

**MNCS High School
Parent Student Handbook
2015-2016**



With freedom comes the ability to demonstrate that you are a responsible person!



WELCOME to MNCS!

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are excited to have you as part of MNCS and are looking forward to observing you develop to your full potential. Your success at MNCS will be in direct proportion to your effort, application, and participation. 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.

POLICY OF ACADEMIC PROGRESSION

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

1. Students are expected to complete 10 (ten) project credits per year to advance to the next grade level.
2. 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), per grade (10 credits) in order to graduate. See detailed section on Project Presentation.
3. It is recommended that the student work to develop their time management skills by completing a weekly or daily planner.
4. 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.
5. 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.
6. Project credits may be awarded based upon time, upon product 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.
7. To get credit for any project/activity/class, it must be proposed and signed by the advisor, the project proposal team, the supervisor (group or area) parent/guardian, and/or the responsible adult. Credit will be in jeopardy if not proposed prior to the activity/project/class.
8. It is recommended that summer projects/ prior year projects be validated by the end of Block 1 or no credit may be issued.
9. PSEO students must receive PSEO Team approval prior to enrolling (see PSEO section for more information).
10. Students may be restricted from activities if they are not making academic progress.

ACADEMIC ASSISTANCE

MNCS is a place offering limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply him or herself to get their work completed. Minimum standards of achievement include a student completing 10 project credits per year. In an effort to make sure that all students make adequate progress, advisors will calculate at the beginning of each block credits earned for the year. Advisors will determine if the student is making adequate progress earning credit through projects, math, reading and writing plans. If the student is not on track for the year, they may be placed on an Academic Assistance Plan. Academic Assistance Plan means that the following procedures will be set in motion until adequate progress is being made:

1. Meetings with their advisor and other staff to discuss interventions, goals, and plans for achieving those goals.
2. If a student is still not making progress, as determined by the student assistance team and advisor, the parents will be contacted to set up a meeting with the advisor and the student assistance team.
3. If adequate progress is still not being made, the student assistance team and the advisor will recommend the matter for referral for assessment to the MNCS Staff. The student and parent may make a presentation to the staff. The staff may recommend the student find another educational setting.

*If at any point in the academic assistance process the academic team and advisor determine the student is meeting adequate academic progress over a sustained period of time, the student may be taken off academic assistance.

PROJECT PRESENTATIONS and EXHIBITS

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 the students progress in grade, 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
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 – *Sophomore Team*

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.

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

JUNIOR PROJECT REQUIREMENTS –*Junior Team*

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:

- 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 minute presentation that is rehearsed with and approved by the junior team
- 5 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

Graduation will occur at MNCS upon the completion of the following:

- 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 required Minnesota Academic Standards
- 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).

Students who do not complete these requirements will not receive an MNCS diploma.

SENIOR PROJECT GUIDELINES

1. Project Requirements:

- a. 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.
- b. Be proposed on time and meet deadlines.
- c. Show at least 300 hours of **documented academic work**.
- d. **Show thinking/creating/ “brain strain”** of some type to a great extent. **CREATE, INVENT, DESIGN, DISCOVER, IMAGINE.**
- e. Include a student created rubric to evaluate the project.
- f. Give a 25 minute presentation to the public.
- g. Write a high quality 10 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 the school year will attend a one day workshop in September 2015 to brainstorm and plan their senior project with a full plan for a May 2016 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.

7. 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 for Graduating in May 2016	Hours	Date
Signed Proposal & Draft of Rubric	25 hours	October 23, 2015
Final Rubric Approved	50 hours	November 13, 2015
Research Paper Topic & 3-5 sources		December 4, 2015
Research Paper Outline & Timelogs	100 hours	December 11, 2015
Research Paper Rough Draft & Timelogs	150hours	January 22, 2016
Research Paper Final Draft & Bibliography	200 hours	February 19, 2016
Pre-Presentation	250 hours	March 16-18, 2016
Presentation	275 hours	April 7, 12 & 16, 2016
Finalize Project	300+ hours	April 27, 2016
Diploma Signed	70 credits, all required standards and testing complete and Sr. Project Finalized	
Senior Project Requirements for Graduating in November 2016	Hours	Date
Signed Proposal & Draft of Rubric	25 hours	May 23, 2016
Final Rubric Approved	100 hours	September 6, 2016
Timelogs & Rubric Check-in Research Paper Outline	150 hours	September 26, 2016
Research Paper Rough Draft	175 hours	October7, 2016
Research Paper Final Draft & Bibliography	200 hours	October 17, 2016
Pre-Presentation	250 hours	November 4, 2016
Presentation	275 hours	By November 22, 2016
Finalize Project	300+ hours	December 5, 2016
Diploma Signed	70 credits, all required standards and testing complete and Sr. Project Finalized	

AT-HOME WORK

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, project time log, a project journal, 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 proposal team to determine a plan.

GENERAL CREDIT GUIDELINES

Some projects have a maximum yearly credit for completed projects. These projects need to be approved and finalized by the student's proposal team.

- Driver's Education: 0.25 permit credits, 0.25 license credits
- PSEO (post-secondary): 1 MNCS credit per 3 college semester credits
- Community Center and Outside Activities at School: up to 1.0 MNCS credits with appropriate documentation (timelogs etc.)
- Organized Sports Participation/Extracurricular Activities: 0.5 MNCS credit
- Lifelong Learning Experiences: up to 1.5 credits per year (0.1 per experience)
- Portfolios: 0.25 credits per year of attendance.
- Transitional Credit: 1.5 credits (0.5 for each of first three blocks) which is scored on a rubric or a checklist

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:

- Honeywell Instant Alert – registration information for this alert system is included in packet given to families at the beginning of the year. Please be sure to register with this alert system.
- 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

PHONE USAGE

Phones are to be used for emergency and educational purposes only. Messages will be taken for incoming calls and students may return calls during lunch or after school. Students wishing to use the phone need to receive staff permission. Cell phone calls must be made at an advisor's desk. If students are using their cell phones without permission, phones may be confiscated for the rest of the day. Repeat offenders will lose their privilege of using their cell phone in school.

FOOD IN THE BUILDING

There will be no food or beverage, other than plain water (in clear, closed containers), in the advisory areas. Open containers of food or beverage found will be thrown away. Due to health concerns, food is to be eaten only in the atrium area or outside of the building before school, after school, or during lunchtime. Beverages are permitted from 11:30am to 12:00pm in the atrium only. There are no exceptions without a written consent form from a doctor or due to school activities during the lunch period.

PLEDGE OF ALLEGIANCE

MNCS supports the state policy of reciting the pledge of allegiance. The pledge will be recited at the weekly town meeting. 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.

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.

TECHNOLOGY USE POLICY

Computers and other electronic and telephonic media (computers/tablets/Internet) 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 (ie. using a proxy server or using another's password) can be suspended and may lose computer privileges.

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 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.

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 Academic Assistance Team for consideration as to whether the student will be able to meet the requirements of MNCS

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.

CODE OF STUDENT CONDUCT

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/peace keeping 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
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. 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:

1. Presents a clear danger to the student's or another student's health and safety
2. Causes and interference with school work
3. Identifies, promotes, or advertises alcohol, tobacco, or illegal drugs (either directly or indirectly)
4. Causes undue maintenance problem (ie. heavy boots that mark floors; or pants/jackets with metal rivets which cause damage to furniture)
5. Is gang related (gang attire, symbols, colors)
6. Sends or implies a message that is racially or sexually offensive (certain flags, symbols, sayings)
7. All students and staff members must wear shoes at all times
8. All pants must be worn at the waist
9. No exposed undergarments (excluding shoulder straps)
10. No exposed stomach or back
11. 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.

HENDERSON COMMUNITY BEHAVIOR GUIDELINES

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 Sherriff 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.

USE OF VEHICLES AND TRANSPORTATION

- Students are **not** to be driving, sitting, or riding in any motorized vehicle during the school day unless prearranged with the advisor and the parent – this includes during the open campus lunch break (from 11:30-12:00pm).
- Students may arrange with parents and advisors to use their vehicles if it is for an educational purpose.
- Bicycles, skateboards, rollerblades or wheel items are not to be used during the school day unless a helmet is being worn and supervision is being provided.

BUS/TRANSPORTATION BEHAVIOR GUIDELINES

It is important for the safe transport of all staff and students that all students follow the bus safety rules listed below. Student misconduct could lead to bus transportation suspension.

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
Tampering with equipment or deliberate vandalism
Alleged sexual harassment—verbal and/or physical
Continuous bullying of students on the bus with words
/actions

If a student behaves in a way that is distracting to the driver or dangerous/harmful to other students the following steps will be taken:

1. Bus driver will complete an Initial Write Up of Bus Conduct Notice.
2. Contact Anthony Sonnek or Nancy Pfarr at the high school of the incident.
3. If elementary student is involved, Anthony will contact Trish Hiscock-Austin at the elementary school.
4. Student's Advisor is responsible for notifying parent of the incident.
5. Student may ride home on the day of the incident. (In most cases)
6. Form must be signed by student, parent, and bus driver in order for the student to ride on the bus the following day.

WEAPONS

The purpose of this policy is to assure 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 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 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 Chairperson of 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.

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.

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, creed, 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, creed, 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.

1. 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.
2. 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.
3. 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.
4. 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.

BULLYING/CYBERBULLYING

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

Reporting procedure:

- **Who can report?**
 - Any person who believes he/she has been the victim of bullying of any kind (ie. physical, verbal, cyber)
 - Any person who knows of anyone (staff or student) that has been a victim of bullying of any kind (ie. 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.

2015-2016 Human Rights Officer: Jennifer Brunick jbrunick@newcountryschool.com

507-248-3353

Consequences for bullying:

Upon completion of the investigation, MNCS will take the following action which may include but 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.

DISTRIBUTION/DISPLAY OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND 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, nonschool-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 nonschool-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.

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:

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

- 1) Is obscene to minors
- 2) Is libelous or slanderous
- 3) Advertises or promotes any product or service not permitted for minors by law
- 4) Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.
- 5) Expresses or advocates sexual, racial or religious harassment or violence or prejudice
- 6) 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.

PROTECTION AND PRIVACY OF PUPIL RECORDS

Independent School District No. 4007 gives notice to parents of students currently in attendance in MNCS, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

- That parent or eligible student has a right to inspect and review the student's education records;
- That the parent or eligible student has a right 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;
- That the parent or eligible student has a right 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 there under authorized disclosures without consent;
- That the parent or eligible student has a right 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 there under;
- That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- Those copies of the school's policy regarding the protection and privacy of school records are located in the MNCS Building.

2. Independent School District No. 4007 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.



PSEO: Post-Secondary Enrollment Options

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

It is the student's responsibility to:

- Be in good academic standing as an MNCS student:
 - Complete and present all required grade level projects. The sophomore and junior projects are an important part of the project based learning and these are required for graduation.
 - Fulfill all academic standards required for graduation as determined by your Advisor and proposal team
 - Have earned at least 50 credits (juniors) or 60 credits (seniors)
- Register for the appropriate required placement test/s (ACT/SAT/Accuplacer etc.) on time.
NOTE: Registration and payment for these tests are the responsibility of the student/parent.
- Notify your advisor or the PSEO coordinator if you need transcripts sent (*by May 30th for fall semester and by November 15th for spring semester*). 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 (ex. registration for test dates, applications to post-secondary institutions, deadline for submitting the required MDE form to MNCS).
- Submit a completed MDE PSEO Registration form (signed by a parent if <18 years old) to the MNCS PSEO Coordinator by:
 - May 30th - for fall PSEO admission
 - November 15th - for spring PSEO admission
- Receive approval for PSEO application from the PSEO Team
- Share your course schedule with your Advisor and the MNCS PSEO Coordinator
- Conference with the 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 typically equals 1 MNCS project credit). Please save sample course work, tests or documentation of test scores to share with the PSEO Team.*
- 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

ROUTINE BUILDING PROCEDURES

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 3:25-4:30pm on instructional days.
- During the instructional day (8:15am-3:25pm), all exterior doors remain locked. Please call 507-248-3353 ext 0 or ring the 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:
 - Anthony-shop entrances and conference room
 - Lorie- SW Special Ed entrances
 - Reta- front entrance
 - Nichole- science entrance,
 - Nancy- NW entrances
- 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 (Nancy Pfarr) 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

CRISIS PLAN

The MNCS Board of Education adopted a Crisis Plan, which is on file at MNCS. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the 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.

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 building co-coordinator (Jenn Brunick and Chrissy Sheets) 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 completing the Section 504 referral form and submitting it.
- 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.



HEALTH SERVICES – Special Services Team

Emergency Information

Parents/ guardians of each student will be required to complete an emergency information form and return it to the school during the first week of school. Please return this form 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.

Medications

The administration of medication to students is carried out under written orders from a student’s physician and/or written permission of the parents. The policies of the Minnesota Department of Health and MDE are followed. 2005 legislation does allow secondary students to possess and use nonprescription pain relievers with written parental authorization.

If possible, medications should be scheduled around school hours, thus avoiding the need for bringing medications into the school building. Under usual circumstances, school personnel give no medications (including aspirin and Tylenol) to a student. Whenever possible, parents are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications. An exception to this is if a prescription medication needs to be taken during school hours. If a student requires a prescription medication FOUR times a day, or more often, MNCS can give the medication in school ONLY if the following procedures are followed:

1. 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.
2. WRITTEN REQUEST: The medication MUST be accompanied by a written request from the parent that their student should take the medication in school. The dosage given, time of day to give the medication, and specific directions for giving the medication.
3. PARENTS AND PHYSICIAN’S MEDICATION AND AUTHORIZATION 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.

Health Conditions

Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), will need to contact the nurse during the first week of school. Parents/guardians are encouraged to contact the nurse to arrange for a conference. The school nurse will share information regarding the health condition of students with the necessary school staff.

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

Illness/Accidents

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, an advisor or the nurse will give first aid. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, a doctor will be called or the student will be transported to the nearest clinic for examination.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child’s emergency form. 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 they came to school. A child will be sent home with a temperature above 100 degrees. If a child has a temperature above 100 degrees, vomits or has diarrhea within the past 24 hours, please do not send him/her to school.

Communicable Diseases and Infectious Conditions

To prevent the spread of contagious diseases, the nurse needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the nurse or advisor for clearance to return to school. Parents should contact the nurse regarding readmission guidelines for each particular disease.

Immunizations

The school 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. Immunizations 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.

Seniors will receive a copy of their immunization record prior to graduation and are encouraged to keep this in a safe place, since this information is needed for entry into a college or university.

The school nurse will provide periodic screening for vision, hearing and scoliosis. Parents are encouraged to make dental and medical appointments for their students to avoid conflicts during the school hours

2015-2016 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 (staff, parent, & personnel concerns):** Meets Mondays – *Anthony*, Aaron, Jim, Nichole, Diann
- **Finance:** Meets 3rd Wednesday - *Jim*, Jenn, Nancy P, Kelsie, Chrissy, Trish, Terry
- **Outreach:** Meets 3rd Monday - *Joan*, Trish, Kelsie, Reta, Cory, Kiersten, Chak
- **Technology:** Meets on “Early Release” days – *Nick*, Aaron, Jake, Paul, Cory
- **Transportation:** Meets once a block – *Anthony*, Nancy H, David, Dean, Terry
- **Building:** Meets every two weeks – *Dean*, Kelly, Anthony, Jake, Kiersten, Jenn, Nancy H, David
- **Assessment:** Meets on “Early Release” days – *Nick*, Sara, Nichole, Victoria
- **Q-Comp:** Meets monthly - *Paul*, Lorie, Diann
- **Project Teams:**
 - o **Sophomore Team:** Meets bi-monthly – *Chak*, Jake, Cory, Jim
 - o **Junior Team:** Meets bi-monthly – *Reta*, David, Anthony, Diann
 - o **Senior Team:** Meets bi-monthly – *Nichole*, Paul, Lorie, Jenn, Chrissy, Nick
- **Special Service (Special Education, Title I, Health Services and 504):** Meets every two week – *Lorie*, Jenn, Chrissy, Chak, Diann, Sara, Nancy H, Jake, Doug

PDP: Professional Development Project Teams

- Math: Meets Thursdays during lunch - *Diann*, Sara, Jim, Doug, Nick, Reta, Chak
- Reading: Meets Mondays afterschool- *David*, Jenn, Lorie, Terry
- Experiential Learning/Orientation/Middle School: Meets Thursdays - *Nichole*, Trish, Joan, Cory, Jake
- Academic Assistance: Meets Weekly - *Chrissy*, Chak, Paul, Aaron, Dean, Victoria
- Project Based Learning: Meets Wednesdays afterschool - *Kelly*, Kiersten, Kelsie, Anthony

2015-2016 Project Proposal Teams – Meet Weekly with Students on Tuesdays

- Nichole and Paul
- Cory, Jim and David
- Anthony and Jen

2015-2016 MNCS School Board of Directors:

Meetings held the 3rd Thursday of each month at 5pm at MNCS 210 Main Street, Henderson, MN

- Paul Jaeger (staff member) – Board Chair
- Jamie Schaffer (parent member) – Vice Chair
- Jennifer Brunick (staff member) – Human Rights Officer
- Nichole Kotasek (staff member) – Clerk
- DeAnna Petersen (parent member) – Director
- Owen Banks (parent member) – Director
- Jim Nytes (community member) – Director
- Kelly Lewis (staff member) – Director
- Jim Wartman (staff member) – Treasurer (Ex-Officio/non-voting member)

MNCS STAFF MEMBER CONTACT INFORMATION



General Phone: 507-248-3353

Fax: 507-248-3604

website: www.newcountryschool.com

Staff Member	Phone Ext.	E-mail @newcountryschool.com	Position
Anthony Sonnek	507-248-3353 ext 235	asonnek	General Advisor, Transportation, Athletics
Chakara Dauffenbach	507-248-3353 ext 237	cdauffenbach	Special Education Project Manager
Christina Sheets	507-248-3353 ext 231	csheets	Special Education Project Manager
Cory Anda	507-248-3353 ext 285	canda	General Advisor, Athletics
David Rice	507-248-3353 ext 234	drice	General Advisor, Orchard and Greenhouse
Dean Lind	507-248-3353 ext 230	dlind	General Advisor, Health and Safety
Diann Wiederich	507-248-3353 ext 239	dwiederich	Special Education Advisor, STARRS Coordinator
Jake Zeiher	507-248-3353 ext 233	jzeiher	Special Education Project Manager, MARSS Coordinator
Jenn Brunick	507-248-3353 ext 228	jbrunick	General Advisor, Literacy Specialist
Jim Wartman	507-248-3353 ext 227	jwartman	General Advisor, Finance
Joan Skelly	507-248-3353 ext 222	jskelly	Educational Events Coordinator
Lorie Standinger	507-248-3353 ext 226	lstandinger	Special Education Advisor, Special Services
Nancy Pfarr	507-248-3353 ext 0	npfarr	Administration and Finance
Nichole Kotasek	507-248-3353 ext 236	nkotasek	General Advisor, Science Advisor
Nick Ryan	507-248-3353 ext 243	nryan	Technology, Testing Coordinator
Paul Jaeger	507-248-3353 ext 232	pjaeger	General Advisor, Qcomp Lead
Reta Lind	507-248-3353 ext 225	rlind	Library Media Specialist
Aaron Grimm	507-868-0071 ext 108	agrimm	Elementary Advisor
Doug Anderson	507-868-0071 ext 0	danderson	RTI Specialist, Title I
Kelly Lewis	507-868-0071 ext 106	klewis	Elementary Advisor
Kelsie Halvorsen	507-868-0071 ext 103	khalvorsen	Elementary Advisor
Kiersten Dahl-Shetka	507-868-0071 ext 104	kdahlshetka	Art Specialist
Nancy Haas	507-868-0071 ext 0	nhaas	Special Education Project Manager
Sarah Westphal	507-248-3353 ext 242	swestphal	Elementary Special Education Advisor
Terry Kroehler	507-868-0071 ext 102	tkroehler	Elementary Advisor
Trish Hiscock-Austin	507-868-0071 ext 0	taustin	Elementary Administration
Victoria Sawyer	507-868-0071 ext 105	vsawyer	Elementary Advisor

PARENT/STUDENT SIGNATURE PAGE



Minnesota New Country School High School Parent Student Handbook 2015-2016

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where guidelines are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of the policies and procedures of Minnesota New Country School. Please return this signed page to your advisor.

Signing below is evidence that parents and students have or will read and understand the contents of the 2015-2016 MNCS High School Parent Student Handbook

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student