



STUDENT AND FAMILY  
HANDBOOK  
2023 - 2024

**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.**

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Minneapolis, MN 55413  
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612-248-8259 (fax)  
[www.northeastcollegeprep.org](http://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](http://www.kare11.com/closings)  
(School Alert)

[www.fox9.com/closings](http://www.fox9.com/closings)

[www.northeastcollegeprep.org](http://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 ReachWell 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 contact me if you have any questions about the content of this handbook 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,

Andrea Halverson  
Executive Director

## PART I – INFORMATION

### Arrival and Dismissal Hours, Picking Up and Dropping Off Students

- School hours for students are 7:40 am to 2:45 pm.
- Students can arrive from 7:20 am-7:40 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 must be picked up by 2:45pm if not using school transportation.
- Morning drop offs happen in the back of the school between 7:20 am and 7:40 am; after 7:40 students should be dropped off at the front door to pick up a late pass.
- Afternoon pickups happen between 2:20 pm and 2:45 pm at the back of the school.
- Early Pickup must happen before 2:00 pm at the front of the school.  
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.
- If you are changing the afternoon transportation from bus to pick-up, you must call by 12:30 p.m. that day.

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

The main office phone is answered from 6:30 am to 4:00 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](http://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 and parents/guardians are encouraged to bring classroom concerns directly to the teacher first. If the concern is not resolved, the concern may then

be brought to the principal. The concern may be elevated to the Executive Director once the other options have been exhausted.

Students, parents/guardians, employees, or other persons may file formal complaints as needed to the school's Executive Director. 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](mailto: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. Complete information about the school's program can be found on our website or by asking the Dean of Academics.

### **Employee Directory**

An employee directory can be found on the school's website at [www.northeastcollegeprep.org](http://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 Executive Director. 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.

### **Homelessness (McKinney-Vento Homeless Education Program)**

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. Please inform us as soon as possible so we can help make arrangements for your student.

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 in the Complaints section 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.

Please contact the School Social Worker for support and information about supports for students experiencing homelessness.

### **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 and lunch. Students may elect to bring their own lunch if they wish to do so.

- Lunches from home should be complete and provide balanced nutrition.
  - For example: sandwich, fruits/veggies, crackers/meat/cheese, leftovers, juice, etc.
- The school cannot provide refrigeration or microwaving for home lunch items.
- Lunch items from home may only be eaten by the student who brought the lunch. **(NO SHARING FOOD ITEMS!)**
- A dessert/treat is allowed if the rest of the lunch is complete and balanced.
- Students bringing lunch from home may drink a school milk if they would like one.
- Students bringing lunch from home can also take a school lunch if they are still hungry.
- Students **may not** bring single items from home to eat along with a school lunch (such as a bag of chips or candy).
  - If the student does not bring a complete/balanced lunch from home, they can enjoy those items from home AT HOME (items should be left in student's backpack) and the student will only eat school lunch that day.

### **Cafeteria Expectations**

**Students are expected to:**

- Enter and exit the cafeteria calmly and safely
- Sit at their assigned tables throughout the entire lunch period
- Raise their hands if they need something and wait for a staff member to assist them
- Maintain a calm and reasonable voice volume in the cafeteria
- Treat one another, food, and other lunch items with respect and care (i.e. no throwing / playing with food, etc.)
- Follow all directions of the cafeteria staff

**If students are not able to follow cafeteria expectations,  
consequences may include, but are not limited to:**

- Separation from peers (within the lunchroom or in another space, if needed)
- Phone call home
- Behavior Incident Documentation
- Other consequences as determined by the cafeteria staff and the Dean of Students

**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 as the school's human rights officer to handle inquiries regarding nondiscrimination.

**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. Students may only have 5 days of absences excused for travel; any additional absences will be considered unexcused and may lead to a truancy process.

### **Family and Teacher Conferences**

Family and teacher conferences will be held twice per year. Please check the school calendar for specific dates and times.

### **Family Volunteers**

Volunteers are welcome at the school. Please inform the office staff and administration of any scheduled volunteers. All volunteers should sign in at the front desk and get a volunteer badge. If it is a one time parent/guardian volunteer, no background check is needed (but they can not be left alone with any student). All recurring volunteers who will work with students must get a background check (via the Office Manager) before starting to volunteer. Volunteers are allowed to work with students in a classroom (not alone with a student, even walking them to the bathroom) until their background check clears.

### **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. A current board roster as well as meeting dates, agendas, and minutes can be found on the NECP website at: <https://northeastcollegeprep.org/board>.

## **School Closing Procedures**

School may be canceled 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 contact the school's Special Education Coordinator.

#### **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 or Principal. 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](http://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.

### **Toys/Items from home**

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 distracting item, the teacher will use their discretion regarding consequences. Adult family members may need to come to school to retrieve the item.

Personal electronics (video games, tablets, etc.) may never be used during school hours or in the school building except with specific authorization from a teacher. Students are discouraged from bringing these items to school. Northeast College Prep cannot be held responsible for lost, stolen, or broken items. Items brought to school without permission from the Administration may be confiscated and returned only to a parent or guardian.

Toys of any kind are not allowed. Candy, soda, and gum are not allowed on school grounds, at the park, or on field trips, except during special events approved in advance by the classroom teacher.

### **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.

### 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 Science/Social Studies online through the PowerSchool Parent Portal. Families will receive access to these platforms on September 28 at our Family Connections Event.

### **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 subjects: Literacy, Math, Science, and Social Studies. Students will receive both effort and skill grades for 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.

NECP  
**Northeast College Prep**  
 2020-2021

**1** Name  
 Grade  
 Teacher  
 Classroom College

**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
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**9** Q1 Additional Comments

- 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.
- This box shows the number of absences and tardies for the student in the quarter.
- This key explains what each number 0-4 represents, and what the symbol "--" indicates.
- This title shows the quarter being reported.
- This column shows a list of all courses in which the student is enrolled.
- This column shows the student's skill grade for a subject/course.
- This column shows the student's effort grade for a subject/course.
- This column shows comments for each subject/course.
- This box may contain additional comments for some students.

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**

The amount of homework students receive 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. [Minnesota State Statute \(120\)](#) requires that children attend school from age 7 until age 18. A student is required to attend school each and every day and every class period. If a student misses a school day, or part of a school day for legitimate reasons, a guardian must notify the school or this could be considered an unexcused absence. 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.

Pursuant to Minnesota statutes, a letter will be sent home when a student has missed 6 excused absences or 3 unexcused absences. After discussing the student's attendance with the family and addressing any barriers impacting attendance, if the student has 4 additional unexcused absences (7 total), the school social worker in conjunction with the executive director will make a

referral to the county's truancy program. The county will then work with the student and their family to correct attendance issues or refer the student to child protective services (age 11 and under) or the court system (age 12 and older).

NECP's [attendance policy](#) provides additional details. For a copy of this, please reach out to our Social Worker.

### **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. Serious misconduct may be reported to local law enforcement.

### **Cell Phones, Pagers, and Other Electronic Communication Devices**

Students are encouraged to leave their cell phones at home. If students bring a cell phone, the student will give the cell phone to a designated staff member upon entering their classroom. 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. Northeast College Prep is not responsible for lost or stolen cell phones or devices.

Student phone use results in the following consequences:

- If a phone is being used it will be confiscated and parents will be notified to pick up the phone at their earliest convenience.

Students may use their own technology on the bus/van; privilege may be lost if use becomes distracting or inappropriate.

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.

If a parent needs to reach their child during the school day, they should do so by calling the school. Parents should not expect students to check their phones during the school day.

## **Discipline**

Students at Northeast College Prep are expected to

- be kind and respectful to others
- practice good safety habits
- value academic honesty
- follow directions
- obey the law

Misbehavior by one student can disrupt the learning process for many other students. We desire for all students to be successful at NECP and therefore will work to address issues of misbehavior as directly and promptly as possible.

The school Behavior Support Team provides proactive systems, resources, and interventions to help build a positive school community where students and staff can learn and grow together.

**Category One Behaviors:**

*Behaviors in Category One are typically handled by the teacher.*

**Behaviors may include, but are not limited to:**

- Disruptive (blurting, distracting, etc.)
- Not following expectations, including lunch and recess
- Minor use of profanity / inappropriate gestures
- Minor incident of lying or cheating
- Loitering in the hallways and other areas
- Running / excess noise in the halls or school
- Pushing, shoving, scuffling
- Other

**Consequences may include, but are not limited to:**

- Reminders
- Take a Break
- Loss of Privilege / non-participation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Reparation / apology of action
- Buddy Room
- Other logical consequences/interventions deemed appropriate by school

**Category Two Behaviors:**

*Behaviors in Category Two are typically handled by the teacher in partnership with the school Behavior Support Team.*

**Behaviors may include, but are not limited to:**

- Strong use of profanity / inappropriate gestures
- Prolonged insubordination, refusal to follow directions / rules
- Bullying
- Property misuse / minor vandalism / theft
- Fighting

**Consequences may include, but are not limited to:**

- Student Behavior Incident is documented
- Restorative meeting with teacher and/or a Behavior Support Team member
- Parent / legal guardian is contacted
- Parent / legal guardian meeting
- Loss of privilege /



<ul style="list-style-type: none"> <li>● Significant lying, cheating, plagiarism or forgery</li> <li>● Technology violations</li> <li>● Repeated Category One offenses</li> <li>● Ongoing disruptive behaviors</li> <li>● Bus offenses</li> <li>● Other</li> </ul>	<p>non-participation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)</p> <ul style="list-style-type: none"> <li>● Reparation / apology of action</li> <li>● In-school suspension</li> <li>● Out-of-school suspension</li> <li>● Suspension from the bus</li> <li>● Other logical consequences/interventions deemed appropriate by school</li> </ul>
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**Category Three Behaviors:**  
*Behaviors in Category Three are typically handled by the Dean of Students in partnership with the teacher and other administration.*

<p><b>Behaviors may include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Repeated Category One or Category Two offenses</li> <li>● Persistent bullying</li> <li>● Use of intimidation</li> <li>● Sexual harassment</li> <li>● Significant vandalism or theft</li> <li>● Assault</li> <li>● Drugs, Alcohol, Tobacco, Vaping, other controlled substances, etc.</li> <li>● Endangerment of self or others</li> <li>● Weapons or look-alikes</li> <li>● Other</li> </ul>	<p><b>Consequences may include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Student Behavior Incident is documented</li> <li>● Restorative meeting with teacher and/or the Dean of Students</li> <li>● Parent / legal guardian is contacted</li> <li>● Parent / legal guardian meeting</li> <li>● Loss of privilege / non-participation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports,</li> </ul>
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	<p>school events, or trips)</p> <ul style="list-style-type: none"> <li>● Reparation / apology of action</li> <li>● Loss of privilege</li> <li>● Reparation</li> <li>● In-school suspension</li> <li>● Out-of-school suspension</li> <li>● Suspension from the bus</li> <li>● Expulsion</li> <li>● Other logical consequences/interventions deemed appropriate by school</li> <li>● Law Enforcement contacted</li> </ul>
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**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 into a school location for personal use if the person has a physician’s prescription for the substance. Students must bring prescribed medications to the school office immediately and may not carry medication with them during the school day. 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](http://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](http://www.northeastcollegeprep.org) on the "FAQs" page under the "About Us" 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 Principal.

### **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](http://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 Operations Coordinator 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. 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 visit the main office or 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's main office 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 may only be allowed with permission from the Executive Director. The school is to be notified of any change in a student's prescription medication administration.