

PARENT/STUDENT HANDBOOK

2023-2024



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INTRODUCTION TO STUDENTS AND PARENTS

The staff and Board of Directors of New Heights School want to provide the best possible climate and setting for student safety and learning. Safety and learning are the two top priorities of everyone at New Heights School. For those reasons, this handbook has been created.

This handbook will help you to understand what you can expect during your membership at New Heights School. It will outline your rights as a student, but will also inform you about your responsibilities. In addition, you will find included several topics of general information most people seem to find useful. All students and parents are responsible for reviewing and complying with the contents of this handbook during your membership with New Heights School.

We encourage you to ask questions about anything you do not understand. Please call the school office at 651-439-1962 with your questions.



MISSION STATEMENT

The mission of New Heights School is to inspire and challenge each individual to reach his or her full potential.



BOARD OF DIRECTORS

Stephanie Bagwell	Chair
Angie Bohnert	Secretary
Katy Johnson	Assistant Secretary
Rikk Sorenson	Treasurer
Jennifer VanDyke	Vice Chair

New Heights School is managed and administered from within, as the Board of Directors is comprised of teachers, parents and community members. Board members are elected to serve three-year terms. An annual election is held in May of each year. Board of Directors meetings are open to the public and are held once per month. The school's website, www.newheightsschool.com has a schedule of meetings for the year.

NEW HEIGHTS SCHOOL STAFF

Principal/Superintendent

Thomas M. Kearney

Elementary Staff

Abby Lindquist	K-1	Elementary Teacher
Christie Hogan	2-3	Elementary Teacher
Deandra Purcell	4-5	Elementary Teacher

Secondary Staff

Katy Johnson	Math Teacher 6-8
Nicole Graeve	Math Teacher 9-12
Philip Ragan	Science Teacher
Stephanie Bagwell	Language Arts Teacher
Kirk Nelson	Physical Education/Health Teacher
Sofia Engebretson	Social Studies Teacher
Nate Murphy	Social Studies Teacher
Geoff Osterbauer	Social Studies Teacher

Special Education Staff

Lisa Kraft	Special Education Director
Scott Linner	School Psychologist
Angie Bohnert	DCD/SLD Teacher
Mary Carlson	EBD Teacher
Anne Humphrey	Due Process Clerk
Jenni Ballard	Speech & Language Teacher

Guidance Counselor

Annah Massmann	School Counselor
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Student Support & Business Services

Lindsay Berberich	Bookkeeper / Office Manager / Student Services
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Health Services

Leigh DeRosier, Health Office Attendant
Stephanie Kapfer, School Nurse

Food Service

Franklin McCully
Lindsay Berberich

SCHOOL – STUDENT – PARENT COMPACT

New Heights School is a public school choice option that is available to students and parents as an alternative to the traditional school they are assigned to in their resident district. It is inherent that upon enrollment students and their parents agree to adhere to the expectations set forth in the documents provided below:

A NHS Student Handbook and School-Student-Parent Compact are provided to each family to inform students and parents of the core values of the school, in addition to official school policies. It is the responsibility of the student and his or her parents to review and understand the contents of these documents. Individuals with questions should contact the school principal.

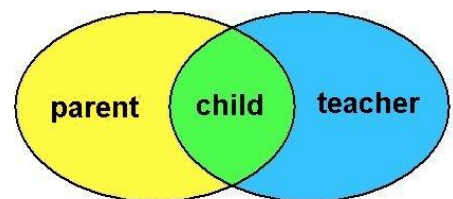
The following School-Student-Parent Compact is to serve as an agreement between the School, the Student, and the Parent(s). It is to be observed by all parties and will be evaluated by the school's administration. Violation of this agreement may result in a meeting, which may further result in a student's withdrawal from New Heights School.

The **School** will provide the following services to all students of the school:

- Provide a free and appropriate education.
- Provide for a safe environment conducive to learning.
- Communicate to parents on positive and negative occurrences.
- Provide opportunities for parents to express concerns.
- Present a plan for the student to graduate from high school.

The **Student** will observe the following:

- Will attend school each and every day, or provide a legitimate excuse for absence.
- Will make an effort to pass all classes.
- Will turn in all assigned work to the best of his/her ability.
- Will maintain appropriate behavior at all times while at school.
- Will be respectful of all staff members and fellow students.
- Will observe all school rules as outlined in the Student Handbook.
- Will adhere to the school clothing guidelines.



The **Parent(s)** will observe the following:

- Attend all scheduled meetings on behalf of their child.
- Will be supportive of the educational process.
- Ensure that the student attends school each and every day.
- Communicate openly with the school regarding issues that may interfere with the student's success at school.
- Will cooperate with school administration regarding contracts or other disciplinary intervention plans.

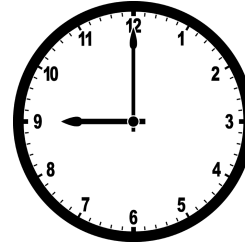
SCHOOL HOURS/CLOSING

School start and dismissal times: **9:05 – 3:40**

Building hours: 8:00 a.m. – 4:00 p.m.

*Students may enter the building after 8:45 a.m

*Unless pre-arranged, all students are expected to depart the building by 4p.m.



SCHOOL CLOSINGS:

Watch local channels **WCCO 4, FOX 9, KARE 11, and KSTP 5** for school closing and emergencies. New Heights also follows Stillwater Area School District emergency closings. If Stillwater Area Schools is reported as being closed due to inclement weather, New Heights will also close. When possible, we will also post a message via JMC Student Management System, email, the school's website, and Facebook. In most cases, students will be expected to participate in virtual school lessons in the event weather does not allow for in-person learning.

ATTENDANCE:

(Please refer to NHS Attendance Policy for more detailed information.)

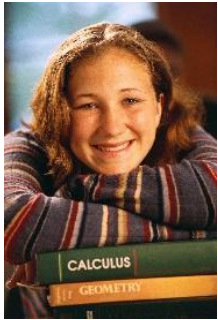


School success starts
with attendance

- All students are required to attend school at least **90%**, which means students should not miss more than 8 days school each semester or 4 days of school each quarter. Students are also expected to arrive to each class period on time and remain in scheduled classes or areas for the duration. All aspects of the student day are scheduled.
- The school operates under a closed-campus structure.
- Transportation, traffic, weather, or other reasons for failing to attend school regularly and on time will not be exceptions to maintaining 90% attendance throughout the school year, as determined by state law-except when school is closed officially by school administration.
- A detailed telephone call or email from the parent of an absent student is required or the absence will be recorded as an “unexcused” absence until the reason is confirmed, which may mean providing a doctor’s or medical health provider’s verification.
- Parents will be contacted regarding absences without lawful excuse, excessive absence including multiple absence due to illness, and/or tardiness. Habitual absence without medical verification may be recorded as “unexcused.”
- Disciplinary consequences could result for habitual tardiness, unexcused absences and excessive absence, including potential reduction of grades and/or loss of credit.

- NHS follows the Washington County Truancy Prevention Program guidelines. Excessive absences could result in a referral to a county social worker for intervention.

CITIZENSHIP



For more detailed information please review the official school policies:

- Student Discipline Policy
- Bullying Policy
- Harassment & Violence Policy
- Hazing Prohibition
- Internet Use Policy
- Weapons Policy
- Tobacco-Free Environment

These policies can be found on the school's website www.newheightsschool.com

Students at New Heights School are expected to conduct themselves civilly and appropriately for the school setting. This means treating all people at school with courtesy at all times.

- Bullying, hazing, taunting, and all forms of harassment are strictly prohibited at school.
- In addition to the mistreatment of others, students are expected to refrain from other negative behaviors such as truancy, drug or chemical use, tobacco use, vaping, swearing, or making derogatory remarks about people, places or things, including through social media outlets.
- Students identified for mistreating others, including teachers, administration, support staff, or students, may be referred to their resident district schools.



CLOSED CAMPUS

- NHS is a closed campus, which means that students attending NHS may not leave the school grounds without proper authorization for a valid reason.
- Students not honoring the closed campus policy will be subject to the NHS Discipline Policy and procedures.
- Students are not permitted to leave school/campus for lunch.
- Student visitors are only permitted by scheduled appointment for the purpose of considering enrollment and to take a guided tour of the school. Non-enrolled students are not allowed to shadow other enrolled students during the school day.
- All visitors must check in at the main office and may only access designated areas.

CODE OF CONDUCT

The following are examples of unacceptable behavior and are subject to disciplinary action by the school's administration. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be dealt with in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia, including e-cigs;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects including but not limited to laser pointers;
12. Violation of the school district Weapons Policy;

13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, public displays of affection, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Failure to follow the dress code guidelines;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;

29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, bullying, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, bullying or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

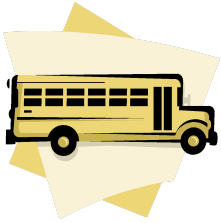
DAILY WORK



- Students are expected to attempt to complete all assigned schoolwork to the best of their ability each day.
- When students miss school, they are expected to complete missing assignments either in school or at home within a stipulated time frame.

- Students may request assistance from their teachers before or after school to increase or improve upon a grade or understanding of material. Arrangements with specific teachers are to be made beforehand to ensure the teacher is available to help the student.

FIELD TRIPS



- NHS believes that first-hand experience is one of the best ways to learn. Therefore, NHS prides itself in organizing a variety of field experiences that are intended to enhance and supplement the lessons that are taught within the classroom.

- In many cases, NHS can provide a free or inexpensive field experience, while other times there may be a fee, which is to be paid in advance by all those who wish to participate. Limited scholarships may be available to help pay for students that want to participate, but are unable to due to a lack of funds. Parents may contact the school office to inquire if a scholarship is available to cover the cost.
- In addition, students must obtain written permission from their parent or guardian to attend the event in advance of the experience.
- Refunds for field trips requiring payment in advance will not be given to students failing to or refusing to participate.
- An absence resulting from refusing to attend field experiences is not a lawful reason to be absent from school. Such absences will be recorded as “unexcused” and subject to the consequences outlined in the school’s attendance policy.

DRESS CODE GUIDELINES

- The responsibility for a student’s appearance rests with the student and his/her parent or guardian.
- Clothing and grooming styles that create a distraction to the learning environment, constitute a safety hazard, or attract undue attention to the individual are not acceptable.
- Students exhibiting inappropriate dress will first be asked to correct the issue, and may be sent home for blatant or continued violations or refusal to comply.



The following is a guideline of the dress code expectations:

1. Students must always wear shoes or structured supportive footwear. Footwear must have a closed-toe and closed wrap-around heel. Flip-flops; sandals; slippers; clogs; Crocs, high heels or spiked heels; and the like are prohibited. Non-marking athletic shoes are required for

Phy-Ed classes.

2. Caps, hats, hoods, mittens, sunglasses, headbands, bandanas or ornamental headgear are not to be worn in school or class as they can contribute to unnecessary distractions.
3. Pants must be fastened around the waist and worn in a fashion such that undergarments are not displayed. Rolled down pants or sagging are not permitted. Belts are required with loose fitting pants or slacks. Pants and shorts are to be of an appropriate size for the student, not too tight and not too loose. Shorts are to extend to the palm of a natural hanging hand.
4. Coats and jackets are not to be worn to classes. What constitutes a coat or jacket will be at the discretion of the teachers or the principal.
5. Link chains and spiked collars and/or bracelets constitute a safety issue and are not accepted as dress accessories.
6. Pajamas and slippers are not to be worn at school.
7. Ripped and torn clothing are not to be worn at school.
8. It is recommended that students leave a pair of conforming shoes at school.
9. ALL clothing worn by students to/at school must meet generally accepted levels of appropriateness.



HEALTH SERVICES AND ILLNESS

We are here to help support your child's health and wellness. Please contact health office staff to let them know of any health concerns or medical conditions that your child may have. Remember, if your child is discernibly sick/ill, please keep them home until the symptoms or the illness passes.

Please call the school attendance line each day your child is absent due to illness.

Sick/ill students will be sent home if they have a fever (100.4 or above), vomiting or diarrhea, severe cough or other symptom or illness. Students with these symptoms will be expected to stay home for 24 hours after symptoms have subsided. All illnesses seen in the health office will be observed and assessed by a nurse if needed.

COVID-19

The Pandemic emergency orders regarding Covid 19 protocols have been listed. If a student tests positive for Covid, it will be best to contact the school for the most current advice and protocols. The school no longer has a masking policy in force, nor does the school use quarantine as a procedure.

INTERNET USE (please refer to Internet Use Policy)



- An Internet Use Agreement must be signed by the student and a parent in order to use the school computers and the internet.
- Internet access will be limited to educational purposes consistent with the educational mission of the school.
- Students will be courteous and respectful in their messages to others, using appropriate language. Use of vulgar, obscene or lewd language or using computers to defame another person will result in immediate consequences in accordance with NHS Internet Use Policy and Discipline Policy. In some cases, this may include messages on social media outlets.
- For their safety, students shall not send personal information about self or others, including but not limited to, home or school address, phone or credit card numbers or other personally identifiable information over the Internet.
- Students shall use their best writing and proofreading skills when leaving messages.
- Students shall respect legal protection provided by copyright laws, software licensing and trademarks. Copyright infringement is a strict liability crime. If a student is unsure of the copyright status of the material he or she is using, the student should check with the Instructor.
- Students shall respect the privacy of others and will not seek out, obtain copies or modify files, data or passwords belonging to others without permission.
- Students should be aware that the Internet is not guaranteed to be private.
- To avoid unwanted financial obligation, parents and students should be aware that it is possible to purchase goods or services via the Internet.
- Evidence of illegal or prohibited activities may be disclosed to law enforcement authorities.

PARKING/AUTOS (including trucks, vans, and motorcycles)

- There is no parking between signs in front of the school during posted hours to allow for smooth school bus drop off and pick up at the beginning and end of each school day.
- Parking spaces at NHS are limited to the north-side of Mulberry Street. Students may not park on the west-side (Everett St.) across the street from the

front door of the school.

- The speed limit on school property is **5 miles per hour**. Violators may be ticketed.
- Students driving to & from school are required to use a high degree of safety and courtesy on school property and in the neighborhood surrounding the school.
- Anyone failing to follow the student-driver guidelines may be denied permission to drive or park on school property.

PHONE CALLS AT SCHOOL

- Parents and students are asked to make all necessary arrangements for rides, lunches, or all other personal business before arriving at school as to not cause unnecessary distractions by making these arrangements during the school day.
- Parents should not text or call students while they are in class. If there is an emergency parents should contact the school office first before contacting your child as he or she may be in class and the call is likely to be disruptive.



Cell Phones – Grades K through 8

- Cell phones are not allowed to be used in K-8 classrooms. Please be respectful by understanding how disruptive cell phones are to the education process.
- Students in grades K-8 who bring cell phones to school are required to turn them off during school hours and keep them in the main school office, with their teacher or in their lockers for grades 6-8.
- Misuse of cell phones will result in the phone being confiscated and only returned to a parent.

Cell Phones – High School Students in grades 9-12

- Students will not be allowed to use cell phones in classes unless permission has been given. Students are encouraged to leave the cell phones in their lockers or place them in a designated area in each classroom to avoid temptation of using them.
- High school students may only use cell phones before school, in between classes during passing time, during lunchtime, and after school unless otherwise permitted. Parents should also be aware of this rule and not contact the student directly while in class. Parents are encouraged to contact the main office to leave a message for your student if necessary.

- **Students are not allowed to receive phone calls, make phone calls, receive text messages, send text messages, or check voicemails during any classes, including restroom visits during normally scheduled class time. Students are not allowed to take pictures with cell phones at anytime on school grounds and post to social media. Parents should also be aware of this.**
- Students may ask permission of a teacher, the main office staff, or the principal to use a phone for a special circumstance. However, the decision of the staff member must be adhered to.
- Students violating these guidelines will forfeit their privilege to carry and use cell phones at school. In certain cases, cell phones may be confiscated and may only be returned to a parent or guardian at the discretion of the teacher and/or principal.
- Mass abuse of the cell phone guidelines may be cause for a complete ban of cell phone possession at school. Cell phone use at school is not a right.

SCHOOL MEALS / APPLICATION EDUCATIONAL BENEFITS FOR FREE MEALS

New Heights School provides healthy meals each day. School lunches are catered through the Stillwater School District.

Due to new state legislation, a complete breakfast and lunch meal will be provided at no cost for all students. If you choose to bring your own meals additional items must be purchased through your meal account. À la carte items are considered add ons to a meal and will result in account charges. A la carte items include a milk without a meal or an additional milk, bottled water, chips, etc.

Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

- Paper copies of Educational Benefit Applications are available in our main office
- Or, you may apply electronically in JMC Parent Access, click on Register 23-24, Application for Educational Benefits or click here: <https://newheightsschool.onlinejmc.com/Parent/Login.aspx>

Additional Food Purchases

New Heights School also offers a few ala carte items to supplement the hot lunch, or to add to the lunches brought from home. Students may purchase ala carte items and they may also purchase extra milk. *All milk only purchases will result in a charge of \$0.65 cents regardless of school meal eligibility status., in accordance with governmental policies. Parents can start a school meal account for additional food purchases.

The lunchroom area is equipped with microwaves for students in grades 6-12 only who wish to bring a lunch from home. For safety reasons, elementary students may not use microwaves.

Soda pop, energy drinks, coffee/latte, tea, coolers etc. are not allowed at school. Fruit juice/juice boxes are allowed during lunch only.

Fast food and/or pizza deliveries are prohibited. Parents are asked to not to deliver fast food to school as it can cause a major distraction to other students because more than not, these deliveries do not arrive in a timely manner and disrupts the school schedule and security measures.

**Ala carte purchases such as additional milk, milk only, or additional food items not included in the regular school lunch and/or breakfast are not covered under the National School Lunch Program, therefore, subject to charges.*

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students;
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- G. to assume that until a rule or policy is waived, altered or repealed; it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;



- K. to adhere to the school’s clothing guidelines in a manner which meets standards of safety and health, and common standards of decency, and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and social media and refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

TESTING / EXAMS

- New Heights administers Fastbridge testing (FB) to measure student progress multiple times each school year.
- New Heights is also required to administer Minnesota Comprehensive Assessments (MCA) to select grades as required by the State of Minnesota.
- In addition, students are expected to take and pass local exams in their individual classes. Failure to pass class exams may result in failing grades and may further delay high school graduation.



New Heights School Title I information

- o New Heights School is considered a **Title I School**, which simply means that the school accepts federal sources of revenue allocated because of the percentage of students at our school who qualify for free or reduced price meals. The amount of the allocation can be quite sizable; at least in the tens of thousands. The purpose of the allocation is to assist struggling learners who most likely do not have a learning disability to improve in the academic areas of literacy (reading and writing) and or mathematics. So, the following items of information are required to be disseminated by the school to families who enroll their children. If you have further questions after perusing the items, you can always contact the main office and speak directly with our school principal as he is the most knowledgeable of this program.
- o New Heights School has a **Parent Involvement Policy** adopted by the school’s board of directors. You can find this policy (612) on the school’s website under the board policy tab/button.
- o Each year New Heights must conduct an **annual Title I meeting** and invite parents to participate. That meeting will be held immediately after the September board meeting at approximately 5:30 pm at the school. There will be further notice on the school’s website, and

the specific location within the school will be determined closer to the day of the meeting. There will be an informational sign at the main entrance of the building directing visitors to the location. Parental invitations are required of the school, but parental participation is not; simply meaning you are not required to attend this meeting even if your child receives Title I support, but all are more than welcome to attend and participate.

- o There will be several surveys for parents to take each year, but the annual Title I survey will be distributed during the spring conferences in March of 2022. We are currently exploring ways to encourage more participation in surveys, so there may be announcements about that in a future correspondence.
- o Here is official notice that New Heights employs only **Highly Qualified** teachers. That simply means that Minnesota public schools are obligated to hire only those candidates who have earned a minimum of a 4-year degree from an accredited college or university, and who also possess a valid Minnesota teaching license to teach in the discipline/subject area they represent. All teachers must participate in a criminal background check prior to accepting employment. Finally, all teachers must also renew his or her license every five years by completing a minimum of 125 clock hours of continuing education/professional development. These hours must be verified and approved by a local re-license committee. No teacher shall be permitted to teach without holding a valid MN teaching license.
- o In accordance with Federal Law, New Heights must make available directory information to military recruiters when requested. It is up to high school-aged students and families to decide whether or not to entertain discussions with these recruiters, but the school must comply with the law regarding these requests.
- o Any parent or student wishing to file a formal complaint is directed to follow the school's official complaint procedures which can be found on the school's website under the "Policies" tab and reference Policy #103.

Transportation

Transportation to and from New Heights School is provided by Stillwater Area School District.

Elementary students (grades K-5) living half of a mile or farther from school are eligible for bus service, and middle school and high school students (grades 6-12) living one mile or more from school are also eligible. See District 834 Transportation Policy.

New Height School students must be registered for transportation each school year.

Transportation registration is now available for electronic submission. Families can access the registration form by following the steps below.

Go to stillwaterschools.org > Menu > Services > Transportation > Register for Transportation > Private/Charter School Registration

Or the direct link to the form is [HERE](#)

Stillwater Transportation Contact Information: schoolbus@stillwaterschools.org 651-351-8377

Busing provided by Schmitt & Sons Transportation 952-985-7501

VISITORS POLICY

- All visitors need to check in with the main school office to sign in.
- New Heights School does not allow students who are not enrolled to “shadow” a New Heights student or attend school activities or visit during school lunch.
- Student visitors accompanied by a parent/legal guardian may tour the school when considering enrollment. They are asked to contact the administrator for an appointment.
- Parents of elementary-aged students (K-5) may schedule a partial day for their child to attend class. An appointment is required. Please contact the main school office to schedule an appointment with the administrator.



SCHOOL POLICIES

The following is a list of the full versions of official school policies that can be found on the schools’ website and available upon request in the main school office.

- 413 Harassment and Violence
- 419 Tobacco-Free Environment
- 501 School Weapons Policy
- 502 Search of Student Lockers, Desks, Personal Possessions and Student’s Person
- 503 Student attendance
- 504 Student Dress and Appearance
- 504b School Uniform Policy
- 505 Distribution of Non-school-sponsored Materials on School Premises
- 506 Student Discipline
- 507 Corporal Punishment
- 510 School Activities
- 514 Bullying Prohibition



515	Protection and Privacy of Pupil Records
516	Student Medication
520	Student Surveys
521	Student Disability Nondiscrimination
522	Student Sex Nondiscrimination
524	Internet Acceptable Use Policy
526	Hazing Prohibition
531	The Pledge of Allegiance
533	Wellness Policy
534	Unpaid Meal Charges