

PARENT/STUDENT HANDBOOK

2019-2020



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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

Samantha Taylor	President
Lorraine Busta	Vice President
Michael Stahlmann	Secretary
Christie Hogan	Assistant Secretary
Lorraine Busta	Treasurer

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 two-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

Christie Hogan	K-1	Elementary
Erin Kost	2-3	Elementary
Jen Geil	4-5	Elementary

Secondary Staff

Katy Chamberland	Math 4-8
Emma Cotner	Math 9-12
Andrea Ek-Pangerl	Science
Noelle Geyer	Language Arts
Kirk Nelson	Physical Education/Health
Nicholas Tapio	Social Studies Teacher

Special Education Staff

Tamera Pulver	Special Education Director
Scott Linner	School Psychologist
Mary Carlson	EBD Teacher
Jill Eulberg	LD Teacher
Dana Schmitt	LD Teacher
Jenni Ballard	Speech & Language

Guidance Counselor

Annah Massmann	School Counselor
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Student Support & Business Services

Lindsay Berberich	Bookkeeper / Business Office
Julie Kearney	Office Manager / Student Services

Health Services

Kim Nelson, School Nurse
Christany Carlson, Health Office Attendant

Food Service

Franklin McCully

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.

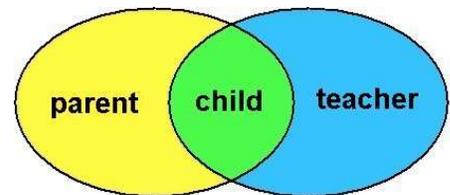
The following School-Student-Parent Compact is to serve as an agreement between the School, the Student, and the Parent(s). It is to be observed by all parties and will be evaluated by the school's administration. Violation of this agreement may result in a meeting, which may further result in a student's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

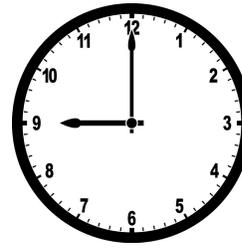
- Attend all scheduled meetings on behalf of their child.
- Will be supportive of the educational process.
- Ensure that the student attends school each and every day.
- Communicate openly with the school regarding issues that may interfere with the student's success at school.
- Will cooperate with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



SCHOOL CLOSINGS:

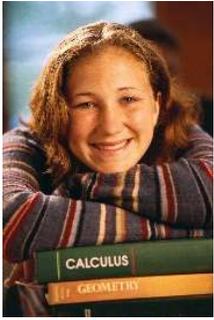
Watch local channels **WCCO 4, FOX 9, KARE 11, and KSTP 5** for school closing and emergencies. New Heights also follows Stillwater Area School District emergency closings. If Stillwater Area Schools is reported as being closed due to inclement weather, New Heights will also close. When possible, we will also post a message via JMC Student Management System, email, the school's website, Facebook and Twitter.

ATTENDANCE:

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



- Students are required to attend school at least 90% of the school days/classes each year. They are also expected to attend each class period on time, and remain in scheduled places for the prescribed duration.
- 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.
- A 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.
- 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 appropriate 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, 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.
- No students are permitted to leave school for lunch.
- Student visitors are not permitted except by appointment for the purpose of considering an 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 subject to disciplinary action by the school district. 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 school uniform 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 their 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.
- In certain cases, students may request assistance from their teachers before or after school to increase or improve upon a grade or understanding of material.



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 are 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.
- 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 (General 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 violations or refusal to comply.



The following is a guideline of the dress code expectations:

1. Students must wear shoes at all times. All shoes 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 and bandanas are not to be worn in school.
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 is not to be worn at school.
8. It is recommended that students leave a pair of conforming shoes at school.



CLOTHING GUIDELINES

All students must respect and adhere to the clothing guidelines at all times.

	Tops	Bottoms
Colors	Tops may be of any color and may contain a pattern such as stripes, floral design or flannel.	Pants, shorts and skirts may consist of any color.
Features	<ul style="list-style-type: none"> • Free of graphic designs or print (one fist-sized logo is acceptable) • Shirts/tops may contain a collar, crew neck, v-neck, or turtle neck/mock turtle neck, and may not produce an overly-revealing effect which may be considered inappropriate for the school setting. • A sleeve that extends at least to the mid -bicep 	Acceptable styles include: <ul style="list-style-type: none"> • Flat front or pleated • Cuffed or non-cuffed • Capris • Shorts/Skirts/Dresses (should hang to at least the palm of a naturally hanging hand.)
Additional guidelines	<p>Students may add a long sleeve layering piece, such as a cardigan, sweater, or a sweatshirt; however, coats and jackets are not allowed to be worn during the school day.</p> <p>Tops are to be closed allowing no exposure below the collarbone and no exposure of cleavage, belly or midriff.</p>	<p>All pants must be worn above the waist. Pants that sag, fall down, or reveal undergarments will not be permitted. Students are encouraged to wear a belt to ensure proper fit.</p> <p>Pants and shorts should not be extremely tight fitting or too loose.</p> <p>Leggings, jeggings, lycra, spandex, sweatpants or similar are <u>not allowed</u> to be worn as pants.</p> <p>Yoga pants are prohibited.</p>



ATHLETIC-WEAR:

Recently, athletic-wear styles have changed and seems to be becoming more acceptable in a variety of settings. Certain styles of athletic-wear will be tolerated to the degree that the styles maintain the general intended purpose of the clothing guidelines. Generic sweatpants, yoga pants, wind pants/hockey pants and other similar styles do not meet the standard we expect. The general idea, especially for athletic pants, is simply that they should fit similarly to a “regular” pair of pants; they should have pockets and hang naturally at the foot.

FOOTWEAR:



All students are required to wear shoes that offer some level of support and protection. All shoes must have a closed-toe and closed wrap around heel. Flip-flops; sandals; slippers; clogs; Crocs, high heels and spiked heels; and the like are not permitted. Students in grades K-10 are required to participate in physical education classes; therefore, those students must have some type of non-marking athletic shoe available here at school for days they have phy-ed class. Reference: New Heights School Policy 504b



Parents and students can read more about the New Heights clothing guidelines on the school’s website. All are encouraged to understand the reasons for the guidelines to prevent the unnecessary purchasing of non-conforming school clothing.

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 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.
- 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 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 please contact the school office.



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. They 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. Parents should also be aware of this rule and not contact the student directly while in class.
- **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



Breakfast \$2.10 (includes milk)



Milk \$.65



Lunch \$3.40 (includes milk)

Families may set-up a school meal account for their student(s) by sending payment to the school office to deposit into their family accounts.

Families are expected to ensure a positive balance to their school meal account during the school year in order for their student to purchase a school breakfast and/or lunch.

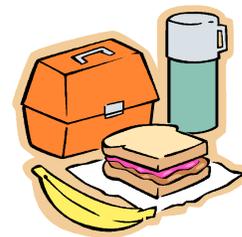
Soda pop, energy drinks, coffee/latte, tea, coolers etc. are not allowed at school. Fruit juice/juice boxes are allowed during lunch only.

Fast food and/or pizza deliveries are strictly prohibited. Parents are asked to not violate this policy as it can cause a major distraction to other students.

Additional Food Purchases



NHS offers a hot lunch menu every day. We also offer only 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 .65 cents regardless of school meal eligibility status., in accordance with governmental policies.



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.

Ala carte purchases such as additional milk, milk only, or additional food items not included in the regular school lunch or breakfast are not allowable purchases and not covered under the National School Lunch Program. The program allows eligible students to receive one breakfast meal and one lunch meal per day.

APPLICATION EDUCATIONAL BENEFITS FOR FREE MEALS

To apply for free or reduced price lunches, parents or guardians must complete an Application for Educational Benefits. A new Application must be submitted each school year in order to be eligible for free or reduced-priced meals.



New Heights School mails the Application for Educational Benefits in July.

Applications may also be obtained from the school office. Applications should be turned in prior to the start of the school year or upon enrollment.

After the application has been reviewed, families will be notified whether or not they are eligible for free or reduced-priced meals. Criteria are established by the Federal Government.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) [found online](http://www.ascr.usda.gov/complaint_filing_cust.html) at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov This institution is an equal opportunity provider.

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 Northwest Evaluation Assessments (NWEA) to measure student progress multiple times each school year.
- New Heights is also required to administer Minnesota Comprehensive Assessments to certain grades as required by the State of Minnesota.
- In addition, students are expected to take and pass 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

- 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.
- 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.
- 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.
- 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 2018. We are currently exploring ways to encourage more participation in surveys, so there may be announcements about that in a future correspondence.
- 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.
- 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.

- 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.

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