



STUDENT & FAMILY HANDBOOK

2024-2025

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 "About Us" section. A paper copy can be made available upon request.

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Snow Emergency Information

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

TELEVISION: KARE Channel 11, FOX 9

INTERNET: www.kare11.com/closings
 www.fox9.com/closings
 www.northeastcollegeprep.org

PLEASE NOTE: An announcement will be put on the school's website and a call will be sent out to all families. Staff will receive an email and a text message via the Parent SquareReachwell app.

IF MINNEAPOLIS PUBLIC SCHOOLS CLOSE FOR COLD/SNOW, NORTHEAST COLLEGE PREP WILL ALSO CLOSE.

THERE MAY BE TIMES WHEN NECP CLOSES AND MINNEAPOLIS STAYS OPEN.

Student transportation and inclement weather:

If students leave campus during inclement weather, members of the leadership team will stay on site until all students have been delivered safely home.

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 "About Us" 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 7:35 am to 2:15 pm.
- Students can arrive from 7:20 am-7:35 am. In order to be considered “on time,” students must arrive by 7:35 am. If students arrive after 7:35 am, they are considered tardy.
- Students must be picked up by 2:30 pm if not using school transportation.
- Morning drop offs happen in the back of the school between 7:20 am and 7:35 am; after 7:35 students should be dropped off at the front door to pick up a late pass.
- Afternoon pickups happen between 2:20 pm and 2:35 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. 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/calendar 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 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 contacting the Dean of Academics.

Employee Directory

An employee directory can be found on the school's website at www.northeastcollegeprep.org/team, 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. Any food brought to school for class events must be pre-packaged, not homemade.

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.

Homelessness as defined by the state of Minnesota means any of the following scenarios:

- Student is living in a temporary living arrangement other than a typical rental (particularly if the temporary living arrangement is due to financial hardship).
- Student is in foster care, temporary foster care, or awaiting a foster care placement
- Student is living with someone other than their parent or legal guardian.

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 whenever possible. 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 but the school must be notified in advance; 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. Families are strongly encouraged to attend conferences as they are a valuable opportunity to connect about your student's learning.

Family Volunteers

Volunteers are welcome at the school. All volunteering should be arranged ahead of time with your student's teacher or with the office staff. 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 Operations 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 nine member school board consisting of parents, teachers, and community members. 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.

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 <https://northeastcollegeprep.org/school-policies/> or a copy may be requested from the main office.

Directory information is information that is considered public within a student's record. Such data includes: student name, address, telephone number, email, photograph, date of birth, dates of attendance, grade level, enrollment status, and participation in school activities. Parent name, address, and telephone number are also considered directory information.

Information that is not considered public include: a student's social security number, student identification number, religion, and race/ethnicity/nationality.

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 school, 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 NWEA Map Growth 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, cell phones, 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. (See below for specific information about cell phones).
- 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 with the designated transportation boundaries established by the school.

Transportation will be provided on all regularly scheduled school days or make-up days. The school will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' 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 Forms) 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.

Occasionally, teachers will send out a request for chaperones to attend class field trips. Chaperones must successfully pass a background check, be approved by the teacher, and agree to the following:

Field Trip Agreements (Chaperones)

- Be on time and meet at school
- Dress appropriately
- Only approved chaperones may attend field trip
- Cell phone use is limited to field trip and emergency use only
- Be a leader and guide for your assigned students
- No items given to or purchased for students (including your child). We do not visit any Gift Shops.

- Chaperones must bring their own lunch.
- Only NECP students on the field trip – no younger siblings
- If you need to leave the group for any reason, communicate directly with the teacher and any administrators who are present on the trip.
- Please do not post photos taken on the trip. You may share them with your child's teacher.

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 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, and Science. Social Studies will be graded as Pass/Fail with a narrative comment. Students will receive both effort and skill grades for Arabic, Spanish and Physical Education. Students will receive a grade of 0-4 or exempt in each of these subjects. Students will also receive comments regarding Social Emotional Learning.



2020-2021

| | | | |
|-------------------|--|-------------------|---|
| 1 Name | | 2 Absences | 1 |
| Grade | | Tardies | 0 |
| Teacher | | | |
| Classroom College | | | |

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 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

Reporting Absences/Tardiness

Parents/guardians are expected to call the main office (612-248-8240) by 7:30am to report any absences or tardies and provide the following information:

- Student name & grade
- Date of absence
- Reason for absence

Tardies

- If a student arrives after 7:35am or leaves before 2:20pm, they must check in at the main office and will be considered tardy.
- 4 tardies is equal to a full-day absence.

| UNEXCUSED ABSENCES & TARDIES | |
|--|--|
| <p>Anytime an absence or tardy is not reported to the school by a parent/guardian within 24 hours, it will be considered unexcused. The following are examples of additional reasons absences or tardies are considered unexcused:</p> | |
| <ul style="list-style-type: none"> • Oversleeping • Babysitting • Working | <ul style="list-style-type: none"> • Family vacation if the school wasn't notified ahead of time • Weather (when school is not canceled for all students) |
| <p><u>NECP is required by law to initiate the following actions if your student has multiple unexcused absences:</u></p> | |
| 3 unexcused absences | <ul style="list-style-type: none"> • Your student is considered "continuing truant" according to Minnesota State Statute 260A.02. • A formal letter will be sent to the student's parent/guardian notifying them of the student's attendance status. |
| 4-6 unexcused absences | <ul style="list-style-type: none"> • School Social Worker will be in contact with the student's family to discuss support needed to ensure your student attends school. |
| 7 unexcused absences | <ul style="list-style-type: none"> • Your student is considered "habitually truant" according to Minnesota State Statute 260C.007, Subd. 19. • A referral will be made to your county's truancy diversion program. |
| 8+ unexcused absences | <ul style="list-style-type: none"> • Additional absences will be reported to your county's truancy diversion program and additional action may be taken by the county to ensure your child attends school. |
| *4 unexcused tardies = 1 full-day unexcused absence | |

| EXCUSED ABSENCES & TARDIES | |
|---|--|
| <p>An absence or tardy is considered excused if it is due any of the following reasons:</p> | |
| <ul style="list-style-type: none"> • Illness • Doctor/Dentist/Mental Health Appointments • Funeral | <ul style="list-style-type: none"> • Religious Holidays & Cultural Observances • Family Activities (Up to 5 days can be excused for a family activity as long as |

- Family Emergency

the school is notified **in advance**)

*Administration may excuse absences for other circumstances on a case-by-case basis upon discussion with the family

After 6 excused absences, it may be required for families to provide documentation in order for additional absences to be considered excused. Parents/guardians will need to meet with the school social worker and/or administration to discuss attendance concerns if students continue to miss school.

By law, if a student is absent for 15 days in a row, they will no longer be enrolled at NECP and the parent/guardian will need to complete enrollment paperwork again in order for their student to return.

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 or electronic device, the student will give the device to a designated staff member upon entering their classroom. Students are prohibited from using cell phones and other personal electronic communication devices during the entire school 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. A school-issued device will also be subject to a search as determined necessary by school staff. Students do not have an expectation of privacy on any school-owned device or school-issued technology account, including email and Google chat.

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

As a schoolwide community, we utilize C.A.R.E.S. when communicating expectations with students.

- C - Cooperation
- A - Assertiveness
- R - Responsibility
- E - Empathy
- S - Self-Control

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.

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| Category One Behaviors: |
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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
- Significant lying, cheating, plagiarism or forgery
- Technology violations
- Repeated Category One offenses
- Ongoing disruptive behaviors
- Bus offenses
- Other

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 / 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

| | |
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| | <ul style="list-style-type: none"> ● In-school suspension ● Out-of-school suspension ● Suspension from the bus ● Other logical consequences/interventions deemed appropriate by school |
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| <p>Category Three Behaviors: <i>Behaviors in Category Three are typically handled by the Dean of Students in partnership with the teacher and other administration.</i></p> | |
| <p>Behaviors may include, but are not limited to:</p> <ul style="list-style-type: none"> ● Repeated Category One or Category Two offenses ● Persistent bullying ● Use of intimidation ● Sexual harassment ● Significant vandalism or theft ● Assault ● Drugs, Alcohol, Tobacco, Vaping, other controlled substances, etc. ● Endangerment of self or others ● Weapons or look-alikes ● Other | <p>Consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> ● Student Behavior Incident is documented ● Restorative meeting with teacher and/or the Dean of Students ● Parent / legal guardian is contacted ● Parent / legal guardian meeting ● 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 ● Loss of privilege ● Reparation ● In-school suspension ● Out-of-school suspension ● Suspension from the bus ● Expulsion ● Other logical consequences/interventions deemed appropriate by school ● Law Enforcement contacted |

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. If a student is violent, they may need to be picked up from school. If a parent can not be reached, an emergency contact may be called. If we can not reach your emergency contact, we will follow our Students In Crisis protocol (see below).

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 <https://northeastcollegeprep.org/school-policies/>.

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, tobacco-related device, or vaping paraphernalia 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 at <https://northeastcollegeprep.org/uniforms/>.

Vandalism

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

Visitors

Families and visitors need to arrange their visits to school ahead of time by contacting both the teacher and front office. Upon arrival, they 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 may 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 <https://northeastcollegeprep.org/school-policies/>

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 incident 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.

Student in Crisis Protocol

If your student is in crisis and we are unable to keep them safe, or if they are continuously unsafe towards others, school administrators may call you to pick up your child. If you are not available, we will call an emergency contact. If we are unable to

reach you, and unable to reach your emergency contact, we will take the following actions as needed:

1. **Document the Situation:** Immediately document the refusal and all attempts made to contact the parents and emergency contacts. Record the time of each call and any responses received.
2. **Supervise the Child:** Ensure that the child is supervised in a safe, comfortable environment. Avoid placing the child in a stressful situation or making them feel like they are in trouble.
3. **Continue to Attempt Contact:** Keep trying to reach the parents or emergency contacts periodically. Document each attempt.
4. **Consult with Child Protective Services (CPS):** If after a reasonable amount of time no contact is made, and the child is not picked up, it may be necessary to contact local child protective services or a similar agency. They can provide guidance or take custody of the child if necessary.
5. **Involve Law Enforcement (if necessary):** If the situation escalates or if the child's safety becomes a concern, local law enforcement may need to be contacted to ensure the child's well-being.
6. **Follow Up:** After the situation is resolved, a re-entry meeting with the parents or guardians to understand what happened and discuss the seriousness of the situation may be required before students can return to class. Reinforce the importance of picking up their child on time and keeping emergency contact information up to date.

Health Information

- Student Medication & Illness (non-COVID)
 - Students who are too ill to be in class should be sent to the office.
 - Students who take medication during the day must have a medication authorization form signed by their attending physician and their parent/legal guardian. All medication must be kept in the office at all times. Students can come to the office to take it.
 - Students are not allowed to carry medication with them except in cases approved by the administration. Teachers may not give students any type of medication, unless specifically approved by the administration. See Policy #516: *Student Medication* for details.
 - Students with severe allergy concerns should sit at designated tables in the cafeteria. Students eating school-provided lunches can sit at any of the tables (marked or unmarked), but students bringing lunch from home (unless they are the student with an allergy concern) should sit at the unmarked tables only.

- Every year each student will need an updated health form filled out at the beginning of the school year. The nurse will review the form and update the tracker if there are any changes.
- Students with a fever of 100.4 degrees or higher will need to go home. They can return to school after being fever/symptom free for 24 hours without medication. See the Isolation Guide/Quarantine Guide for additional details.
- Students who throw up will be evaluated by office staff per the [general exclusion](#) policy. Typically a student will be sent home if they have vomited two or more times in the previous 24 hours, unless the vomiting is known to not be the result of a communicable disease (i.e. car sickness, etc.).
- Students who have a pink eye can remain in school, unless the parents decide to pick them up.
- Students who have head lice are not required to go home. Treatment may be recommended.
- Students who have ringworm will have to go home, and can only return after starting treatment.
- Here is a [link](#) to Minnesota's Health Policies and Procedures document.
- 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. For smaller injuries, parents will receive a paper copy of the incident report.
- 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.