

MNCS ISD 4007

2023-2024 Student and Parent/Guardian Handbook



www.newcountryschool.com

Elementary

Phone: 507-868-0071

Fax: 507-868-0074

Street Address: 127 N. 8th Street, Henderson, MN 56044

Mailing Address: PO Box 7, Henderson, MN 56044

Secondary

Phone: 507-248-3353

Fax: 507-248-3604

Street Address: 210 Main Street, Henderson, MN 56044

Mailing Address: PO Box 488, Henderson, MN 56044

Dear Students, Parents, and Guardians

Thank you for being a part of the Minnesota New Country School (MNCS) learning community! We feel fortunate to have your child in our school, and we look forward to a successful school year together.

MNCS wants to develop and guide independent learners who are problem-solvers, innovative thinkers, engaged and respectful citizens, who have a passion for lifelong learning.

We look forward to encouraging your child so that they may develop to their full potential. MNCS was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school, working in an ever-changing society. The intention of MNCS is to give students a strong performance-based education closely related to real life experiences. We look forward to partnering with you!

Respectfully, MNCS Elementary and Secondary Staff

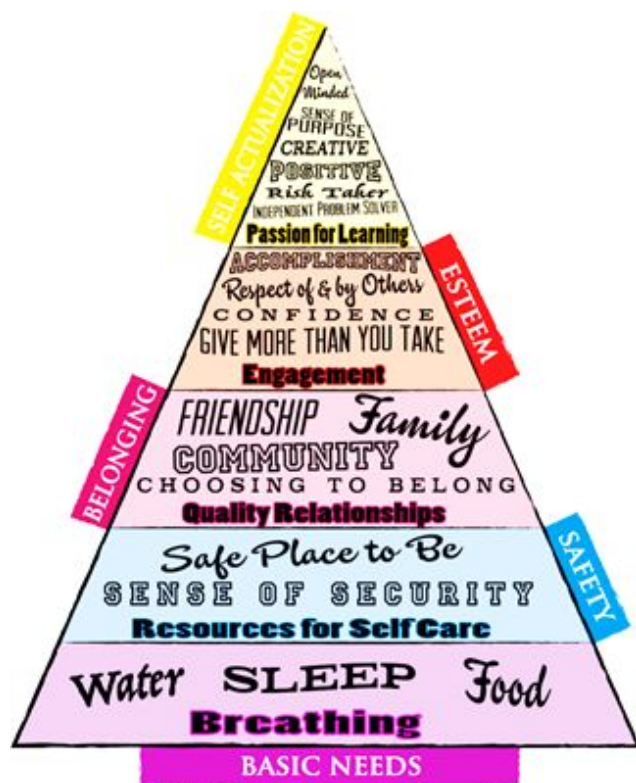
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Minnesota New Country School – Vision, Mission, and Long-Term Goals

Vision

Students at Minnesota New Country School grow to reach their full potential as:

- **Purposeful Thinkers** who understand, apply, analyze, and evaluate creatively and independently;
- **Effective Communicators** who receive and convey meaning and messages successfully;
- **Lifelong Learners** who take joy and discovery in invention and direct their own learning;
- **Responsible Citizens** who contribute effectively to their communities; and
- **Empathetic and Appreciative Individuals** toward themselves, others, and the environment.



Mission

To guide students toward self-actualization.

To achieve that mission, MNCS will leverage the power of purposeful relationships, community, student-led project-based learning, and experiential education. To facilitate that growth, learning opportunities at MNCS shall emphasize "Exploring the World Through Project-Based Learning," characterized by:

- **Project-Based Learning**
Experiential learning in the Minnesota River Valley setting. We strive to be a national leader and advocate for individualized and student-led project-based learning
- **Essential Skills, Knowledge, Understanding, & Application**
Reading, writing, science, history, citizenship, economics, math, and the arts in a joyful, active, and challenging environment
- **Individualization**
Personalized Learning Plans in a small school with small class settings
- **Responsible and Effective Technology Use**
Emphasizing the latest technologies
- **Community and Family**
Creating and maintaining a safe, positive community atmosphere. Embracing the family unit with family participation a regular part of the student's school career
- **Personal Goal-Setting and Skills for Living Responsibly**
Emphasizing continuous progress toward physical, emotional, and mental health

Long-Term Goals

MNCS embarked on a strategic planning process in the spring of 2022. Parents, students, alum, and staff all gave voice to the areas MNCS shines and the areas they want to see growth. This list below is a summary of the areas that emerged as priorities for MNCS over the next 5-7 years.

Priority Area #1: Academics

- Strengthen Project Based Learning (PBL)
- Increase student engagement in their learning
- Increase student achievement / success

Priority Area #2: Buildings and Facilities

- Building(s) expansion
- Middle School configuration and location
- Space Use Management including gym / PE space and green space
- Classroom equipment and materials including technology

Priority Area #3: Human Resources / Management

- Staff Retention
- Staff Hiring
- Professional Development
- Securing Substitute Teachers
- Enhance School Management Structure

Priority Area #4: Social Emotional Health and Well Being

- Increase Mental Health support
- Extracurricular and Sports Offerings

Priority Area #5: Engagement

- Increase Parent / Guardian Involvement
- Continue to develop school and Community Relations
- Communication



MNCS STAFF MEMBER CONTACT INFORMATION - In alphabetical order by first name.

NOTE: To request teacher credentials contact Jane Hibscher(MNCS Personnel Team Lead) or Nichole Kotasek (EdVision's Co-op CEU Committee member).

Contact information is listed below.

Staff Member	Phone Ext. and E-mail	Position	Staff Member	Phone Ext. and E-mail	Position
Aaron Grimm	507-248-3353 ext. 0 agrimm@newcountryschool.com	Secondary Advisor	Jennifer Wartman	507-868-0071 ext. ____ jennwartman@newcountryschool.com	Title I RTI
Amber Palmquist	507-248-3353 ext 0 apalmquist@newcountryschool.com	Secondary Behavior Interventionist	Jim Wartman	507-248-3353 ext 227 jwartman@newcountryschool.com	Secondary Advisor
Anthony Sonnek	507-248-3353 ext 235 asonnek@newcountryschool.com	Secondary Advisor	Kari Vassar	507-868-0071 ext 0 kvassar@newcountryschool.com	Educational Support Professional (SpED)
Ashley Poppler	507-248-3353 ext 0 apoppler@newcountryschool.com	Secondary Admin Assistant	Katie Vanderploeg	507-868-0071 ext 0 kvanderploeg@newcountryschool.com	Elementary Advisor - 1st-2nd
Ashley Romano	507-248-3353 ext 0 aromano@newcountryschool.com	Special Education Advisor	Kiersten Dahl-Shetka	507-868-0071 ext 104 kdahlshetka@newcountryschool.com	Elementary Art/Music/Wellness Advisor
Brianne Fuhrmann	507-868-0071, ext. 0 bfuhrmann@newcountryschool.com	Elementary Admin Assistant	Laura Hein	507-868-0071 ext. 0 lhein@newcountryschool.com	Educational Support Professional (SpED)
Carolyn Burns	Contact the Transportation Team Lead, Anthony Sonnek (information listed above)	District Transportation - Driver	Lauren Chapman	507-868-0071 ext. 109 lchapman@newcountryschool.com	Elementary SPED/Counselor
Carrie Rice	507-248-3353, ext. 234 crice@newcountryschool.com	Secondary Advisor	Nancy Haas	507-868-0071 ext 0 nhaas@newcountryschool.com	Educational Support Professional (SpED), Transportation
Cassie Vogt	507-248-3353, ext. 229 cvogt@newcountryschool.com	School Counselor, Secondary	Nancy Pfarr	507-248-3353 ext 222 npfarr@newcountryschool.com	Administration and Finance
Christina Sheets	507-248-3353 ext 231 csheets@newcountryschool.com	Special Education Advisor	Nichole Kotasek	507-248-3353 ext 236 nkotasek@newcountryschool.com	Secondary Advisor
Christopher Johnson	507-868-0071, ext. 0 cjohnson@newcountryschool.com	Elem Behavior Interventionist	Nick Ryan	507-248-3353 ext 243 nryan@newcountryschool.com	Secondary Advisor
Cory Anda	507-868-0071 ext. 0 canda@newcountryschool.com	Elementary Advisor – 5th & 6th	Paul Jaeger	507-248-3353 ext 232 pjeager@newcountryschool.com	Secondary Advisor
Danielle Gustafson-Sundell	507-248-3353 ext. 0 dgustafson@newcountryschool.com	Special Education Advisor	Paula Dhaene	507-868-0071 ext 0 pdhaene@newcountryschool.com	Educational Support Professional (Gen Ed)
Dean Lind	507-248-3353 ext 230 dlind@newcountryschool.com	Secondary Advisor	Reta Bovee	507-868-0071, ext. 106 rbovee@newcountryschool.com	Elementary Advisor – 4th & 5th
Diann Wiederich	507-248-3353 ext 239 dwiederich@newcountryschool.com	Special Education Advisor	Sally Reinitz	507-248-3353 ext 0 sreinitz@newcountryschool.com	Educational Support Professional (SpED)
Erik Olsen	507-248-3353 ext 0 eaolsen@newcountryschool.com	Special Education Advisor	Sara Westphal	507-868-0071 ext 107 swestphal@newcountryschool.com	Special Education Advisor
Jake Fee	507-248-3353 ext 0 jfee@newcountryschool.com	Secondary Advisor	Sirena Woyt	507-868-0071 ext 102 swoyt@newcountryschool.com	Elementary Advisor - Kindergarten
Jake Zeiher	507-248-3353 ext 233 jzeiher@newcountryschool.com	Secondary Shop/Art Specialist Advisor	Tonia McCollum	507-248-3353 ext. 0 @newcountryschool.com	HS SPED Services Assistant
Jane Hibscher	507-868-0071 ext 105 jhibscher@newcountryschool.com	Elementary Advisor – 2nd & 3rd	Susan Buesgens	507-868-0071 ext 0 sbuesgens@newcountryschool.com	Educational Support Professional (SpED)
Jennifer Brunick	507-248-3353 ext 228 jbrunick@newcountryschool.com	Secondary Advisor	Tania Waetjen	507-248-3353 ext. 237 twaetjen@newcountryschool.com	SPED Admin Assistant/Medical Assistance
Jennifer Smisek	507-248-3353 ext. 224 jsmisk@newcountryschool.com	Nurse/Health Services Coordinator			

August 2023

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		Professional Development Work day	Professional Development Work day	Professional Development Work day		
20	21	22	23	24	25	26
	MNCS Board of Directors Meeting 5:30 *Conferences*ES/HS	New Student Orientation-HS *Conferences*ES/HS	New Student Orientation-HS *Conferences*ES/HS	New Student Orientation-HS	*Bloodmobile HS	
27	28	29	30	31		
	First Day of School!! HS: block 1 begins					

2023-2024 SITE BASED MANAGEMENT TEAMS

MNCS has established Site Based Management Teams that will manage the various functions at the school. Please contact members of the teams if you have questions regarding any of these areas.

Personnel: Jane Hibscher (lead), Nancy Pfarr, Paula Dhaene, Nichole Kotasek, Erik Olsen

Finance: Nancy Pfarr, Jim Wartman, Chrissy Sheets, Ashley Romano, Kiersten Dahl-Shetka, Diann Wiederich

College and Career Readiness:: Cassie Vogt, Aaron Grimm, Danielle Gustafson-Sundell, Diann Wiederich,

Transportation: Anthony Sonnek (lead), Cory Anda, Nancy Haas, Tania Waetjen

Building: Paula Dhaene (lead) Jake Zeiher, Jane Hibscher, Susan Buesgens

Q-Comp: Paul Jaeger, Diann Wiederich, Sara Westphal, Sirena Woyt

Data and Assessment: Nick Ryan (lead) Erik Olsen, Katie Vanderploeg, Nichole Kotasek, Sara Westphal, Sirena Woyt, Jane Hibscher

Nutrition: Carrie Rice (lead), Ashley Poppler, Jennifer Smisek, Jennifer Wartman, Megan Boelter

Outreach: Jennifer Brunick (lead), Ashley Poppler, Kari Vassar, Sally Reinitz, Jennifer Smisek, Brianne Fuhrmann

2023-2024 PROFESSIONAL DEVELOPMENT (PDP) TEAMS

MNCS has established PDP Teams that will focus on non-operational tasks and goals for the school. These teams focus on both academic and non-academic needs of the district. Please contact members of the teams if you have questions regarding any of these areas.

Elementary LIT (Learning Integration Team): Jane Hibscher, Sirena Woyt, Katie Vanderploeg, Cory Anda, Kiersten Dahl-Shetka, Sara Westphal, Lauren Chapman, Ashley Romano, Reta Bovee, Brianne Fuhrmann

HS Academic Advisors Team (oversees HS curriculum): Nick Ryan, Diann Wiederich, Erik Olsen, Jake Zeiher, Jennifer Brunick, Aaron Grimm, Chrissy Sheets, Danielle Gustafson-Sundell, Jim Wartman, Carrie Rice, Nichole Kotasek, Jake Fee, Paul Jaeger, Anthony Sonnek, Ashley Romano

Student Support Team: Cassie Vogt (lead), Christopher Johnson, Katie Vanderploeg, Lauren Chapman, Nichole Kotasek, Jenn Wartman, Amber Palmquist

Project Based Learning: Nick Ryan (lead) Chrissy Sheets, Jim Wartman, Reta Bovee

Health and Wellness: Jennifer Smisek (nurse), Lauren Chapman, Anthony Sonnek, Kiersten Dahl-Shetka, Nancy Haas, Paula Dhaene

Middle School: Ashley Romano and Sally Reinitz

2023-2024 MNCS School Board of Directors

Chair: Dee Thomas
(Community Member)
dgthomas04@gmail.com

Vice Chair: Carrie Rice
(7-12 Teacher)
crice@newcountryschool.com

Clerk: Nichole Kotasek
(7-12Teacher) (non-voting)
nkotasek@newcountryschool.com

Treasurer: Jim Wartman
(7-12Teacher) -
jwartman@newcountryschool.com

Human Rights Officer: Jane Hibscher
(K-6Teacher)
jhibscher@newcountryschool.com

Director: Jean Ische
(K-6 Parent)
jean.ische@gmail.com

Director: Chrissy Sheets
(7-12Teacher)
csheets@newcountryschool.com

Director: Esther Yunkin
(K-12 Parent)
esther.yrn@gmail.com

Director: Adam Specht
(7-12 Parent)
adamspucht507@gmail.com

General Board email
mncsboard@newcountryschool.com

Board Website Page
[MNCS School Board of Directors](#)

2023-2024 MNCS School Board of Directors Meeting Dates

MNCS School Board of Directors holds regular meetings every 3rd Monday* at 5:30pm at the MNCS High School at 210 Main Street in Henderson, MN. These meetings are open to the public.

- July 17, 2023
- August 21, 2023
- September 18, 2023
- October 16, 2023
- November 20, 2023
- December 18, 2023
- January 16, 2024*
- February 20, 2024*
- March 18, 2024
- April 15, 2024
- May 20, 2024
- June 17, 2024
- July 15, 2024 - Organizational Meeting for 2024-2025

September 2023

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 					Experience Friday 7-12	
3	4	5	6	7	8	9
	<u>No School</u> - Labor Day				Experience Friday K-12	
10	11	12	13	14	15	16
					Experience Friday 7-12	
17	18	19	20	21	22	23
	MNCS Board of Directors Meeting 5:30				Experience Friday 7-12	
24	25	26	27	28	29	30
			<u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting		Experience Friday 7-12	

ATTENDANCE

The MNCS Board of Directors believes that regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between staff and students, and establishes regular habits of dependability important to the future of the student. We recognize that school attendance is the joint responsibility to be shared by the student, parent or guardian, and staff. **Parents/guardians will notify the school in the morning if their child will be absent and are required to verify in writing (note or medical/court excuse) the reason for the absence from school.**

Absences will be excused if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension.

Absences considered unexcused are: truancy, failure to receive an advisor's approval for at-home work, being out of the building without signing out, leaving early, or any other absence not included in the excused section of this policy.

Tardies: Students are considered tardy if they arrive after the established start time. **3 tardies = 1 unexcused absence.**

Staff will make an effort to notify parents of all unexcused absences as soon as possible. If a student should accumulate **3** unexcused absences, the parents will be notified by letter and after **5** unexcused absences a conference must be held. The school will continue to notify parents through the 7th unexcused absence. **Following 7 unexcused absences**, the student may be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return at which time the application will be reviewed by the Supporting Students Together (SST) Team for consideration as to whether the student will be able to meet the requirements of MNCS.

Students that accrue a total of 10 absences, excused and unexcused combined, during any point in the school year will be referred to the Supporting Students Together (SST) Team to assess whether assistance is needed to help the student achieve consistent school attendance.

Minn. Stat. 260A.02 provides that a student who is absent from instruction on three or more occasions on three days without a valid excuse within a single year will be considered continuing truant. At this time parents/guardians will be notified by letter. They will have time to notify the school if there should be a valid excuse for the child's absence. If there is not a valid excuse, parents/guardians will be notified that they are obligated to compel the attendance of the child pursuant to Minn. Statute 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute 120A.34. The parent has the right to meet with staff to discuss solutions to the child's truancy. If the child should continue to be truant, the parent and child may be subject to Juvenile Court proceedings under Minn. Statute Ch. 260.

A student under the age of 17 years who is absent from attendance at school without lawful excuse for any part of seven school days, shall be considered a habitual truant and will be subject to referral to appropriate services and procedures under Minn. Stat. Ch. 260A

ABSENCE REPORTING:

Contact MNCS the day the student is absent and send a written note when they return to school.

- **Elementary:** Contact 507-868-0071 or email FrontDesk@newcountryschool.com no later than 8:45a.m. to notify elementary advisors.
- **Secondary:** Contact 507-248-3353 or email your student's advisor no later than 8:45a.m. to notify your student's secondary advisor.

SCHOOL HOURS

- The **elementary** and secondary buildings are open to students at 7:30am.
- School begins at 8:15am for all students in grades K-12
- Dismissal times vary by site
 - **Elementary is dismissed at 3:00pm**
 - **Secondary is dismissed at 3:10pm**
- Students in grades K-12 should not be in the buildings after 3:30pm. unless under the direct supervision of a school staff member.

SCHOOL DELAYS AND CLOSINGS

MNCS makes our own decisions for school closings due to weather. If another local district has delayed or closed, it does not mean that MNCS has delayed or closed.

MNCS families are notified of closings or delays using:

- Families and staff will receive notice via email and/or text. Make sure all contact information shared with MNCS is updated and correct
- Listen to Radio channels: WCCO, 105.5 The River, KRBI, KEEZ, KYSM, KQYK, 95.7 The Blaze for updates.
- Watch TV channels: KEYC-12, KARE 11, KSTP 5

October 2023

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
					Experience Friday 7-12	
8	9	10	11	12	13	14
		School Picture Day 		Presentation Night K-12	Experience Friday K-12	
15	16	17	18	19	20	21
	<u>No School</u> - Staff Professional Dev. PM Conferences ES	<u>No School</u> Conferences ES & HS	<u>No School</u> Conferences HS	<u>No School</u>	<u>No School</u>	
22	23	24	25	26	27	28
	Block 2 begins - HS PM Conferences Elem.		<u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting		Experience Friday 7-12	
29	30	31				
			<u>Quick Contacts</u> <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 			

HEALTH SERVICES – Health and Wellness Team

School Nurse Contact: jsmisek@newcountryschool.com

Secondary: 507-248-3353 ext 224

Elementary: 507-868-0071 ext 110

Emergency Information

Parents/ guardians of each student will be required to complete the emergency information section in their JMC portal during the first week of school. Please complete this section as promptly as possible, since the information may be needed as early as the first week of school.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. First aid is the “immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.”

School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including aspirin or Tylenol, will be given. The school nurse and faculty are NOT permitted to dispense medication to students without written parental permission.

Communicable Diseases and Infectious Conditions

To prevent the spread of contagious diseases, the school needs to be informed of all students with a communicable disease which requires exclusion from school, i.e., influenza, chicken pox, pertussis (whooping cough), impetigo, ringworm, strep throat, etc. Parents should contact the school regarding readmission guidelines for each particular disease

When should a child stay home from school?

General guidelines:

- If they have had a **fever of 100.4 degrees or higher**, the student should stay home until 24 hours after the temperature has returned to normal without fever-reducing medication.
- If they have **vomited** two or more times in the past 24 hours, the student should stay home until 24 hours after the last episode of vomiting.
- If they have **diarrhea** (two or more loose, runny stools), stay home until 24 hours after bowels return to normal function.
- If they have an **illness** (i.e., severe cough, difficulty breathing, etc.) that prevents him/her from participating in normal, routine activities, please keep the student home and seek medical attention.
- If they have any **rash** that may be disease-related, or for which the cause is unknown, please check with your doctor before sending your child to school.

Please call the school daily to report any illness or email

Student Illness / Accidents

If your child becomes ill in school, every attempt will be made to send your child home. The parent or guardian, or a person designated by the parent or guardian will be called, as you will need to assume responsibility for the care of your child. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which he/she came to school.

Should your child have a minor injury, staff will give first aid. If the accident is of a serious nature, the parent, guardian, or designated emergency contact(s) will be called. If the school is unable to contact the parents, a doctor will be called, or the student will be transported to the nearest healthcare facility for examination.

Medications

With the exception of EXCEPTIONAL circumstances, **student medications should be administered by the parent/guardian at home**. If your student must bring medications to school to be administered by school personnel, the following requirements must be met:

- **ORIGINAL BOTTLE:** Medication is sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician's name, name and telephone number of the pharmacy on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school. The medication should be brought to the school by the parent or guardian
- **PARENTS AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM:** (Contact the health office for this form.)

This needs to be completed for the students on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school nurse for one of these forms.

NOTE: The school must have authorization from the physician in order to administer the prescription medication.

*The school nurse will coordinate with parents/guardians on the most convenient way to return any unused medication at the end of the school year.

***Over the counter medication orders will not be accepted for students in grades K-6 unless there is a signed doctor's note indicating why the child requires the medication during the school day. Please contact the school nurse with any questions regarding this.**

Health Conditions

Parents/guardians of any child with known acute and chronic health conditions, such as diabetes, asthma, seizures, or anaphylactic allergies (especially wasp/bee stings) should contact the nurse before or during the first week of school so that individualized care plans can be completed as necessary. Parents/guardians are encouraged to contact the nurse to arrange for a conference. The nurse will share information regarding the health condition of students with the necessary school staff. An annual health/emergency information update in the JMC health section is required prior to the start of each school year. Please notify the school health office with concerns about student health issues.

Students having a history of hearing or vision difficulties should notify the nurse of special needs.

Immunizations

The nurse checks the immunization records of all students. The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since immunization laws change frequently, the nurse will contact you if additional information regarding immunizations is needed. Immunization status or objection form will need to be up to date PRIOR to school entrance for all students including transfer students. Foreign exchange students, not transfer students, will have 30 days to update their immunizations. Please contact school nurse if an objection form is needed.

Screenings

Health services will provide periodic screening for vision and hearing.

Medical Appointments Parents are encouraged to make dental and medical appointments for their students to avoid conflicts during the school hours

November 2023

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 					Experience Friday 7-12	
5	6	7	8	9	10	11
			School Picture Retake Day 		Experience Friday 7-12	
12	13	14	15	16	17	18
					Experience Friday 7-12	
19	20	21	22	23	24	25
	Experience Week: ES MNCS Board of Directors Meeting 5:30	Experience Week: ES	Experience Week: ES <u>Early Release</u> 1:00 ES 1:10 HS	<u>No School</u>	<u>No School</u>	
26	27	28	29	30		
	Block 3 begins - HS		<u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting			

BUS/TRANSPORTATION BEHAVIOR GUIDELINES

It is important for the safe transport of all staff and students that all students follow the bus safety guidelines listed below. **Riding the school bus is a privilege, not a right.** All students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events.

All school rules are in effect while a student is riding the bus or at the bus stop.

Student Misconduct includes, but is not limited to, the following:

- Deliberate defiance/refusal to cooperate with driver
- Obscene & unacceptable language/gestures/remarks/signs
- Excessive talking & unnecessary noise
- Deliberate delay—loading or unloading of bus
- Extending hands, arms or head out of windows
- Throwing items of any kind in or out of the bus
- Fighting or scuffling on the bus or at the bus stop
- Tampering with equipment or deliberate vandalism
- Alleged sexual harassment—verbal and/or physical
- Continuous bullying of students on the bus with words /actions

BUS RIDERS GUIDELINES:

1. **Every student must abide by the rules concerning bus behavior or they will be deprived of the right to ride the bus.**
2. All riders shall remain seated when the bus is in motion, and keep head, hands, and arms inside the bus at all times.
3. Scuffling, fighting, and obscene language are forbidden.
4. Bus riders will not litter the bus with food or other debris.
5. All riders shall respect and follow any additional rules of the driver. Cooperate with your bus driver at all times. The bus driver is in charge of the bus.
6. The driver will report any major misconduct to the student's advisor and the transportation supervisor. Parents will be notified of continual misconduct.
7. Damage to the bus other than regular usage will be paid for by the rider causing the damage. Riders may lose the privilege to ride the bus.
8. Please be at your loading place at the scheduled time each day. The rider should inform the driver, if possible, when the rider will be absent.
9. A signed note must be provided to both the driver and teacher if a student not regularly riding the bus will be riding (as in the case of an afterschool activity).
10. Follow the recommended procedure when crossing roadways.

Consequences for school bus/bus stop misconduct will be imposed by the MNCS staff and will follow the guidelines established by Palmer and Trailblazer Transit for contracted services. In addition, all school bus/bus stop misconduct will be reported to the MNCS Transportation Supervisor/Safety Directors. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. Student misconduct could lead to bus transportation suspension. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Transportation for MNCS students may be equipped with video cameras. A number of cameras may be rotated among buses. The tapes will be used for driver training and as student training aids.

Parents/Guardians are responsible for picking up their students from bus stops in a timely manner. Please make sure your emergency contact information is updated with the school in case of early release or other emergencies.

Please keep bus zones clear during school pick-up and drop-off times. Parents providing their own transportation may use parking spaces away from the main doors. Walkers should follow all recommended crosswalk procedures. Bus riders should find their respective bus buddies and follow all bus rider guidelines (see below).

Each fall and spring, classroom instruction is given for school bus safety and behavior. This will include a review of the bus evacuation procedures. This is to ensure the safety for all students in case of an emergency as well as to maintain respectful and responsible behavior on the bus.

Students with Medical Conditions: Please alert the school if your student has any medical conditions (i.e., subject to seizures, on daily medications, severe allergies) or other issues that could arise during the bus ride.

Change in Bus Routes: If your student needs to change bus routes temporarily or permanently, please make sure to contact the MNCS Transportation Supervisor/Safety Director before the student rides on a different route. The driver will not drop off a student at another stop unless they have had prior written permission from the student's parent/guardian.

2023-2024 MNCS Transportation Supervisor/Safety Directors

Elementary : Cory Anda canda@newcountryschool.com

Secondary: Anthony Sonnek asonnek@newcountryschool.com

December 2023

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 					Experience Friday 7-12	
3	4	5	6	7	8	9
					Experience Friday K-12	
10	11	12	13	14	15	16
				Presentation Night HS 5:00 pm start	Experience Friday 7-12 Presentation Day (ES)	
17	18	19	20	21	22	23
	Experience Week: HS MNCS Board of Directors Meeting 5:30	Experience Week: HS	Experience Week: HS	Experience Week: HS <u>Early Release</u> 1:00 ES 1:10 HS *Bloodmobile HS	<u>No School</u>	
24	25	26	27	28	29	30
	<u>No School</u>	<u>No School</u>	<u>No School</u>	<u>No School</u>	<u>No School</u>	
31						

CODE OF STUDENT CONDUCT

Abridged from Minnesota School Boards Association

The staff at MNCS believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peacekeeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation
2. Willful conduct that significantly disrupts the rights of others to an education (ie. disrupting the learning environment/classroom)
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline procedures may include but are not limited to restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion.

Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

- Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.
- Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation, contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.
- Teachers/staff may use reasonable force to restrain or correct a student.
- Students may be referred by any staff member for rule infractions involving health, education, safety and respect.

CLOTHING STANDARDS/Dress Code

MNCS encourages students to dress appropriately for school activities and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff. Inappropriate clothing includes, but is not limited to, the following: presents a clear danger to the student's or another student's health and safety; causes an interference with school work; identifies, promotes, or advertises alcohol, tobacco, or illegal drugs (either directly or indirectly); causes undue maintenance problem (e.g. heavy boots that mark floors; or pants/jackets with metal rivets which cause damage to furniture); is gang related (gang attire, symbols, colors); sends or implies a message that is racially or sexually offensive (certain flags, symbols, sayings).

Other clothing standards include:

- Shoes must be worn by students and staff at all times.
- All pants must be worn at the waist.
- No exposed undergarments (excluding shoulder straps).
- No exposed stomach or back.
- All shorts must be the length of the person's pinky finger when the arm is extended against the person's side.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane. Students will be asked to turn shirts inside out or to cover up that which is inappropriate. If they should choose to wear such clothing a second time, they may face suspension.

January 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<u>No School</u>	<u>No School</u>	Block 4 begins - HS		Experience Friday K-12	
7	8	9	10	11	12	13
					Experience Friday 7-12	
14	15	16	17	18	19	20
		MNCS Board of Directors Meeting 5:30			Experience Friday 7-12	
21	22	23	24	25	26	27
					Experience Friday 7-12	
28	29	30	31			
		PM Conferences ES	<u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting			

2023-2024 MNCS Behavior Incident Matrix

Key

→ (X) First or maybe second offense in this area

→ (XX) Student has had multiple offenses in this area

→ (XXX) Students have been “written up” at least three times for similar transgressions and all lower level interventions have been tried with no effect on shaping or molding behavior into community norms

* Restricting Privileges looks like; Not being able to choose activity during break/recess, not being able to attend non-academic/off school experiences, losing access to phone during the day, or other logical consequences that fit the incident.

	Grades	Conversation	Restorative Circle and Repairing relationship	Behavior Plan/Contract (4-12)/ Think Sheet (K-3) and Restriction of Privileges*	Suspension <3 days and Restriction of Privileges	Suspension >3 days and Restriction of Privileges - Potential Expulsion
Property Misuse	K-12	X	XX	XXX		
Off Task/Work Refusal	K-12	X	XX	XXX		
Disruptive Behavior	K-12	X	XX	XXX		
Inappropriate Language (foul/lewd)	K-12	X	XX	XXX		
Electronics Over Use	K-12	X	XX	XXX		
Tobacco/Vape	K-12		X	XX	XXX	
Drug or alcohol on school property	K-12				X	XX
Stealing/Destruction of School or Personal Property >\$1000	K-12	X	X	XX	XXX	
Stealing/Destruction of School or Personal Property <\$1000	K-12					X
Non-Aggressive Physical Contact	K-12	X	XX	XXX		
Physical Aggression grades K-3	K-3	X	XX	XXX		
Physical Aggression grades 4-12	4-12		X	X	X	XXX
Weapon/facsimiles of weapon or Items that can/could be used as a weapon with perceived intent	K-12				X	XX
Physical Aggression Involving a Weapon	K-12					X

February 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 				PM Conferences Elem. Sophomore/Junior Pres. Night (HS)	Experience Friday 7-12	
4	5	6	7	8	9	10
	<u>No School:</u> PM Conferences ES	<u>No School:</u>	<u>No School:</u>	<u>No School:</u>	<u>No School:</u>	
11	12	13	14	15	16	17
	Block 5 begins - HS				Experience Friday K-12	
18	19	20	21	22	23	24
		MNCS Board of Directors Meeting 5:30			Experience Friday 7-12	
25	26	27	28	29		
	PM Conferences (HS)	PM Conferences (HS)	<u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting PM Conferences (HS)			

DISCRIMINATION POLICY

It is the policy of the School Board of Independent District No. 4007 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether full time or part-time, under any education program or activity operated by the district for which it received federal financial assistance.

Any student of Independent District No. 4007 who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member or the Human Rights Officer appointed by the MNCS Board of Directors.

HARASSMENT AND VIOLENCE POLICY

It is the policy of the Independent School District No. 4007 Board of Education to maintain a learning and working environment that is free from harassment or violence including but not limited to: race, color, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. It shall be a violation for any student or staff member of the District to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy.

Harassment constitutes any action that makes another person uncomfortable. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue, they may face suspension. Vagrant harassment may result in immediate suspension.

MNCS will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of Independent School District No. 4007. Complaints should be addressed in oral or written form to any staff member or the School District's Human Rights Officer. A complete copy of Policy 413, Harassment and Violence is on file in MNCS.

HAZING PROHIBITION POLICY

"Hazing" means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, ISD 4007 shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

ISD 4007 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.

March 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
Quick Contacts <ul style="list-style-type: none">Elementary Phone: 507-868-0071Secondary Phone: 507-248-3353					Experience Friday 7-12	
3	4	5	6	7	8	9
					<u>No School</u> - Prof. Dev.	
10	11	12	13	14	15	16
	Block 6 Begins				Experience Friday K-12	
17	18	19	20	21	22	23
	MNCS Board of Directors Meeting 5:30 Block 6 begins - HS				Experience Friday 7-12	
24	25	26	27	28	29	30
	: Experience Week(HS)	Experience Week(HS) <u>Kindergarten Round-Up</u>	Experience Week(HS) <u>Early Release</u> 1:00 ES 1:10 HS All Staff Meeting	<u>No School</u>	<u>No School</u>	
31						

BULLYING/CYBERBULLYING PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Some types of bullying, like cyberbullying, can occur outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning.

The act of bullying is expressly prohibited on school district property or at school-related functions.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another's act of bullying (example – bystanders, onlookers, viewing and/or responding to digital material that is intended to cause harm).

No teacher, administrator, volunteer, contractor, or other employee of MNCS shall permit, condone, or tolerate bullying.

Bullying is defined as but not limited to:

- Harming another student
- Damaging a student's property
- Placing a student in reasonable fear of harm to his/her person or property
- Creating a hostile educational environment
- Malicious and Sadistic Conduct - acting with intent to harm and injure, or with extreme or excessive cruelty

SUICIDE PREVENTION/MENTAL HEALTH CRISIS RESOURCES

If you need suicide or mental health crisis support, or are worried about someone else, **please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat** to connect with a trained crisis specialist.

BULLYING/ HARASSMENT REPORTING PROCEDURES

Who can report?

- Any person who believes he/she has been the victim of bullying of any kind (i.e. physical, verbal, cyber)
- Any person who knows of anyone (staff or student) that has been a victim of bullying of any kind (i.e. physical, verbal, cyber)

How to report?

- The reporting party should use a written report form (available from any staff member) but oral reports shall also be considered as complaints
- Reports can be submitted to any staff member or to the Human Rights Officer.

2023-2024 Human Rights Officer:

Jane Hibscher - jhibscher@newcountryschool.com

507-868-0071, ext 105

Consequences for bullying:

Upon completion of the investigation, MNCS will take action which may include but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Reprisal/Retaliation:

MNCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person any person who testifies, assists, or participates in an investigation relating to such bullying.

- **Help by text is also available, 24/7. Text MN to 741741**
- National Suicide Prevention Lifeline at 1-800-273-TALK (8255)
- SAMHSA Disaster Distress Helpline at 1-800-985-5990
- Peer Support Connection Warmlines: Peer to peer telephone support line that's safe and supportive. Hours: 5 p.m. to 9 a.m. Phone: 844-739-6369

April 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 						
	1	2	3	4	5	6
	No School *Emergency make up day*	No School *Emergency make up day*			Experience Friday 7-12	
7	8	9	10	11	12	13
				Presentation Night HS 5:00 pm start	Experience Friday K-12	
14	15	16	17	18	19	20
	MNCS Board of Directors Meeting 5:30		Early Release 1:00 ES 1:10 HS All Staff Meeting		Experience Friday 7-12	
21	22	23	24	25	26	27
		Senior Presentations	Senior Presentations	Senior Presentations	No School	
28	29	30				
	Block 7 Begins(HS)					

WEAPONS

The purpose of this policy is to ensure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon, or a facsimile of a weapon when in a school location.

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.

This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and stored shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.

The school takes a position of “No Tolerance” in regard to the possession, use or distribution of weapons or facsimiles of weapons by students. This policy will recognize the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. The consequence for students possessing, using or distributing weapons may include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the Board Chair for dismissal.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis

DRUG, TOBACCO OR ALCOHOL USE

Drug, tobacco (including smokeless/chew and electronic devices) and alcohol use are prohibited in all MNCS buildings, grounds and transportation*. If a staff member should have reasonable suspicion of use or possession of alcohol, tobacco or other drugs:

1. the student will be communicated with
2. the parents/ guardians will be notified requesting that the student be removed immediately
3. law enforcement may be notified
4. a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo an assessment, and to follow the recommendations of that assessment.

*An American Indian Student may carry a pouch containing loose tobacco intended as observance of traditional or cultural practices.

SEARCHES

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students including, but not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities

May 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 						
5	6	7	8	9	10	11
				6th Grade Presentation Night (Elem)	Experience Friday 7-12	
12	13	14	15	16	17	18
				Presentation Night (Elem&HS)	Experience Friday 7-12	<u>Class of 2024 Graduation</u>
19	20	21	22	23	24	25
	Experience Week: ES MNCS Board of Directors Meeting 5:30	Experience Week: ES	Experience Week: ES	Experience Week: ES <u>Early Release</u> 1:00 ES 1:10 HS	Experience Week: ES Last day of School (ES & HS)	
26	27	28	29	30	31	
		<u>Staff Retreat</u>	<u>Staff Retreat</u>	<u>Staff Retreat</u>		

SCHOOL SPONSORED STUDENT PUBLICATIONS

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school's role in supervising student publications and the operation of public schools.

Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the Board Chairperson. The Board Chairperson shall issue a decision no later than five (5) school days after review is requested.

Students producing official school publications shall be under the supervision of a staff member and staff team. Official publications shall be subject to the guidelines set forth below:

Expression in an official school publication is prohibited when the material:

- Is obscene to minors
- Is libelous or slanderous
- Advertises or promotes any product or service not permitted for minors by law
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.
- Expresses or advocates sexual, racial or religious harassment or violence or prejudice
- Is distributed or displayed in violation of time, place and manner regulations

Students who violate the provisions of this policy shall be subject to disciplinary action as appropriate

COMPLAINT POLICY

The school takes seriously all concerns or complaints by students, staff, parents or other persons. As adopted by the MNCS Board of Directors, the following procedure may be used.

A. Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the appropriate staff team (Personnel, Transportation, Special Education, Technology, Finance, and Assessment) of the receipt of the complaint. The staff team shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board Chairperson. A person may file a complaint at any level of the school; i.e. staff, staff team, or the School Board. However, persons are encouraged to file a complaint at the building level when appropriate.

B. Depending on the nature or the seriousness of the complaint, the staff team receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Board Chairperson who shall determine the nature and the scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the status or outcome of the matter.

C. The Board Chairperson shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any action appropriate or corrective measure that was taken. The Board shall be notified on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 or other law.

DISTRIBUTION/DISPLAY OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS/EMPLOYEES

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

- A.** Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school sponsored material.
- B.** Requests for distribution of non-school-sponsored material will be reviewed by the staff on a case-by-case basis. Material that is determined to not represent the students' best educational interests will be denied. Refer to the full MNCS Board Policy # 502.

June 2024

~Note that there are some events/happenings that are specific to one site. Use this key as a guide: --- > ES: elementary school HS: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
Quick Contacts <ul style="list-style-type: none"> Elementary Phone: 507-868-0071 Secondary Phone: 507-248-3353 						
2	3	4	5	6	7	8
	Staff Day	Staff Day				
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	MNCS Board of Directors Meeting 5:30					
24	24	25	26	27	28	29
31						

PROTECTION AND PRIVACY OF PUPIL RECORDS

Minnesota New Country School hereby informs parents, current students and eligible students that they have the following rights regarding pupil records:

- To inspect and review the student's education records;
- To request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- To deny consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorized disclosures without consent;
- To file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated thereunder;
- To obtain a copy of the school's policy regarding the protection and privacy of pupil records.

Minnesota New Country School has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- It classifies records as public, private or confidential.
- It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- It establishes procedures and regulations for access to and disclosure of education records.
- It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory information" may be included in a student directory and may include the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

Copies of the school's policy regarding the protection and privacy of school records are located on the MNCS website

<div>July 2024</div> <div>NOTE: 2023-2024 school calendars available during fall conferences in August</div>						
Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
	1	2	3	4	5	6
				Independence Day		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		All Staff Work Day Schedule TBD	All Staff Work Day Schedule TBD			
21	22	23	24	25	26	27
28	29	30	33			

SECTION 504 OF REHABILITATION ACT OF 1973

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of ISD 4007 to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services.

The district staff will consider the existence of a disability and possible Section 504 protection in the following circumstances:

- ☐ When suspension or expulsion is being considered for any student;
- ☐ When a student shows a pattern of not benefiting from the instruction being provided;
- ☐ When a student returns to school after a serious illness or injury;
- ☐ When a student exhibits a chronic health condition (lasting 6 months or longer);
- ☐ When substance abuse is an issue; or
- ☐ When a disability of any kind is suspected.

Referral, identification, planning, and review:

The designated **Section 504 Coordinator, Cassie Vogt** (cvogt@newcountryschool.com) will utilize the following Section 504 process:

- **Step1.** Referral: Student, parent, or staff member who believe they are observing in another student substantially limited performance in one or more major life activities may refer the student by contacting the section 504 Coordinator
- The Section 504 committee will convene, review the referral, and based upon review of the student records, including academic, social, medical, and behavioral, will make a decision regarding the need to evaluate.
- **Step2.** Does the student appear to have a disability under Section 504? If yes: The coordinator will proceed with the evaluation upon receipt of parent written permission. All evaluation activities deemed appropriate will be employed. The 504 committee will review the results of the evaluation. No final determination of whether the student will or will not be identified as a handicapped individual, within the meaning of Section 504, will be made by the committee without first inviting the parent/guardian to participate in a meeting considering such a determination. After initial evaluation activities have been completed, the coordinator will invite the parent to a final evaluation meeting.
- **Step3.** Develop accommodation plan: If the student qualifies as disabled under Section 504, the team will develop an accommodation plan for the student. The educational services shall be implemented as outlined in the Student Accommodation Plan. One individual will be designated as the case manager to monitor the implementation of the plan and the progress of the student.
- **Step 4.** Periodic review: Each student accommodation plan will be reviewed periodically and at a minimum, the accommodation plan shall be reviewed annually

TECHNOLOGY USE POLICY

Computers and other electronic and telephonic media (computers/ tablets/Internet) provided by MNCS are to be used solely for educational purposes. The use of electronic media for private purposes violates the school policy and may subject the student to disciplinary action.

All electronic communications on MNCS technology are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed.

Personal computers can be searched and programs deleted if they are not supporting educational learning. Games for entertainment are NOT to be used, installed, or played or they will be deleted.

Students tampering with internet security protocol (e.g., using a VPN, proxy server or using another's password, or a hot spot without permission) can be suspended and may lose computer privileges.

EQUIPMENT CHECKOUT

Students wishing to check out equipment for use in completion of projects are required to use the checkout form provided by the Technology Team.

Students will be required to have a signed parent permission form (can be obtained from the technology coordinator or an advisor) in order to check materials out. Students and parents will be liable for damage to any equipment in their possession. Some equipment will need an advisor approval prior to checkout.

August 2024

NOTE: 2023-2024 school calendars available during fall conferences in August

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Saturday
			1	2	3	4
<div>Quick Contacts</div> <ul style="list-style-type: none">Elementary Phone: 507-868-0071Secondary Phone: 507-248-3353						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ASSESSMENTS

Assessments/Testing will follow the Minnesota State Guidelines which requires schools to administer MCA testing for all students. NWEA testing is utilized to provide information about student learning and instruction. A full assessment calendar will be available during the 1st week of school and will be published on the MNCS website. Please contact Nick Ryan if you have any questions about assessments at MNCS.

EXPERIENCE FRIDAYS, EXPERIENCE WEEKS AND OTHER FIELD TRIPS OPPORTUNITIES

Experience Fridays/Weeks are an opportunity for students to gain real-world experiences. Different options may be provided for the students. These may include but are not limited to: field-trips, visiting speakers, learning a trade, outdoor learning, cooking experience, etc. Students may be able to choose areas of interest and attend experiential learning stations for the day/week.

CRISIS PLAN

The MNCS School Board adopted a Crisis Plan which is on file and reviewed annually by MNCS staff. If a crisis should occur, the advisors will contact parents as soon as feasibly possible. If students are evacuated from the high school building, they will meet with advisors in the shelter north of the school and attendance will be taken, and they will proceed to the Community Building or First State Bank (both on Main Street in Henderson). All students will be expected to stay with the group for safety and security purposes.

PLEDGE OF ALLEGIANCE

MNCS supports the state policy of reciting the pledge of allegiance. The pledge will be recited at the weekly town meeting at the high school and at the advisor's discretion at the elementary. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make either choice.

SCHOOL VISITORS

All visitors are required to report to the office to sign in and receive a nametag to be eligible to remain in the building. Parents/guardians are encouraged to visit the school. Parents/guardians must sign in prior to visiting a teacher or student. Student visitors from other schools, other family members, or other student guests must report immediately to the front desk, sign in and receive a name tag from a staff member identifying them as a visitor. Upon completion of the visit, all individuals must sign out. Student teachers and guest speakers must also sign in at the front desk and be identified to the staff.

VOLUNTEERS

MNCS believes that connections to families and the larger community strengthen our educational program. We seek volunteers for many activities and events throughout the year and welcome parents and volunteers in our classrooms.

If you are interested in volunteering, please contact the front desk at the elementary (frontdesk@[newcountryschool.com](mailto:frontdesk@newcountryschool.com)/507-868-0071) or the secondary (507-248-3353 ext. 0) to learn about upcoming opportunities. NOTE: Volunteers will be required to complete a background check and sign of a confidentiality agreement.

CHILD PICK-UP AUTHORIZATION and STUDENT SAFETY – Elementary

For the protection of your children, after arriving at school no elementary student will be permitted to leave the school grounds without being accompanied by a parent/guardian or adult listed on Child Pick-up Authorization form.

Students arriving after 8:15a.m. should use the main entrance- near the playground - as all other entrances will be secured during the regular school day.

If your child needs to leave school early, a phone call to 507-868-0071 x0 or an email to both FrontDesk@newcountryschool.com and your student's advisor is required from the parent/guardian. The phone call or email needs to state the reason, time of departure, and who will be picking them up from school.

MEALS AND MILK - Both sites

Please be aware that MNCS does not currently participate in the National School Lunch Program and therefore many of the obligations and benefits associated with that program do not apply to our district.

Breakfast: A grab-and-go breakfast will be provided to students at no cost.

Mid-morning Snack Break (elementary): There will be a scheduled snack break for all students. Students may bring nutritious snacks from home. Your teacher may also request bulk items to establish a snack sharing program.

Milk: Milk is available for elementary students. To purchase ONE milk a day for your child, cost is \$50 per child per year. To purchase TWO milks a day for your child, cost is \$100 per child per year. Checks payable to MNCS or online payment option at: www.squareup.com/store/mnncs

Lunch: Lunchables will be provided to students at a cost of \$2.00 per meal. In addition, fresh fruit will be provided daily at both sites at no cost.

Free or Reduced-Price Meals. Your children may qualify for Free and Reduced-Price lunch. To apply, complete the Application for Educational Benefits which is available from the Front Desk at each site, or online at <https://education.mn.gov/MDE/dse/FNS/SNP/proc/App/> . A new application must be submitted each year. Completing this form also helps MNCS qualify for several other state and federal grants. Return your completed Application for Educational Benefits to the Front Desk or to Carrie Rice at the High School: crice@newcountryschool.com

CLASS PARTIES - Elementary

Parties are under the direction of the classroom teachers. Food may be provided after receiving the permission of the classroom teacher and their review of any student allergies or dietary restrictions. All food must be store or bakery-bought, not homemade. This is a state guideline and we thank you for honoring it.



PLAYGROUND & RECESS - Elementary

The basic playground and recess rules are:

- Play safely.
- Use the equipment in the proper way.
- Dress appropriately.
- Be considerate of others.
- Respect everyone's right to have fun.
- If you have to leave the play area, get permission from the supervisor.
- Follow the supervisor's instructions.
- Bicycles, skateboards, rollerblades or wheel items are not to be used during the school day unless a helmet is worn and supervision is being provided.

WINTER WEATHER: Outside Play and Gear Guidelines - Elementary

Students need to be dressed for outdoor play during all months of the school year. All students will be going outside during recess as wind chill and temperature permit. During the winter in particular, it is the responsibility of the parent/guardian to make sure each child comes to school with the appropriate outdoor clothing for the weather. Students should be encouraged by parents/guardians to wear warm clothing (hats, boots, scarves, coats and snowsuits). We will continue to go outside unless it is 0 degrees and/or 0 degrees wind chill. Having proper winter clothing will help prevent colds and illness. Please also make sure your child brings an extra pair of shoes to wear indoors so mud and water doesn't get tracked inside with their boots.

STUDENT CELL PHONE USE - Elementary

Students are expected to follow cell phone guidelines set by their advisor. Each elementary advisory may have different expectations and rules regarding cell phones. Please contact your student's advisor to obtain their cell phone expectations. If the student is not following the cell phone expectations, it may result in the phone being confiscated for the remainder of the day. If this continues to be a problem, parents/guardians will be notified to come pick up the cell phone.

STUDENT PROJECTS-Elementary

Your child will be working on projects at various points throughout the school year. Projects are intended to prepare students for project-based learning in the 7-12 program. Teachers and students will focus on developing such skills as individual learning, community development, scientific inquiry, and passion for learning. These skills will scaffold as students progress from primary to intermediate grades. Students will focus on group projects in lower grades and progress to independent learners by upper elementary.

PRESENTATION NIGHTS / DAY -Elementary

Presentation nights are an opportunity for students to show their work to the community. At MNCS Elementary there will be three Presentation Nights and one Presentation Day. (** See School Calendar for these pre-scheduled events.) These will begin with a brief honor ceremony and then presentations from the students. Presentations will be in an exhibit format. The community is welcome to freely tour the different rooms where students are presenting.

REPORT CARDS - Elementary

Report cards will be standards-based, following the Minnesota Academic Standards. We will also include Character Education & Citizenship elements as part of our reporting.

PHONE USAGE – Secondary

Phones should be used for emergency and educational purposes only. Students wishing to use the school's phones need to receive staff permission. MNCS recognizes that cell phones can serve an educational purpose. Staff will establish guidelines for cell phone use in advisories and school wide. Students are expected to follow the guidelines. If a student's cell phone use is causing a distraction from the educational process, for themselves or others, their phones may be confiscated and returned to the student or parent at the end of the day. Repeat offenders will lose the privilege of using their cell phone in school.

FOOD IN THE BUILDING - Secondary

In order to maintain a clean and healthy environment within our buildings, there should be no food in advisory areas. Beverages are allowed only in closed containers (no cans or bottles). Food will be eaten in the atrium or outside of the building. To retain the privilege of an open campus lunch, garbage must be picked up after eating outside and community property (sidewalks, businesses, etc,) must be used appropriately and respectfully.

AT-HOME WORK - Secondary

MNCS understands that at times it is advantageous to have students work on a project at home. Students planning to work at home must have their parent/guardian arrange the at-home work with their advisor prior to it occurring. Requirements include a signed proposal form/plan, documentation of project work completed (time logs, notes, list of tasks completed etc.), attendance of at least one day per week, and presenting the work completed to the advisor immediately upon return to school. Students failing to meet these requirements will meet with their advisor and another staff member to determine if At-Home Work can continue.

USE OF VEHICLES AND TRANSPORTATION - Secondary

- Students are **not** to be driving, sitting, or riding in any motorized vehicle at any time during the school day unless prearranged with the advisor and the parent – this includes during the secondary open campus lunch break.
- Students may arrange with parents and advisors to use their vehicles if it is for an educational purpose.
- All student vehicles will be parked in the MNCS parking lots (near the shop/art room entrance and near the green house). If space is not available in either lot, the student will notify their advisor, or a staff member and that staff will arrange for appropriate parking for the student's vehicle.
- Bicycles, skateboards, rollerblades or wheeled items are not to be used during the school day unless a helmet is worn and supervision is being provided.

HENDERSON COMMUNITY BEHAVIOR GUIDELINES - Secondary

These guidelines apply to your behavior from the time you arrive at school until the end of the school day.

If a student is caught shoplifting the Sibley County Sheriff will be called and citations will be issued. The student will no longer be able to enter the business, if that is attempted, they will be reported as trespassing and a citation will be issued for that offense as well.

If a business in the community reports a shoplifting incident to the school the following consequences will be implemented school wide:

1. First incident reported will result in closed campus for the entire school for one week.
 2. Second incident reported will result in a closed campus for the entire school for two weeks.
 3. Third incident reported will result in a closed campus for the entire school for four weeks.
 4. Fourth reported incident will result in a closed campus for the entire school for eight weeks.
- If a shoplifter is reported to the school by a fellow student, the above consequences do not apply.
 - All students acting suspiciously will be asked to leave the business, no questions asked – you will not be given the benefit of the doubt.

POLICY OF ACADEMIC PROGRESSION - Secondary

Students of the Minnesota New Country School are required to progress through the school's curriculum in the following manner:

1. Students need to complete 10 (ten) credits per year to advance to the next grade level.
2. Students in grades 7&8 are expected to complete at least 1 project each block.
3. Students in grades 9-12 need to complete at least 3 credits in Individual Project Based Learning.
4. All students must make one presentation of a project and one exhibit of a project at a Presentation Night or other public venue (with advisor approval), each year in order to graduate. See detailed section on Project Presentation.
5. It is recommended that the student work to develop their time management skills by completing a weekly or daily planner.
6. It is recommended that students complete a minimum of 5 hours of work per week in the math program. Students not making math progress may be advised to complete math work on Fridays or to work with a parent at home.
7. Students will be required to complete time logs with a description of the work and time completed unless they have entered into a contract project.
8. Project credits may be awarded based upon time, upon project completion, and /or quality of work completed. Any method must be approved by the project proposal team at time of proposal. Contract projects, should be based on product completion, and have defined tasks, a definite product, deadlines that are met with evidence of progress, and a rubric.
9. To get credit for any project/activity/class, it must be proposed and signed by the advisor, the project proposal team, the, and/or the responsible staff member leading the seminar/workshop.. Credit will be in jeopardy if not proposed prior to the activity/project/class.
10. It is recommended that summer projects/ prior year projects be validated by the end of Block 1 or no credit may be issued.
11. PSEO students must receive CTCRPSEO Team approval prior to enrolling (see PSEO section for more information).

NOTE: If a student is not making academic progress, they can be restricted from activities including, but not limited to non-academic field trips, off-site events, and extra-curriculars such as sports and speech. Please contact your student's advisor if you have any questions about this.

EXTRACURRICULAR CREDIT

GUIDELINES - Secondary

MNCS encourages students to participate in a wide variety of activities including Speech, Knowledge Bowl, Archery, Music, Sports etc.

Students can earn credit for these activities. The credit will be determined by the staff member leading the activity or the proposal team finalizing the activity with the student.



2023-2024 LEARNING COMMUNITIES – Secondary

As part of our goal to provide a team for each MNCS student, create more connections, and offer more choice, we utilize a communities approach. What will communities look like? A community will look like 3 smaller advisories connecting with each other to form a larger group.

Each student will still have a primary advisor but all staff within the community will collaborate to support each student. This means if your child's advisor has stepped out, or is working with another student, or is absent that day, there will be other adults who know exactly what is going on with your student (how they learn, what they are working on etc.) and will be able to assist them more efficiently and effectively.

This year's community groups are:

- Aaron Grimm, Nichole Kotasek and Jake Fee
- JAnthony Sonnek, Jennifer Brunick and Paul Jaeger
- Jim Wartman, Nick Ryan and Carrie Rice

PROJECT PRESENTATIONS and EXHIBITS - Secondary

MNCS guides students to learn presentation skills throughout their time here. Therefore, we require 1 quality public presentation and 1 public exhibition per grade level at which students will be evaluated by the attendees, including advisors.

Students must have satisfactory presentations or they will be required to present again. It is recommended that students present early in the year in case they need to redo their presentations. As students progress in grade level, the quality of presentation should also improve.

Presentation Requirements	Approved by:	Length of Presentation	Project Choice	Criteria
7 th Grade	Proposal Team	5 minutes	any project of student choice	Proposal team pre-approval, finalization prior to presentation, quality documentation of hours and resources used, and a practiced presentation
8 th Grade	Proposal Team	5 minutes	0.5 credit project	In addition to the above: individual presentation (for group projects, presentations need to be done individually), creative project, real-world situations/resources involved
9 th Grade	Proposal Team	5 minutes	0.75+ credit project	In addition to the above: project should be a cross-curriculum project, with in-depth research, and creative problem-solving and will include career and post-secondary planning
10 th Grade	Sophomore Team	10 minutes	1.0 + credit project	See Sophomore Team Guidelines
11 th Grade	Junior Team	15 minutes	1.5+ credit project	See Junior Team Guidelines
12 th Grade	Senior Team	25 minutes	3.0+ credit project	See Senior Team Guidelines
Exhibit Requirements	Approved by:	Length of Exhibit	Project Choice	Criteria
All grades	Proposal Team	n/a	any project of student choice	Proposal team pre-approval, finalization prior to exhibit, quality documentation of hours and resources used, and a display of their work that has been reviewed by staff and is ready for public display

SOPHOMORE PROJECT REQUIREMENTS

The student should be at 40 credits (as per transcript). The sophomore project is a cross-curriculum project that utilizes in-depth research and community expert/s.

The sophomore project will meet the following criteria and have approval from the sophomore team.

In 10th Grade a student will have to complete a project that:

- Detailed proposal complete with planning web or outline
- Project rubric
- Career and post-high school exploration and planning component
- 1+ credit project and is a minimum of 100 hours
- 10 min. presentation that is rehearsed with & approved by sophomore team
- 3 page research paper following research paper rubric and MLA format
- Community expert/s used as a resource

JUNIOR PROJECT REQUIREMENTS

The student should be at 50 credits (as per transcript) and must have completed their sophomore project. The junior project is a cross-curriculum project that utilizes in-depth research and community expert/s. The junior project will meet the following criteria and have approval from the junior team.

In 11th Grade a student will have to complete a project that includes:

- Detailed proposal complete with planning web/outline
- Project rubric – student developed and approved by junior team
Has a well-defined career and post-high school exploration and planning component
- 1.5 credit and is a minimum of 150 hours
- 15 min. presentation that is rehearsed with and approved by the junior team
- 5 -7 page research paper using MLA / APA format and research rubric
- Community Experts outside of family and MNCS staff are used as experts

NOTE: In order to propose your senior project you must have completed and presented this project

GRADUATION REQUIREMENTS - Secondary

Graduation will occur at MNCS upon the completion of the following: Students who do not complete these requirements will not receive an MNCS diploma.

- Completion of 70 credits (10 credits earned for each grade at MNCS in grades 6-12, and/or full credit earned for all years in other school districts in grades 6-12)
- Completion of all grade level projects and presentations in grades 7-12 according to proposal or grade level team requirements
- Completion of all required Minnesota Academic Standards – Please see your student's advisor if you have any questions about your child's progress in completing the required MN Academic Standards
 - **Individual Project-Based Learning Credits (12.0 credits)** - Students need to earn at least 3.0 IPBL credits each year in grades 9-12. Credit amounts will be adjusted if a student does not attend all 4 years at MNCS.
 - **Language Arts (4.0 credits)**
 - **Social Studies (3.5 credits)** - Students must have earned credits in each of the following areas: US History, World History, Economics, Geography, and Government)
 - **Science (3.0 credits)** - Students must have 1.0 credits in Life Science/Biology and 1.0 credits in Physical Sciences (Chem. or Physics)
 - **Math (3.0 credits)** - Students must have Algebra II, Geometry and Probability and Statistics credits
 - Art (1.0 credit)
 - **Physical Education and Health (1.0 credit)** – Students must earn credits in both Individual and Community Health and Physical Fitness areas of this standard. This requirement for graduation will be effective beginning with the MNCS Class of 2020.
 - **Electives (7.0 credits)** - Physical Education, Individual and Community Health, World Languages, Career and Technical Education, Community Service/Service Learning, and Lifelong Learning
- Completing all required tests (MCA/ASVAB/ACT etc.)
- Completing the Senior Project (which is included in the 10 required senior year credits – see the next page for details about the senior project).

SENIOR PROJECT REQUIREMENTS

1. **Project Requirements:**

- Students must have a minimum of 10 credits earned for each grade at MNCS, full credit for all years in other school districts, and Junior Project completed before proposing a senior project **or** have an approved plan in place to meet graduation targets.
- Create an original project rubric
- Be proposed on time and meet deadlines.
- Show at least 300 hours of **documented academic work**.
- **Show thinking/creating/ “brain strain”** of some type to a great extent. **CREATE, INVENT, DESIGN, DISCOVER, IMAGINE.**
- Include a student created rubric to evaluate the project.
- Give a 20 minute presentation to the public.
- Write a high quality 5-7 page (minimum) research paper utilizing MLA or APA format.

2. **Senior Proposal Team:** Senior projects and presentations are proposed and assessed through the **senior project proposal team**.

3. **Senior Project Planning Committee:**

- Seniors must make use of a committee that includes their advisor, the senior team, and an outside/community expert (non-relative and approved by senior team)
- Seniors need to arrange and document meetings with their committee
- Seniors need to keep their advisor and senior team up to date on their progress.
- If work is done that is not at the appropriate level for a senior project (paper, presentation or overall product), it may not be counted towards the senior project.

4. **Senior Seminars:** All seniors presenting at any time during a given school year will attend a one day workshop in September of that year to brainstorm and plan their senior project with a full plan for a May graduation. There will be other required seminars scheduled throughout the year.

5. **Presentation Nights:** Senior Project Presentation Nights are in April with specific deadlines as listed in the table below.

6. **Finalization:** Senior Projects will be finalized after senior presentation nights.

Completion: You must successfully complete your project, your presentation and a quality reflection focusing on your personal growth through the years at MNCS, to fulfill the senior project requirements.

Senior Project Requirements to Graduate December 2023

Action	Hours	Date
Signed proposal and draft of rubric	25 hours	05/26/23
Final rubric approved	100 hours	05/26/23
Research paper rough draft	175 hours	06/30/23
Research paper final	200 hours	07/28/23
Pre-Presentation	250 hours	11/15/23
Presentation and Reflection	275 hours	11/22/23
Finalize Project	300+ hours	12/14/23
Diploma Signed: senior has earned a total of 70 credits, completed all required academic standards, and finalized their Senior Project		

Senior Project Requirements to Graduate May 2024

Action	Date
Attend Senior Workshop Day	09/1/23
Draft proposal and rubric due	09/22/23
Senior Project Pitch	10/06/23
Jr. Project Complete, at 60 credits to continue to Sr. Project	10/13/23
Community Sr. Showcase Night	11/16/23
Research paper final due	12/15/23
Pre-Presentation	Week of 4/15/24
Presentation Nights	4/23 - 4/24 - 4/25
Presentation completed and Reflection due	5/10/24
Finalize Project	5/17/24
Diploma Signed: senior has earned a total of 70 credits, completed all required academic standards, and finalized their Senior Project	

PSEO: Post-Secondary Enrollment Options - Secondary

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and earn college credit. We recommend that students consider this option only if they are highly motivated, self-paced, and demonstrate appropriate and mature social skills.

Contact Nichole Kotasek (nkotasek@newcountryschool.com) if you have any questions regarding PSEO opportunities.

In order to participate in PSEO it is the student's responsibility to:

- Complete all grade level projects (Sophomore &/or Junior) including all presentations and exhibits.
- Be at 50 credits (juniors) or 60 credits (seniors)
- Register for the appropriate placement test/s (ACT/SAT/Accuplacer etc.) on time. *NOTE: Registration and payment for these tests are the responsibility of the student/parent. MNCS will provide transcripts upon request.*
- Receive standardized test scores (ACT, SAT, PSAT, Accuplacer) that meet the admissions requirements of the post-secondary institution the student wishes to attend for PSEO. Typically, this is an ACT score of 21 (for seniors) and 24 (for juniors).
- Meet deadlines for applications and forms required to apply for PSEO
 - applications to post-secondary institutions
 - registration for test dates
 - deadline for submitting the required MDE form to MNCS
- Submit a completed MDE PSEO Registration form (signed by a parent) to Nichole Kotasek at MNCS by May 30th
- Receive approval for PSEO application from the PSEO Team
- Sign the PSEO contract with MNCS for approval of courses
- Conference with the CTE/PSEO Team at mid-term and again upon completion of courses
 - *Students receive credit for PSEO courses based on semester credits (a 3 credit class equals 1 MNCS project credit). Please save sample course work, tests or documentation of test scores to share with the PSEO Team to finalize credit.*
- Return all books and materials provided to the student to the post-secondary institution following course completion. It is the student's responsibility to turn their books in to the proper site
 - Receive a "C" or higher grade in all PSEO coursework to obtain full credit and be eligible to continue participation in PSEO.

ROUTINE BUILDING PROCEDURES - Secondary

MNCS has in place a daily non-crisis building security plan/practice for daily use and is as follows:

- The High School building at 210 Main Street, Henderson, MN is open from 7:30-8:15am and 3:15-4:30pm on instructional days.
- During the instructional day (8:15am-3:15pm), all exterior doors remain locked. Please call 507-248-3353 ext 0 or ring the door buzzer to be admitted.
- Staff members are responsible for limiting access to building zones not authorized for use during after-school and evening activities and during those before- and after- school times. Furthermore, staff members are responsible to assure that all exterior doors remain locked and operational.
- Door assignments include:
 - Jake Z and Anthony - -shop entrances and conference room and NW entrances
 - Chrissy/Diann- SW Special Ed entrances
 - Nancy/Ashley P- front entrance
 - Jim/Nick science entrance
- All advisors and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting access to the use of areas, and assuring that the building is clear and locked prior to leaving the building.
- No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.
- During the instructional day, all exterior doors remain locked.
- All visitors are required to report to the main desk to sign in and receive a nametag to be eligible to remain in the building.
- Upon completion of the visit, the individual must return the visitor badge and sign out.
- Visitors include all non-staff and non-student persons in any MNCS building :
 - Parents
 - Community Members
 - Student visitors from other schools
 - Family members
 - Other student guests
 - guest speakers

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore
the Statewide
Testing page
for more
information

(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- ☐ MCA/MTAS Reading ☐ MCA/MTAS Science
☐ MCA/MTAS Mathematics ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

