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

This journey requires that we work together—at school, home, and the community—to ensure that all students can do their best and feel a natural and long-lasting sense of accomplishment.

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

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

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

We aim to provide ***“Excellence to Every Learner, Every Day.”*** Our objective is to greet the students each day, find time as often as possible to see them in the classroom, and be able to say goodbye at the end of each busy day.

We look forward to working with you this school year!

New Heights Elementary Principal
Mrs. Cierra Hangsleben

New Heights Elementary Assistant Principal
Mrs. Tina Haaven

OFFICE HOURS AND STUDENT HOURS

New Heights Elementary School Office Hours: 7:30 a.m. - 4:00 p.m.

Student Hours: 8:00 a.m. – 2:50 p.m.

Employee Directory

Directory information can be found on our district website or at this [LINK](#).

VISITORS

Minnesota statute requires all school visitors to report to the front office to receive a visitor's pass. The office staff will then ensure the visitor is cleared to proceed to the classroom or venue. If you wish to speak to your student's teacher in person, you will need to make an appointment with the student's teacher to set up a specific time and date when their teacher is available to meet. No outside public will be permitted in classrooms unless invited by the classroom teacher for particular reasons. Again, you must stop at the front office to check in and receive a Visitor's Pass before proceeding to the student's classroom.

ATTENDANCE

Regular attendance in school is essential to the success of our students. The state's **Compulsory Education Law** shows the importance of school attendance, which requires that every elementary-age child "must receive instruction." As parents and guardians, you play the most crucial role in your child's education. Ensuring your children arrive at school every day rested, well-fed, and ready to learn is an excellent contribution to your children's education.

ATTENDANCE LAW:

Minnesota Law (Minn. Stat. 120A.22 subd. 5) provides that every child between the ages of 7 and 17 years of age must attend a public school or a private school during the regular school term. School Districts are required under state law to provide a minimum number of hours of instruction for each grade level (Minn. Stat. 120A.41)

Subd. 6.**CHILDREN UNDER THE AGE OF 7** (a) Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to the [Previous](#)compulsory[Next](#) attendance provisions of this chapter and section [120A.34](#), unless the board of the district in which the pupil is enrolled has a policy that exempts children under seven from this subdivision.

(b) In a district in which children under seven are subject to [Previous](#)compulsory[Next](#) attendance under this subdivision, paragraphs (c) to (e) apply.

(c) A parent or guardian may withdraw the pupil from enrollment in the school for good cause by notifying the district. Good cause includes, but is not limited to, enrollment of the pupil in another school, as defined in subdivision 4, or the immaturity of the child.

(d) When the pupil enrolls, the enrolling official must provide the parent or guardian who enrolls the pupil with a written explanation of the provisions of this subdivision.

(e) A pupil under the age of seven who is withdrawn from enrollment in the public school under paragraph (c) is no longer subject to the [Previous](#) compulsory [Next](#) attendance provisions of this chapter.

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES

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

Parents/guardians are required to notify the office via a note or telephone call before 8:00 a.m. on or before the day their child will be absent for any reason. If we do not receive notification, you may receive a call, text, or email inquiring about your child's absence, which may be marked as unexcused until verified. Please call and leave your name, your student's name, and your child's teacher's name, as well as the reason for the absence. The call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students. This policy has been instituted for the safety of your child; therefore, your cooperation is appreciated. 218-773-0908.

EXCUSED ABSENCES

An absence will be excused if the parent calls, emails the school, or provides a written note, which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. Due to illness, students are allowed up to 10 total absences a year, or five days in a row. A doctor's note must be provided if your child is absent from school for over three days. Continued absences without a doctor's note will be considered unexcused and may be subject to a truancy referral to the County Agency. The parent/guardian will receive an excused absence letter from the school to reflect the days the student has been absent. This letter will be sent after five excused absences.
2. Medical, dental, and other professional appointments that cannot be scheduled outside school hours.
3. Family emergency, serious illness, or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.
6. Conditions beyond the student's control. Examples are automobile accidents or delayed school buses due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and holidays. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is tough to replicate instructional activities, discussions, small group work, etc., that have occurred while your child was absent from school. Please notify your child's classroom teacher and the school office when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return.
8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

UNEXCUSED ABSENCES

Examples are running late, oversleeping, malfunctioning alarm clocks, missing buses, and failing to contact the school regarding the student's absence. The parent/guardian is responsible for contacting the school regarding the student's absence. The parent/guardian will receive a letter from the school after your student has more than 3 unexcused absences. Students under 18 years of age who have any combination of 7 unexcused absences will be referred to Polk County Human Services for educational neglect.

TARDIES

The student's day begins at 8:00 a.m. Students are tardy after 8:05 a.m. and must receive a tardy slip from the office before going to class.

EXTENDED ABSENCES

1. Parents should be aware that, according to Minnesota State Law, a student absent for fifteen (15) consecutive days must be withdrawn.
2. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

PROCEDURE FOR DROPPING OFF AT SCHOOL

When dropping off students in the morning, please be aware that buses begin arriving around 7:30 a.m., so all drop-offs should take place in front of the building. Students who walk or are dropped off **should not arrive earlier than 7:30 a.m., as there is limited supervision before teachers report at 7:45 a.m.** To ensure student safety, the Front Loop connecting 4th Street and 6th Avenue will be closed to traffic. We appreciate your cooperation in helping keep our morning routine safe and efficient.

DISMISSAL DURING THE DAY

Parents/guardians are asked to call or send a note with their child before appointments and vacations, etc. For your child's safety, please include the name of the person picking up your child if it is someone other than the parent/guardian. Whoever picks up the child must sign the child out of the office. An administrative assistant will contact the child through the teacher.

RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or those adults listed on the student's enrollment or emergency information form. **Parents must contact the school office in advance to authorize the release of their child to someone else. (Written notice is preferred).**

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure your child's safety, you may be requested to provide identification if staff are unsure of your identity. All parents, whether custodial or non-custodial, may visit a student or remove a student from school, provided the parent complies with the District's visitor's policy and does not disrupt the student's education program. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences. However, the district is not required to hold a separate conference for each parent and has the right to participate in other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the School with a court order or other legally binding document explicitly prohibiting physical contact between a non-custodial parent or other named individual and a student.

END OF THE DAY DISMISSAL PROCEDURE

Students will be walked out of the building by their teacher at the end of each day. There will be "pick up spots" designated for the non-bus students to meet their designated adult. The day's end routine will include a

circle around the building and walking on the sidewalk to pass by each pickup spot on the way around. The designated adult will contact the teacher before removing the student from their classroom group. The front loop connecting 4th Street and 6th Avenue will be closed to traffic all day. If there are any changes to your student's end-of-the-day routine, **you must notify the office by 1:30 p.m.**

CLASS PLACEMENT FOR THE SCHOOL YEAR

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

When configuring each class, we take into account the following elements:

- Academic needs
- Social needs
- Special services scheduling
- Gender balance
- Student leadership
- Equitable class size
- Diversity
- Learning styles

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

COMPLAINTS

Students, parents/guardians, employees, or others may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will write to the complaining party regarding the school district's response to the complaint.

E-LEARNING DAYS

To optimize the learning opportunity afforded by the State of MN 2017 legislation, EGF Public Schools has opted to participate in E-Learning Days in the event of inclement weather. Only 5 E-Learning Days will be allowed each school year. Your student will receive a BINGO Card Packet containing five cards from their classroom teacher. Your student must complete an activity under each column, have a signed signature, and return their BINGO Card to their classroom teacher three days after the E-Learning Day was issued. Returning the BINGO card will verify your student's attendance on the E-Learning Day. Failure to return the card will result in your student being absent on that E-Learning day. In the event your child forgets their E-Learning packet at school, you can access the BINGO Cards through our district website at egf.k12.mn.us/page/elearning

- Notice of an E-Learning day will be given as soon as possible through the school's auto-messaging system.
- Teachers will be available electronically or by phone from 9:15 AM-3:00 PM on E-Learning days. Please contact the school office at 218-773-0908 with any questions.

EMPLOYMENT BACKGROUND CHECKS

The school district requires a criminal background check for all applicants who are offered a job. Background checks are also required for anyone—except enrolled student volunteers—who is

offered a position to provide athletic or academic coaching services. This includes, but is not limited to, athletic coaches, academic coaches, assistants, and advisors, whether paid or unpaid. The district may also conduct background checks for other volunteers, independent contractors, and student workers.

PARENT VOLUNTEERS

Parents and guardians are welcome in our schools and encouraged to volunteer in their child's classroom. To do so, please contact the building administrators in advance. A background check may be required. All visitors must sign in at the main office before going to a classroom. Parent volunteers must follow specific procedures, including signing in and making arrangements ahead of time with the classroom teacher. For more information, please reach out to the building administrators.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students *are* expected to provide their pencils, pens, paper, erasers, notebooks, and other items. Students may be required to pay specific other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds the minimum requirements and is kept by the student
- Field trips are considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- We transport students to and from school for those living within two miles of the school. At this time, we transport all students.
- Teachers may ask students for a small fee to cover treats for class parties.

Students will be charged for lost or destroyed textbooks, workbooks, and library books. If the student and parent/guardian cannot pay, the school district may waive a required fee or deposit. For more information, contact the building administrators.

BICYCLES

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

- Bicycles must be ridden on the right-hand side of the road or on a designated bike trail.
- When arriving at school, the bicycle should be placed in the bike rack immediately.
- Bicycles must be left in the racks **until after the buses leave** at dismissal time.
- Bicycle security is the student's responsibility; the bicycle should be locked at school.

- Wearing a bike helmet is highly recommended and encouraged for safety.
- Bicycles should be walked until off-school grounds.

IN-LINE SKATES

Elementary students **may not** use in-line skates, skateboards, or scooters on school property. Students who use any of these to travel to school **must not use** them once they reach school property. Parents are strongly encouraged to have their children wear helmets when riding or wearing these items. Students who wear roller shoes (tennis shoes with wheels) cannot use them during the school day or on school property because they pose a safety hazard to the wearer and other students. The school is not responsible for lost, stolen, or damaged items worn or ridden to school.

Items that are a nuisance to the school environment may be confiscated and returned later.

STORM PROCEDURES FOR CANCELLATION OR DELAY OF SCHOOL

If weather conditions are such that school cannot be in session, you will be alerted by the school's automated system. Your primary number will be called. You can create and manage your account by adding and editing personal information. Go to www.egf.k12.mn.us, on the top right, click ParentVue/StudentVue. You may also listen to local radio and TV stations for announcements. Be sure to listen for East Grand Forks Public Schools. Parents/guardians may use their judgment to keep students home or pick them up early in storm conditions.

DRESS CODE

All of the attitudes and behaviors of students and staff contribute to the climate of New Heights School. Individual student dress and appearance can positively or negatively affect a school climate. Clothing and hair shall be neat, clean, and safe, and should not disrupt the instructional process.

The safety of all students is a parallel issue; thus, all students are expected to dress appropriately. Students not adhering to this dress code will be asked to change into appropriate clothing. They may also be asked to contact their parents.

The following are examples of unacceptable dress/clothing:

- Caps, hats, hoods, or bandanas
- Backless, low-cut, off-shoulder shirts, spaghetti straps, midriff shirts, tank tops (with straps narrower than 2 inches), or any see-through garments
- Dresses, shorts, or skirts that are shorter than fingertips when hands are at your sides
- Clothing with revealing holes or cutouts
- Visible underclothing, including bra straps and underwear
- Clothing with profanity, inappropriate language, suggestive messages including sexual innuendo, potential gang affiliation, drugs, tobacco or alcoholic products
- Baggy pants or shorts worn below the waist
- Bare feet, stocking feet, or slippers
- Wearing or carrying coats, backpacks, or book bags during school hours

*Note: This policy may be amended without notice to prohibit any attire that school officials deem disruptive or inappropriate to the learning environment.

To support individuals with asthma, allergies, and sensitivities, the school works to reduce the use of fragrances. Students, staff, and visitors are asked to avoid wearing scented products such as perfume, body spray, cologne, aftershave, and scented hair products.

TENNIS SHOES

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

ELECTRONICS AND NUISANCE ITEMS (Cell phones, iPods, Trading cards, etc.)

A phone is available for student use in the office. This phone is for emergencies or important phone calls – not for pleasure. Students must ask office staff for permission to use the student's phone before using it.

New Heights staff understands that many students have cell phones, cameras, and other personal electronic devices. If students bring their cell phone or other personal electronic device(s) to school (including, but not exclusive to, Smart Watches, iPads, and tablets), they must be powered off and stored in the student's locker upon arrival through the dismissal bell. The only exception to this policy would be if expressed permission is granted from a teacher to bring devices to class for an academic purpose. If this happens, the phone/personal electronic device must be returned to the student's locker immediately after class.

Students violating this policy will have their phone/electronic device confiscated and brought to the office. On the first violation, a student can pick it up after dismissal. If a student receives a second cell phone/electronic device violation, the device will be brought to the office, which will remain until a parent/guardian comes to school to retrieve it. A third violation will result in the student being strongly encouraged to leave the device at home or will be expected to turn the device into the office (upon arrival) and pick it up after dismissal (for a period determined by the office staff).

Staff will not be responsible for or investigate the loss or damage of electronic equipment and related materials.

NOTE: Wireless earbuds or headphones are not allowed at school. Students may bring corded earbuds or headphones to use in classrooms (at times, the teacher deems appropriate).

*Inappropriate movies, pictures of teachers, students, or school activities are prohibited. Taking and/or publishing photos or videos of anyone without their permission is a violation.

*Camera phones are strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices, at all times. Such use may also be a violation of the criminal code.

EMAIL ADDRESSES/EMERGENCY NAMES/PHONE NUMBERS

To ensure we can reach you when needed, please keep your contact information up to date. This includes your **email address, work numbers, emergency contact names, and phone numbers**. We use email for most communication, so it's important we have your current address on file.

You can update your information by logging into your **ParentVUE** account. If you need help, contact Jodi Boushee at **jboushee@egf.k12.mn.us** or call the school office at **218-773-0908**.

In an emergency, if we cannot reach you or your listed contacts, we will call **911** for immediate assistance. Keeping your information current is essential for your child's safety and well-being.

BREAKFAST AND LUNCH

Students will receive a complimentary breakfast and a free lunch. Good nutrition is an essential part of a good education. It is also critical for proper childhood development. It starts with a good breakfast for children to

have the energy and nutrition for the day. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly, and be on their best behavior.

If your child has special dietary concerns the school should know about, contact the Principal. Our district website lists lunch menus at egf.k12.mn.us and under Food Services. Due to security reasons, students are not permitted to have guests during their lunch period.

APPLY FOR FREE/REDUCED LUNCH

Even though every student receives a complimentary breakfast and free lunch, you must complete the Free and Reduced Lunch Form for the upcoming school year. This is crucial to access state funding for our school district. An application is available at egf.k12.mn.us and is listed under Departments>Food Services. Simply complete this form at the beginning of the school year. A paper application is available upon request; contact the school office. The information you provide on the form is confidential. You may also file a lunch application at any point during the school year.

HOMEMADE FOOD, SNACKS, AND TREATS

There may be special occasions for students to share treats with the class. **All food must be commercially purchased and individually wrapped.** Homemade cakes and treats are **not** acceptable due to state health codes. A classroom may have a student with an allergy. The classroom teacher will provide information and ask for a limit on allergens in the school. Treats **NOT allowed** are sheet cakes, ice cream cakes, and anything the teacher would require to deliver to individual students. Not permitted in the classroom or at lunch include coffee drinks, teas, energy drinks, and shakes. Student snacks should be healthy. Snacks not permitted include chips, candy, etc..

CLASS PARTIES

There are occasions during the school year for classroom parties. Teachers may ask the children for a small fee to cover the cost of treats.

FIELD TRIPS AND PERMISSION FORMS

Both transported and walking field trips are taken by classes to broaden their educational experiences. An information letter and permission form will be sent home for parental approval before any trip. There are various times during the year when we wish to take the children to local places off our school grounds, such as the high school, senior citizens' home, the park, local stores, etc. **For such trips and the use of student images, parents/guardians will be asked to sign these forms, which will be effective for the entire year. These forms are available at the beginning of each school year and include consent to use your student's image on social media and local news outlets.**

PARENTS TEACHERS ORGANIZATION (PTO)

Parents, Teachers, Organization (PTO) is the elementary school's volunteer organization of parents, teachers, and principals working together to benefit our children in the best way possible—the school's PTO provides many volunteer opportunities and offers funds to the elementary schools to provide educational extras. Turkey Bingo and the PTO Carnival are some of the fundraisers the PTO organizes during the school year. PTO meetings are generally held monthly. Check the district calendar for the meeting dates. We hope you will consider being an active part of this organization.

ANIMALS

Animals are prohibited in school buildings except those provided through the district's science curriculum. This includes birds, reptiles, and all animals with fur. Service animals are accepted with identification.

LOCKERS AND PERSONAL ITEMS WITHIN A LOCKER

Under Minnesota law, school lockers are school district property. The district does not relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' possessions within a school locker may be searched only when school officials reasonably suspect that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (Policy 5650)

DESKS

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

A student's personal possessions and/or person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees can express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a sensible manner. For detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees."

LOST AND FOUND

Lost and found boxes are located near the cafeteria. At the end of each quarter, unclaimed items are given to a charitable organization. Parents and guardians are strongly encouraged to label all students' clothing, footwear, school supplies, etc. Students should be encouraged to check the lost and found boxes if they have lost something. (Policy 505)

HEALTH SERVICES

The District Nurse provides:

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

SCHOOL HEALTH RECORDS

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and learning ability is requested upon school entrance and will be updated annually. Parents are encouraged to

notify the school of health problems, updated vaccines, or diagnoses of infectious diseases. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law.

SCHOOL ACCIDENTS

If your child is involved in an accident at school, the teacher, district nurse, or office personnel will administer first aid. Parents and/or emergency medical assistants will be called if the accident appears serious.

HEALTH CARE ACTION PLANS

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

ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL

"Internal medication should be given only by or on the physician's order." The internal administration of aspirin or any other drug at school is not approved, as this is the responsibility of the parent or the physician. Children who depend on medication to stay in school must have a written order from a physician giving specific directions for taking medication. Medication must be brought to school in a container appropriately labeled by a pharmacy or physician.

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

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

IMMUNIZATION

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

www.health.state.mn.us/immunize

PHYSICAL EXAMINATIONS

A physical exam is recommended for all children entering Kindergarten.

ILLNESSES

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

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

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

PLAYGROUND & CAFETERIA EXPECTATIONS

All classroom teachers will review and practice playground and cafeteria expectations at the beginning of each school year. Everyone will enforce the expectations and procedures on the playground during all outdoor breaks, noon recess, and in the cafeteria.

New Heights Expectations for Playground

Be Respectful. Be Responsible. Be Safe.

- Play in designated areas only
- Follow the directions of the playground staff
- Follow all safety rules
- When the whistle sounds, move with the purpose of building for class
- Use appropriate language and volume

New Heights Expectations for Cafeteria

Be Respectful. Be Responsible. Be Safe.

- No sharing of food.
- Follow the directions of the adult supervisors.
- Keep your body in your personal space.
- Be responsible for any items you drop or spill.
- Use appropriate language and whisper talk.
- Raise your hand if you need assistance.

If a student is fighting or throwing food, the student will be removed from the lunchroom, and an alternative setting will be provided.

BUILDING and SCHOOL GROUNDS' RULES

All classroom teachers will review and practice the building and school grounds rules at the beginning of each school year. Everyone in the building will enforce the rules and procedures, with the expectations of being Respectful, Responsible, and Safe. Each inappropriate behavior will be addressed as an individual circumstance to change student behavior positively. Serious issues, such as fighting or damage to property, will result in parental/guardian contact.

BULLYING (Policy 514)

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

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

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

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

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be severe enough to deter violations and discipline prohibited behavior appropriately. School district action taken for breach of this policy will be consistent with the requirements of applicable collective bargaining agreements and statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations. **You can find the Bullying Policy on our EGF website at www.egf.k12.mn.us under the tab Our District, then click on EGF School District Policies.**

PLEDGE OF ALLEGIANCE

Per state law, the district will recite the Pledge of Allegiance to the United States of America one or more times each week. Students who wish to refrain from participating in reciting the pledge may elect not to do so. All students must respect another person's right to make that choice. **Parents of students wishing not to participate in reciting the pledge must notify the teacher of their child's choice.**

SPECIAL NEEDS PROGRAMS

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

The East Grand Forks School District cooperates with the Area Special Education Cooperative (ASEC) for our special education programs.

- Early Childhood (ECSE) and Home Based (ages 0-5)(ASEC @ 218-773-0315)
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Developmental Delay (DD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- Lifeskills

Other programs offered by the EGF District are:

- English as a Second Language (ESL)
- Title 1 – Federal program for students with needs in reading/language arts and math

SECTION 504

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

Has a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working.

Has a record of such an impairment or is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

Students must meet specific criteria to receive accommodations. For more specific information, contact the building administrators.

STUDENT BEHAVIORAL MANAGEMENT POLICY PHILOSOPHY

Learning best occurs in an orderly and safe environment, where students learn to be responsible, respectful, and safe. This policy states acceptable rules of conduct for students to foster a positive and safe learning environment.

STUDENT CODE OF CONDUCT (Policy 506)

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

<https://bit.ly/NHCodeofConduct>

DISMISSAL

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

COMMUNICATIONS

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Before providing this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Procedure for Notifying Students and Parents or Guardians of Violations

Parents will be notified by school personnel of the rules of conduct and resulting disciplinary actions, except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Maintenance of Student Discipline Records

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

Interaction with Law Enforcement Authorities

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

The complete Student Behavioral Management Policy (#s 501, 506, 506F, 515,529, &529F) are available on our East Grand Forks website at www.egf.k12.mn.us under the tab Our District, then click on EGF School District Policies.

RIGHTS AND PROTECTIONS POLICY

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

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

These practices are intended to provide parents/guardians with the opportunity to review instructional materials, address concerns, and propose reasonable alternatives. The East Grand Forks School District Policy lays out a detailed procedure for schools to follow when a concern is raised.

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has a crisis management plan specific to that building. Students and parents will be provided with information about district—and school-specific plans.

The “Crisis Management” policy addresses a range of potential crises in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown, fire, and tornado drills. Building plans include classroom and building evacuation procedures.

RELIGIOUS, RACIAL, and SEXUAL HARASSMENT, VIOLENCE POLICY

Everyone in District 595 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment, violence, or hazing. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

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

If words or actions make you feel uncomfortable or fearful, you must tell a teacher, counselor, and the principal. You may also make a written report. It should be given to a teacher, counselor, principal, or superintendent. Your right to privacy will be respected as much as possible. We take seriously all reports of

religious, racial, or sexual harassment, violence, or hazing and will take all appropriate actions based on your report.

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

WEAPONS POLICY

It is a violation of the School District Policy 501 for any individual to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a "look-alike weapon or destructive device in school, on school grounds, at school activities, at bus stops, or in school vehicles, or entering upon or departing from school premises, property, or events. Weapons and destructive devices, as defined in Article III of this policy, will not be tolerated. Students who bring a firearm to school shall be referred to the criminal justice or juvenile delinquency system by the building administrator. Students possessing a weapon as defined in Article III, Section A, which does not constitute a weapon or destructive device according to the Gun-Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the administration's recommendation. Other potential consequences for violating this policy may include:

- notifying the parent or guardian.
- Involvement of the police with a recommendation to charge
- Suspension for up to five days and/ or:
- Exclusion/expulsion from school by the School Board

RESPONSIVE CLASSROOM/ PBIS (Positive Behavior Intervention Support)

Many instructors at New Heights Elementary have integrated the Responsive Classroom model. This approach to teaching and learning seeks to balance social and academic skills. Using the Responsive Classroom model, guidelines for building community are set, rules are created, and high expectations for learning and behavior are established. Children feel like they belong, have been empowered, and can safely have fun. PBIS is our district-wide model to encourage positive behavior.

Responsive Classroom Components

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

Establishing school wide rules will take place within the first month of school.

PARENTVUE

ParentVue allows families to view their child's lunch account, attendance, report cards, and personal data. It allows viewing rights to only the records of their child/children.

If you have computer access and are interested in gaining Family Access, the following steps need to be followed:

1. Call the school and request a login and password.
2. Log onto the school district website: www.egf.k12.mn.us
3. Scroll down to the bottom of the page and click on ParentVUE

4. Type in your login and your password.

REPORTING TO PARENTS

Progress reports and report cards will be sent to custodial parents and to non-custodial parents if a request for a second household mailing is filled out on the registration form.

TRANSPORTATION AND CONDUCT

Your school bus ride is a privilege, not a right . . . please follow bus safety rules!

A student transportation request must be completed before your child will be transported. The online form can be found at www.egfk.12.mn.us under transportation.

East Grand Forks School District is committed to providing safe and efficient bus transportation to all eligible students between the bus stop nearest the student's home/daycare and his or her assigned school. Every transported elementary student in East Grand Forks will have no more than two selected drop-off points. Telephone requests will not be honored. Transporting students to school and home daycare will be accomplished with a consistent procedure that will work efficiently, eliminate confusion, and reduce the hazards to our students (Policies #s 707, 708, & 709). School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually, and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Large school projects and sporting equipment such as rollerblades, ice skates, skis, skateboards, golf clubs, etc., are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

The East Grand Forks School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- All students in grades K-5 will have assigned seats.
- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Do not take pictures or videos on the bus.

Bus Conduct Records:

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

Vandalism/Bus Damage:

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct:

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Parent/Guardian Involvement:

-Parent/Guardian Notification

The school districts school bus and bus stop rules will be provided to each family. Parents/guardians are asked to review the rules with their children.

-Parent/Guardian Responsibilities for Transportation Safety

Parents are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children.
2. Support safe riding and walking practices, and recognize that students are responsible for their actions.

3. Communicate safety concerns to their school administrators.
4. Monitor bus stops, if possible.
5. Have their children at the bus stop 5 minutes before the bus arrives;
6. Verify their student has a bus pass / ID to ride. The bus driver will scan/enter all students into the bus tablet when students get on and off the school bus while performing route duties. This is to ensure that there is a record of all students who ride the bus to ensure proper transport and safety of all on board.
7. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
8. Have their children properly dressed for the weather.
9. Have a plan in case the bus is late.

Please be at your **assigned bus stop** at **least 5 minutes** (but no more than 10 minutes) **before** the scheduled pick-up time. Pick-up times may vary throughout the school year due to road conditions, weather, or changes in bus routes. We appreciate your flexibility and understanding when these adjustments occur.

East Grand Forks Public Schools provides transportation services for students throughout the district. We use **EZRouting**, which includes access to the **BusQuest App**. This app allows parents and guardians to view their child's transportation information, **track the location of the bus**, and **check attendance records** to see if their child boarded the bus. This can be especially helpful if you're unsure of where your child is before or after school.

If you have questions or concerns, please contact the **Transportation Director** at **218-773-0476**.

Consequences for inappropriate behavior on the bus will be referred to the school administration. Due process will be followed in all disciplinary proceedings. Serious misconduct may be reported to law enforcement.

- **First Offense**: Warning. Bus Conduct Report completed, meets with administration, Conduct Report sent home, and parent/guardian contacted
- **Second Offense**: Bus Conduct Report completed, meets with administration, Conduct Report sent home, and parent/guardian contacted, student suspended from the bus for 1 day.
- **Third Offense**: Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, student suspended from the bus 3 days
- **Fourth Offense**: Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, student suspended from the bus 5 days
- **Fifth Offense**: Based on the severity of a student's conduct, student may be suspended from the bus for the remainder of the quarter or year.

WITHDRAWING CHILDREN

If you are moving and your child will be withdrawn from East Grand Forks Public Schools, please inform the school administrative assistants by sending a note or calling the office indicating the date of the last day of attendance. We will send the student's school records directly to the new school. We wish you the best in your new school.

At any time, please feel free to contact New Heights Administration if you have any questions or concerns about this handbook. At New Heights Elementary, Being Respectful, Responsible, and Safe are our first priorities.