



**FAMILY HANDBOOK
2015-2016**

MISSION

Northeast College Prep will ensure strong academic, social-emotional, and talent development in every member of its diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

2511 Taylor Street NE
Minneapolis, MN 55418
612-248-8240 (phone)
612-248-8259 (fax)
www.northeastcollegeprep.org

*All school policies mentioned in this handbook can be found on the school's website under the "Board" section.
A paper copy of the policies is available in the Director's office.*

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SNOW EMERGENCY INFORMATION NORTHEAST COLLEGE PREP

You can find out if school will be open by checking the following:

TELEVISION: KARE Channel 11

INTERNET: www.kare11.com (School Alert)
www.northeastcollegeprep.org

PLEASE NOTE:

An announcement will be put on the school's website.

Introduction

Dear Families,

Welcome to Northeast College Prep! The following school handbook is intended to provide you with basic information about the school. Please do not hesitate to call if you have any questions about the content of this book or any aspect of your child's experience at Northeast College Prep.

This handbook is divided into four main sections.

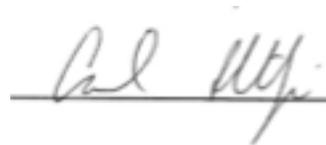
- 1) Information;
- 2) Academics;
- 3) Rules and Discipline; and
- 4) Health and Safety.

Topics within each of these categories are alphabetized for your convenience.

All school policies mentioned in this handbook can be found on the school's website under the "Board" section. A paper copy of any policy can be printed for you in the school's office.

We look forward to working with you to provide a world-class education for your child.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl Phillips", written over a horizontal line.

Carl Phillips
Director

PART I – INFORMATION

Arrival and Dismissal Hours

School hours for students are 7:30 a.m. to 3:30 p.m.

Students should not be dropped off at school **before 7:20 a.m.** and must be **picked up from school by 3:30 p.m.** if they are not using school transportation. On Fridays, students must be dropped off at school before 7:30 a.m. and must be picked up from school by 1:30 p.m. Parents must pick up their students on time. Students may not be dropped off before 7:15 a.m. unless they have specific permission from the School Director.

Our building is open from 7:15 a.m. to 3:45 p.m. Monday – Thursday and 7:15 a.m. to 1:45 p.m. on Fridays.

The main office phone is answered from 7:15 a.m. to 3:45 p.m. Monday – Thursday and 7:15a.m. to 1:45 p.m. on Fridays.

Calendar

The school board annually adopts the school calendar. A copy of the school calendar can be found at the very back of this handbook on the last pages and on the school's website at northeastcollegeprep.org.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school's director, Carl Phillips. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building. If requested, the director will respond in writing to the complaining party regarding the school's response to the complaint.

Curriculum

Curriculum at Northeast College Prep meets the State of Minnesota's standards for education. The backbone of the curriculum at Northeast College Prep is the internationally acclaimed International Baccalaureate Programme. Complete information about the school's program can be found on our website or by asking the school's assistant director, Erika Sass.

Employee Directory

An employee directory can be found on page 5 of the handbook. It can also be found on the school's website at www.northeastcollegeprep.org., complete with email addresses.

Employment Background Checks

The school will seek criminal history background checks for all applicants who receive an offer of employment with the school. The school also will seek criminal history background checks

for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Food in the Classrooms

Northeast College Prep has adopted a Wellness Policy (#533) that encourages and requires the provision of healthy foods at the school. Parents or students or teachers who provide food for class events should check the school's "Healthy Foods List" before purchasing food items to bring to school.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school's director, Carl Phillips. Participation in non-approved fundraising activities is a violation of school policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Holiday Celebrations and Birthday Celebrations

Holidays are not celebrated at Northeast College Prep. Students will learn about the traditions of certain holidays within in the context of the curriculum as an academic endeavor.

Regarding birthday celebrations, we ask that parents who choose to bring a treat select one from the healthy foods list. The school reserves the right to not serve birthday treats if doing so interferes with the planned educational program for that day or does not meet the school's healthy food requirements.

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 officials, employees, and/or agents, except as provided by law and/or school policy.

Classroom Libraries

Students at Northeast College Prep are expected to treat the school's classroom library books with respect. Students who damage or lose books will be expected to pay for the costs of replacing the damaged/lost items.

Meals for Students (lunch and breakfast)

Northeast College Prep is prepared to provide each student with a nutritious breakfast, lunch and snack each day. Students may elect to bring their own lunch if they wish to do so. The school cannot provide refrigeration or microwaving for home lunch items. Northeast College Prep can only provide free lunches for students if parents cooperate in filling out the "Application for Educational Benefits" form sent to families as required on an annual basis. We strongly encourage families to help the school by filling out the form.

All food served at Northeast College Prep meets halal food standards.

Nondiscrimination

The school is committed to inclusive education and providing an equal educational opportunity for all students. The school does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated its director, **Carl Phillips**, as the school's human rights officer to handle inquiries regarding nondiscrimination. Carl can be reached at 612-248-8240 or 2511 Taylor Street NE, Minneapolis, MN 55418.

Notice of Violent Behavior by Students

The school will give notice to teachers and other appropriate school staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, school 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.

Overseas Travel

Northeast College Prep recognizes the occasional need for families to travel overseas for family purposes and the educational value of international travel. Northeast College Prep also recognizes that lengthy absences for international travel can be detrimental to a student's progress in school. Parents who wish to take their children overseas should complete a "Guidelines for Overseas" travel form and return it to the office. Depending upon the length of the trip, it may not be possible to guarantee a space at the school upon the child's return.

Parent and Teacher Conferences

Parent and teacher conferences will be held in November and March of this school year. Please check the school calendar for specific dates and times. A copy of the school calendar can be found at the very back of this handbook.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school parents/guardians should speak to their child's teacher, the administrative assistant, the assistant director, or the director of the school. Parents/guardians who visit the school should sign in at the front desk before entering a classroom.

Pledge of Allegiance

The Board of Directors of Northeast College Prep has decided that students at the school will not recite the Pledge of Allegiance. Students will learn about the historical significance of the Pledge of Allegiance through the school's curriculum.

Schedule

Each teacher will provide parents of students in his/her classroom with a copy of the student's daily schedule.

School Board and School Board Meetings

Northeast College Prep is governed by a seven member school board. School board meetings are held monthly and are open to the public. The following are members of the Board of Directors for the 2015-2016 school year.

Emily Goff, Community Board Member and Board Chair
Melissa Storbakken, Community Board Member and Board Secretary
Courtney Carter, Community Board Member and Board Treasurer
Katia Colon-Homers, Community Board Member
Joe Cole, Teacher Board Member
Joanna Schneider, Teacher Board Member
Redouane Ellataoui, Parent Board Member

Contact information for board members is listed on the school's website at www.northeastcollegeprep.org.

School Closing Procedures

School may be cancelled when the director believes the safety of students and employees is threatened by severe weather or other circumstances. The director will make a decision about closing school or school buildings as early in the day as possible.

See page 6 of this handbook for sources of information about school closings.

Searches

In the interest of student safety and to ensure that schools are drug free, school authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school discipline policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker:

According to state law, school lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion 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 personal 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.

Desks:

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

Personal Possessions and Student’s Person:

The personal possessions of a student and/or a student’s 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.

Special Education

Northeast College Prep strictly adheres to all state and federal laws regarding the provision of special education services to our students. If you believe your child might benefit special education services, please call the school's director, Carl Phillips, at 612-248-8240.

Student Publications and Materials

The policy of the school is to protect students' free speech rights while, at the same time, preserving the school's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the director and assistant director. Nonschool-sponsored publications may not be distributed without prior approval.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school's "Protection and Privacy of Pupil Records" (Policy 515) may be obtained on the school's website at www.northeastcollegeprep.org or a copy may be requested from the director's office.

Student Surveys

Parents will be notified if students are asked to complete surveys required by the State of Minnesota. Options for opting out of participating in such surveys will be explained in the notifications.

Title I

As a Title I school, Northeast College Prep has developed a Parent/Teacher Compact and a Parent Involvement Plan. Parents are encouraged to attend annual meetings to discuss the effectiveness and future of the Title I program at Northeast College Prep.

Toys

All toys and any item that can be deemed a distraction from learning shall remain at home. If a student loses the privilege of a hair or clothing accessory, jewelry or a toy, the teacher will keep it for up to one week. Parents/Guardians can come to school to retrieve it during that time. After one week, the item will be discarded. The purpose of this policy is to maintain an environment that is focused on learning.

Transportation of Public School Students

The school will provide transportation, at the expense of the school for all students who live with the designated transportation boundaries established by the school. Transportation will be provided on all regularly scheduled school days or make-up days. The school will not provide

transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Video and Audio Taping

Enrolling your child at Northeast College Prep gives permission for your child to be video or audio taped for various purposes to audiences within and outside of the school. If you do not want your child video or audio taped, please contact the School Director, Carl Phillips, at 612.248-8240.

School Buses

All school buses used by the school may be equipped for the placement and operation of a video camera. The school will inform students that their conversations or actions may be recorded. The school may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school building or on any school property.

PART II — ACADEMICS

Academic Integrity

Students at Northeast College Prep are expected to exhibit academic integrity. This means that they do their own work and are not academically dishonest. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own through acts of cheating or plagiarism. (Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work that are not one's own.)

Students may be asked to collaborate with one another and should do so under the guidelines established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate. Parents or tutors may dialogue with a student about an assignment, but may not do the assignment for the student. Students who are academically dishonest may be subject to disciplinary action.

Field Trips

Field trips may be offered to supplement student learning. Parents need to sign a blanket permission form (included in the Student Enrollment Form) in order for students to participate

in field trips. Teachers will send home a notification form for each field trip. Parents may call the teacher to request that their child not attend a particular field trip.

Grades

Students' grades will be reported each trimester. See the school calendar for the end of trimester dates. Parents will receive a paper copy of each child's report card at parent conferences.

Homework

Northeast College Prep requires that teachers assign homework. The amount of homework varies by grade level and subject area. The school asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. All homework should be signed by an adult prior to turning it in.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Promotion or Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The director's decision will be final.

Parent Right to Know

If a parent requests it, the school will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work. Parents are expected to call the school to report if their child(ren) are absent from school. Students who are absent 15 consecutive days will be dropped from the school.

The following constitute excused reasons for student absences:

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental, or orthodontic treatment, or counseling appointment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing
- Removal of a student pursuant to suspension. Suspensions are to be handled as excused absences and students will be allowed to make up work.
- Family emergencies

The following are examples that will be **not** excused:

- Truancy
- An absence in which the student failed to comply with any reporting requirements of the school.
- Work at home
- Work at a business
- Vacations with family
- Babysitting or home care of other family members

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A.56.

In cases of excessive unexcused absences, the director may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school. A school attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Bullying Prohibition

The school is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school property or at school-related functions.

Buses—Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses. The school will not provide transportation for students whose transportation privileges have been revoked.

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

- 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.

Consequences for school bus/bus stop misconduct will be imposed by the school under adopted administrative discipline procedures. All students will be informed by their teachers

about the consequences for student bus misbehavior. Serious misconduct may be reported to local law enforcement.

Cell Phones, Pagers, and Other Electronic Communication Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school policies may be subject to disciplinary action pursuant to the school's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school will be returned to the student's parent or guardian.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students are expected to follow the school's Essential Agreements for behavior.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school will discipline or take appropriate action against anyone who violates this policy.

School policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school's "Student Medication" policy.

Harassment and Violence Prohibition

The school strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school's "Student Discipline" policy.

Technology Acceptable Use

All school students have conditional access to the school's technology, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school's technology is a privilege, not a right. Unacceptable use of the school's technology or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school's "Internet Acceptable Use" policy is available on the school's website at www.northeastcollegeprep.org.

Parents will receive a copy of the school's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school's technology. Parents who wish their children to use school technology must sign the Internet Use Agreement form included in the "*Student Enrollment Form*."

Tobacco-Free Schools

School students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school discipline.

Uniforms

Northeast College Prep requires its students to be in uniform unless expressly exempted from wearing a uniform by the school's administration. The school will provide each student with one uniform polo shirt. Additional parts of the uniform and polo shirts may be purchased at local stores or ordered through the school's administrative assistant. Embroidery and More at 808 40th Ave NE, Columbia Height, MN 55421 (near 40th Avenue and Central Avenue NE) has NECP logo shirts and jumpers with the NECP logo for sale.

Uniform guidelines can be requested in the school office.

If you have questions about the uniform policy, please contact the school office.

Vandalism

Vandalism of any school property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Visitors

Parent and family visitors should sign in at the front desk and wear a nametag during their visit to the school. Student visitors are not allowed at school without the direct permission from the director or assistant director.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school takes a “zero tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the director of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the school’s director or visit the school website at www.northeastcollegeprep.org.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the director or assistant director as soon as possible after the accident occurs. The adult supervising the student at the time of the accident will fill out an accident report form that will be kept on file at the school. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, an adult will call 911 or seek emergency medical treatment and then contact the parent(s).

Crisis Management

The school has developed a “Crisis Management” policy. Students will learn the correct procedures for all emergency situations as necessary.

The “Crisis Management” policy addresses a range of potential crisis situations in the school and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Parents are expected to provide the school with emergency contact information in the event the school needs to contact them in an emergency situation. If your emergency contact information changes, please call the school at 612-248-8240 to update the information.

Health Information

First Aid

The office staff in each building is equipped to handle minor injuries requiring first aid. In addition, most staff members at the school have been trained in pediatric first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school employees. The school will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school office at 612-248-8240.

Medications at School During the School Day

The school acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs and/or over-the-counter medication at school requires a completed signed request from the student’s parent

and a doctor's authorization. An "Adminstrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications and/or over-the-counter (OTC) must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications and/or OTC are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school policy and procedures, medications administered as noted in a written agreement between the school and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school is to be notified of any change in a student's prescription medication administration.