



STUDENT AND FAMILY HANDBOOK 2021-2022

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.

300 Industrial Blvd NE
Minneapolis, MN 55413
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, FOX 9

INTERNET: www.kare11.com/closings
(School Alert)

www.fox9.com/closings

www.northeastcollegeprep.org

PLEASE NOTE:

An announcement will be put on the school's website and the Director will send out a phone message to all families' phone numbers that have been shared with the school. Additionally, a notice will be added to the Flyer Connect app.

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 student's experience at Northeast College Prep.

This handbook is divided into four main sections.

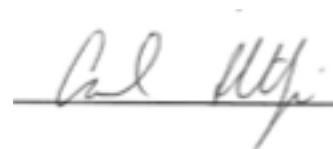
- 1) Information,
- 2) Academics,
- 3) Rules and Discipline, and
- 4) Health and Safety.

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 student.

Sincerely,

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

Carl Phillips
Director

***Please note that for the 2021-22 school year, we are in-person. NECP is not offering a distance learning program. If COVID cases dramatically change and we need to pivot into distance learning, some of this information will be outdated. If you have any questions, please call the office at 612-248-8240. Thank you so much!**

PART I – INFORMATION

Arrival and Dismissal Hours, Picking Up and Dropping Off Students

School hours for students are 7:20 am to 2:45 pm. Students can arrive from 7:20-7:45 am. In order to be considered “on time,” students must arrive by 7:40 am. If students arrive after 7:40 am, they are considered tardy.

Students should not be dropped off at school **before 7:20 am** and must be **picked up from school by 2:45 pm**, if they are not using school transportation. Families must pick up their students on time. Students may not be dropped off before 7:20 am unless they have specific permission from the School Director. All drop-offs between 7:20 am and 7:40 am should be done in the back of the school. If a student arrives after 7:40 am, they should be dropped off at the front of the school. There they will be marked tardy and will get a late pass to class. All pick-ups between 2:20 pm and 2:45 pm should be done in the back of the school. If you are picking up your student early, please do so before 2:00 pm at the front of the school. Staff will go and get your student from class. Pick-ups are not allowed between 2:00 pm and 2:20 pm except in emergency situations because that is dismissal time and staff do not have the capacity at that time to be picking students up from classes. If you arrive between 2:00 pm and 2:20 pm to pick up your student, you will be asked to wait in your car in the back of the school in the student pick-up line.

Our building is open from 7:15 am to 3:45 pm Monday – Friday.

The main office phone is answered from 6:35 am to 4:40 pm Monday – Friday.

Calendar

The school board annually adopts the school calendar. A copy of the school calendar can be found on the school’s website at northeastcollegeprep.org or can be obtained in the school’s front office. Families will receive the school

calendar at Back to School in August.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school's Executive 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 Executive Director will respond in writing to the complaining party regarding the school's response to the complaint. If the complaint is about the Executive Director, the complaint can be submitted to the school's board via the email address:

boardchair@northeastcollegeprep.org or in hard copy addressed to the Board Chair, Northeast College Prep, 300 Industrial Blvd NE, Minneapolis, MN 55413.

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 Director, Erika Sass.

Employee Directory

An employee directory can 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. Families 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 family 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, family, or other individual or organization of greater than nominal value. Instead, families 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 the context of the curriculum as an academic endeavor.

Regarding birthday celebrations, we ask that families who choose to bring something for their student's class bring pencils, stickers, or other non-edible tokens, if they choose to honor their student's birthday.

Homelessness (McKinney-Vento Homeless Education Program)

Zach Munson, Northeast College Prep's social worker, is our homeless liaison. If your student is experiencing homelessness, please contact him at 612-248-8240. If your student is experiencing homelessness, it is our priority to ensure that they are able to continue to attend our school. In order to make this happen, our

school is legally bound to provide transportation to wherever they are staying. We can arrange this quickly once we are informed of it. Please let Zach Munson know that your student needs transportation to wherever they are staying. Because we are committed to providing transportation to your students, there should not be any barrier to keeping them at our school. If there is any dispute related to enrollment of a homeless student, please refer to the complaint process explained on page 9 of this handbook. If you and/or your student desires to transfer to another school due to homelessness-related issues, we will provide the new school with their records in a timely manner.

Educational Rights and Services for all students and their families experiencing Homelessness under the McKinney Vento Act:

- immediate school enrollment and full participation in all school activities for eligible student, even when records normally required for enrollment are not available
- the right of student and youth experiencing homelessness to remain in their school of origin (the school the student attended when permanently housed or the school in which the student was last enrolled), when feasible and in the student's or youth's best interest to do so
- transportation to and from the school of origin
- access to programs and services, including special education services, preschool services, free school meals, Title I services, services for English language learners, vocational/ technical education, gifted and talented services, and before- and after-school care
- rights and protections specifically for unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are experiencing homelessness including allowing them to be immediately enrolled without proof of guardianship
- the right to dispute an enrollment decision and for a student or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute
 - **Enrollment:** any student who is homeless or in foster care will continue to be a student at NCEP, or if that is not in the student's best interest, will be able to immediately enroll in the new school where the student is living.

- NECP will eliminate enrollment delays caused by requirements of immunization and other health records; residency requirements; lack of birth certificates, school records, or other documentation; guardianship issues; or uniform or dress code requirements by enrolling students and youth experiencing homelessness immediately, and ensure they receive educational and related services for which they are eligible
 - NECP may: Use online services to get birth certificates; Create new school records if previous ones are damaged or missing; Accept records directly from families or youth; Offer alternative documents for enrollment (e.g. form for proof of residency)
 - If students are unable to produce records normally required for enrollment, or have missed application or enrollment deadlines during any period of homelessness, NECP will still enroll the student and provide them with eligible services and rights
 - NECP will contact the school last attended by the student immediately to obtain relevant academic and other records
 - If a student or youth experiencing homelessness needs to obtain immunization or other required health records, NECP will immediately refer the parent, guardian, or unaccompanied youth to the local liaison, who will assist in obtaining necessary immunizations or screenings, or immunization or other required
- o **Transportation:** NECP will continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the student or youth becomes permanently housed
- If you and your student become homeless or are homeless and move dwellings, NCEP will provide prompt transportation. However, it is the family's responsibility to notify the homeless liaison or other school staff of the new address. If it is in the student's best interest to continue his or her education in the school of origin, then NECP will provide or arrange

transportation to and from the school of origin, at the request of the parent or guardian (or in the case of an unaccompanied homeless youth, at the request of the local liaison)

o **Resolve a Dispute:**

1. First, contact the state Homeless Education Coordinator by telephone or email to report a barrier to the enrollment, attendance or education success of a student who is homeless.
 - Homeless Education Coordinator Roberto Reyes
 - Minnesota Department of Education
 - 1500 Highway 36 West, Roseville, Minnesota 55111
 - Email: roberto.reyes@state.mn.us
 - Telephone: 651-582-8302
2. Then use the dispute form to describe the problem or use another format and provide the same information.
(Appendix)
3. Attach the file to an email to the Minnesota Department of Education (MDE).

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 and all School Books

Students at Northeast College Prep are expected to treat the school's 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 provides each student with a free, 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

families 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.

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 executive director, **Carl Phillips**, as the school's human rights officer to handle inquiries regarding nondiscrimination. Carl can be reached at 612-248-8240 or 300 Industrial Blvd NE, Minneapolis, MN 55413.

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 student'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. Families who wish to take their students 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 student's return.

Family and Teacher Conferences

Family and teacher conferences will be held in mid-October and late-February of this school year. Please check the school calendar for specific dates and times.

Family Volunteers

During the 2021-2022 school year, we are not allowing family volunteers in the classroom to observe or support due to our COVID policies to reduce exposure to many different people. Also, there are no field trips, at least to start the 2021-2022 school year. In the future, this restriction may be lifted and we may return to families and visitors in the classroom and coming along on field trips.

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 families of students in his/her classroom with a copy of the student's daily schedule upon request.

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 2019-2020 school year.

Bill Graves, Community Board Member and Governance Chair
Erica Ahlgren, Community Board Member
Jessica Waletski, Parent Board Member, Secretary, and Finance Chair
Joanna Schneider, Teacher Board Member and Board Chair
Joshua Crosson, Community 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 Executive Director believes the safety of students and employees is threatened by severe weather or other circumstances. The executive director will make a decision about closing school or school buildings as early in the day as possible.

See page 7 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 student might benefit from special education services, please call the school's Special Education Coordinator, Lindsay Florin, 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 executive director and director. Non school-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 families 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 executive director's office.

Student Surveys

Families 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 Programs

As a Title I schoolwide program, Northeast College Prep receives funding from the federal government to help all students achieve academic success. This funding is directed toward purchasing curriculum, hiring staff members, and/or providing training to teachers to help them provide excellent instruction to our students. We measure the effectiveness of this program by how well our students achieve. The assessment we use to measure their growth is called the iReady assessment, which we will give to students at the beginning, middle and end of the year. We strive to help each student progress to grade level or above in their reading and math skills. This year, at the Back-to-School events, we will have a station where you can learn more about the program and you can weigh in on how we should use our funding. At this station, we will also share with you plans for our Family Engagement Plan and we would love to hear your input on that, too. This plan will outline the role families can play in helping their students maximize success in school. Once it is finalized, it can be found in our main office at any time.

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. Adult family members can come to school to retrieve it during that time. After one week, the item could 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 within 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' family.

Video and Audio Taping

Enrolling your student at Northeast College Prep gives permission for your student to be video or audio taped for various purposes to audiences within and outside of the school. If you do not want your student video or audio taped, please contact the Executive 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. Family members 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. Families 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. Families may contact the teacher to request that their student not attend a particular field trip.

Grades

Students' grades will be reported each quarter. Families will receive a paper copy of each student's report card at conferences or in the mail.

In addition, families of students in 4th-8th grade can access student grades for Math, Literacy, and Inquiry online through the [Schoolology Parent Portal](#). Please reach out to your student's teacher to get the Parent/Family Access Code.

Here is the grading scale for all students K-8:

| Numeric Score | Percentage Range | Description |
|---------------|------------------|--|
| 4 | 85 - 100% | Mastery and application |
| 3 | 70 - 84% | Mastery |
| 2 | 50 - 69% | Partial Mastery |
| 1 | 30 - 49% | Limited Mastery |
| 0 | 0 - 29% | Insufficient evidence/Insufficient work completion |

Here is a guide to reading the NECP Report Card:

- Students will have grades and comments for these three subjects: Literacy, Math, and Inquiry/Science and Social Studies. Students will receive both effort and skill grades for Music, Arabic, Spanish and Physical Education. Students will ONLY receive an effort grade for Art this school year. Students will receive a grade of 0-4 or exempt in each of these subjects. Students will also receive comments regarding Social Emotional Learning.

1 Name

2 Absences 1
Tardies 0

3 Key: 0 - Insufficient evidence/Insufficient work completion 1- Limited Mastery 2- Partial Mastery 3- Mastery 4- Mastery and Application - - symbol indicates that the course is exempt

4 Q1 Grades

| Course | Skill | Effort | Comments |
|----------|----------|----------|----------|
| 5 | 6 | 7 | 8 |

9 Q1 Additional Comments

1. This box shows a student's name, grade, teacher and classroom college or mascot. For grades 5-8, the teacher is the student's advisory teacher.
2. This box shows the number of absences and tardies for the student in the quarter.
3. This key explains what each number 0-4 represents, and what the symbol "--" indicates.
4. This title shows the quarter being reported.
5. This column shows a list of all courses in which the student is enrolled.
6. This column shows the student's skill grade for a subject/course.

7. This column shows the student's effort grade for a subject/course.
8. This column shows comments for each subject/course.
9. This box will be empty in the 2021-2022 school year.

NOTE: If your student has an IEP for special education services and has not had an IEP meeting during a quarter, their Progress Report will be mailed separately.

Homework

Northeast College Prep requires that teachers assign homework. The amount of homework varies by grade level and subject area. The school asks for families to encourage their students to complete homework thoroughly and promptly.

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 Executive Director's decision will be final.

Family Right to Know

If a family requests it, the school will provide information regarding the professional qualifications of his/her student'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 families with information as to the level of achievement of their student in each of the state academic assessments. The school also will provide notice to families if, for four or more consecutive weeks, their student 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. Families are expected to call the school to report if their student is 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.
- 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

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 executive director may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

A habitual truant is a student under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the student is in elementary school or for one or more class periods on seven school days if the student is in middle school, junior high school, or high school, or a student 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 student and the student'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. (See School Policy 514, available on the school's website.)

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 ten 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, and other personal electronic communication devices during the instructional day. Students also are prohibited from using a cell phone and all electronic communication devices 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 are in violation of school policies, and 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.

When students are using school-issued devices, they are expected to follow the same policies listed above, even if they are not physically in school. Said school-issued device will also be subject to a search as determined necessary by school staff.

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.

Families 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. Families who wish their students 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 and additional shirts may be purchased in the office. Additional parts of the uniform may be purchased at local stores.

Uniform guidelines can be requested in the school office or can be found on the school's website www.northeastcollegeprep.org on the "frequently asked questions" page under the "about" tab.

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

Families and 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 Executive Director or Director.

*During the COVID-19 pandemic, visitor access is restricted. Call the school office for the most up to date information about visiting policies.

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; nunchucks; 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 / guardian notification; and recommendation to the executive 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 executive 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 executive director or director as soon as possible after the accident occurs. The adult supervising the student at the time of the accident will fill out and accident will report form that will be kept on file at the school. Families 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/guardian.

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

Families 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. 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 family suspects that his/her student has a communicable or contagious disease, the family should contact the school healthcare supervisor Bri Haertl at 612-248-8240 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 family and a doctor's authorization. An "Administering 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/guardian 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.