

2026-2027
Student & Family Handbook

REVISED: July 2025

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Welcome

Welcome to New Century Academy for the 2026-2027 school year. We are happy to have you with us on our adventure. As you enroll at New Century, you will be asked to participate in learning opportunities that will expand your horizon, challenge you and prepare you for life after high school.

We at New Century Academy are excited to welcome students in grades 6-12 to our school.

New Century Academy is a public school that incorporates Project-Based Learning instructional methods to lead students toward self-discovery and acquisition of essential concepts needed to succeed in our diverse communities.

The staff and I are looking forward to working with you this year. I know you will have a wonderful year.

Jason Becker, Director

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide our students and parents with essential information on the policies, procedures, and philosophies governing the operation of New Century Academy (NCA). The rules, procedures, and guidelines contained herein are not a complete list and cannot cover all situations that may arise, but rather cover most common situations. This handbook supersedes all previously issued Student-Parent handbook, and the policies and procedures described in this handbook may change or be added to at any time.

PURPOSE OF A CHARTER SCHOOL

The Minnesota Department of Education states that the purpose of a charter school in Minnesota is to improve all pupil learning and all student achievement. The question is what measures of learning determine that a student has improved? At New Century Academy, we aim to meet students where they are at and to assist them in realizing their full potential.

MISSION STATEMENT

To engage students in critical thinking and teamwork that empowers them toward life-long learning and global citizenship.

VISION STATEMENT

To provide a school that creates an inclusive community working together to support student achievement and builds a strong sense of self-worth.

FOUR PILLARS

New Century Academy will work collectively to absolutely maximize the following four pillars on a daily basis:

1. School Environment
2. School Achievement
3. Experiential Learning and Student Experiences
4. Extracurricular Involvement

BOARD GOALS

Based on Current Authorizer Contract

The Framework for School Goals can be found our school website.

APPLICATION PROCESS
New Century Academy is a public charter school. Students who are in grades 6-12 may apply for enrollment through the school office at 950 School Road SW in Hutchinson, Minnesota. New students are accepted prior to the start of the school year and at the start of each term. Students, who move into the geographic area, may enroll at the time they move when the school has openings. When a waiting list is necessary, students will be selected for enrollment via lottery.

Per state law, all students must have all required immunizations before starting school. Please ask the office if you are unsure of what is required.

A school tour and meeting are encouraged prior to application to address any concerns or questions and assist in making the best academic choice for each student. All students must complete orientation prior to enrollment.

HOW TO CONTACT NCA
950 School Road SW
Hutchinson, MN 55350

Voice: 320.234.3660
Fax: 320.234.3668
Website: www.newcenturyacademy.com

SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:20 p.m.

For a calendar of instructional days, see the school website.

TYPICAL DAILY SCHEDULE

7:35 – 7:55 a.m.	Breakfast
8:00 – 8:25 a.m.	Advisory
8:25 – 9:15 a.m.	Math Hr
9:15 – 10:15 a.m.	PBL AM
10:15 – 10:25 a.m.	Movement Break
10:25 – 10:55 a.m.	Seminar 1

11:00 – 11:30 a.m.	Seminar 2
11:35 – 12:05 p.m.	Seminar 3
12:05 – 12:35 p.m.	Lunch
12:35 – 1:00 p.m.	Reading Time
1:00 – 2:35 p.m.	PBL PM
2:35 – 3:20 p.m.	Advisory

OFFICE HOURS
Monday through Friday: 7:30 am to 4:00 pm
Weekends and Holidays: School/Office is closed

SUMMER HOURS
Tuesday Through Thursday: 9 am – 2 pm

OFFICE STAFF

Jason Becker - Director

- MDE Reports
- Staff Development
- Teaching and Learning
- Programming
- School Safety and Security Coordinator
- Behavior Intervention
- Transcript Review
- Academic Scheduling
- School Improvement
- Front Office
- Attendance
- Student Records
- Payroll
- Accounts Payable
- Facilities and Maintenance
- 504 Coordinator

Tammy Stahl

- Special Education Director

Elisabeth Mumford - Special Education Assistant Director/Coordinator

- Special Education Due Process
- Individual Education Plans
- Behavior Intervention Plans

Ann Wendorff – Support Services

- Mental Health Counseling
- College and Career
- Academic Counseling

Bess Bauman

- Testing Coordinator

Mark Wigern

- Activities Director

Talitha Thuringer/Morgan Litzau –School Health Para/Public Health Nurse

- Medications and Immunizations
- Screenings
- Homeless Liaison
- Foster Care

NCA COMMUNITY COVENANT

Responsibilities of the NCA Student

- Attend school daily, except when ill or otherwise excused (according to the attendance policy) and be on time.
- Follow all rules and regulations established by NCA staff.
- Cooperate fully with all lawful and reasonable directives by school personnel.
- Be prepared for each class with assigned work and appropriate materials.
- Show respect for others and for their property, seeking help from a NCA staff or faculty member when confronted with problems and when unsure of a course of action.
- Refrain from making profane, insulting, threatening, or inflammatory remarks.
- Work consciously toward self-discipline: make compassion, care, and self-control your personal goals of conduct.
- Respect your classmates, their skills, backgrounds, and cultural heritages.
- Accept the fact that there will be difficulties in school and strive to persevere through personal and academic challenges.
- Be impeccable with your actions and words at all times, always expressing your opinions and ideas in a respectful and courteous manner.

Responsibilities of the NCA Parent and/or Legal Guardian

- Maintain a good relationship with NCA staff, responding respectfully to concerns.
- Follow all policies and procedures established by the NCA Board and Administration.
- Maintain up-to-date information regarding addresses, phone numbers for home, work, and emergencies, and other pertinent legal conditions of which the school should be made aware.
- Alert NCA of any problems or conditions that may affect your child's education.
- Encourage your child to put a high priority on school, with his or her best effort always as the goal.
- Encourage and ensure the development of proper study habits at home.
- Be familiar with your child's school activities and academic programs offered at NCA.
- Attend scheduled conferences and request additional conferences as needed.
- Demonstrate to your children that you value what NCA offers, and expects of, its students by modeling this attitude for your children.

Responsibilities of School Personnel

- Follow all relevant laws as well as NCA policies as detailed in the Employee Handbook.
- Abide by the MN Code of Ethics for Teachers and Administrators.
- Value parents as partners in the educational process.
- Attempt to contact parents promptly when there is a significant and/or sustained change in a student's performance or motivation.
- Respond within two school days to parent inquires about their children.
- Work diligently with parent(s), student, and other educational specialists to help solve problems at the classroom level.
- Strive to prepare each child educationally, emotionally, and socially to be receptive to the rewards of life-long learning.

ACADEMIC PROGRAM

Program Overview

New Century Academy's curriculum provides a unique blend of core knowledge in math, science, language arts, social studies, world languages, health and physical education with a focus on project-based learning as a dominant tool to engage each student to create and apply a personal meaning to the knowledge they gain. Our goal for this program is to give the learners a strong knowledge base, direction, focus, and the opportunity to investigate their passions in an interesting, efficient, in-depth manner. We encourage a seamless and smooth transition from middle school to high school level curriculum, maximizing the continuity that one may not find in the traditional 6-12th grade system.

Students belong to small, multi-grade level advisory groups in which they will take ownership to work closely with their advisors and families in preparing and planning an individualized "map" of their learning. The student will work with their advisor to establish their personal goals, thus beginning a focused but flexible journey toward a general career field which will become more focused as the student progresses. The student assumes a role and responsibility much like that of an apprentice. The tools of the trade include differentiated but integrated instruction of core subject knowledge in math, science, language arts, social studies, world language and health and physical education.

Music in our School

Consists of individual music lessons at student request. The school will seek, if requested, a contracted service with a music instructor who can provide lessons in guitar and many other instruments. Services also include music creation using technology. Students will have the opportunity to learn about social media platforms and how to use those platforms to create a brand or business. Students can also learn how to create a podcast and will have the choice to publish anything they create.

Project-Based Learning (PBL)

Is an instructional methodology where students take part in an in-depth study of a topic, that explores important guiding questions, incorporates standards, and involve fieldwork, service and adventure. A project integrates the conventional knowledge and required skills of the academic disciples. Projects require students to develop the habits of work, thinking and judgment that lead to effective reading, writing, problem solving and discussion. Projects are designed to organize and engage student learning by calling for concrete products or actions that address authentic problems.

NCA offers a unique project-based learning experience in acquiring job skills. Students in their 11th and 12th grade years have the opportunity to register for a seminar in Maintenance, Office and Clerical, Informational Technology, Food Service, Laundry Service and School Coffee Shop. Students will also have the opportunity to gain employment in the community and utilize their school day to work at that employment.

E-Terms

NCA will dedicate three separate e-terms, each year for student exploration. They will experience unique, interest-generated learning activities. We are counting on everyone to share their unique talents, skills and knowledge. Opportunities to live and learn about another region or country's language, culture, history and environment will enhance the opportunities to understand and experience our own.

Senior Project

A "pinnacle of achievement" will be the *Senior Project*, in which a student celebrates their accomplishment by presenting his or her project to the public and/or outside community. Students will be encouraged to seek community resources to aid them in developing a love of learning that will extend beyond the classroom.

Courses

Incorporates the base and structure for knowledge. However, the learner personalizes the meaning of the content for themselves. The role of a course is to provide not only a foundation but also a springboard to student-centered projects, ideas and lifelong learning. We expect students to "set" themselves in the learning mode with our help. They will balance skills and knowledge. **Homework may be given and is expected to be completed by the due dates given by an educator.** However, the assignments may appear less traditional (e.g. not always paper and pencil) and the evaluations may be ongoing (e.g. continuing the work until it is satisfactory). Core class extension projects will enable the student to demonstrate their skills and knowledge.

Service Learning

Opportunities are available and NCA students and families are strongly encouraged to participate. Under the supervision and support of a NCA staff member, parent/guardian, and community partner, both NCA students and our communities can benefit by learning about protecting environment, developing relationships with people or businesses while meeting the changing needs of our communities.

Alignment of Curriculum to Standards

As a public school, we are required to ensure that our curricular program meets or exceeds Minnesota state academic standards, that our students take state tests given to pupils in all public schools and that our school meets or exceed target measurements in attendance, participation, and graduation standards defined by Minnesota. If standards and testing requirements change, we will make any necessary changes to bring our curriculum and assessment schedules and mechanisms in line with state law.

Advisors

Students at NCA attend advisory for a specified amount of time each day. During this time, students can receive assistance in planning out their schedules and goals. The students also receive support by their advisor is keeping track of their grades. Advisors become facilitators of student self-directed learning during project time.

NCA Graduation Requirements

Purpose: To ensure that students attending New Century Academy will graduate with the required number of state and locally determined credits. The student's advisor will oversee the plan of study for each student in collaboration with fellow staff members if applicable (i.e. special education teachers.)

Procedure: Students will meet the below criteria for graduation. If a student transfers, their credits will be converted to New Century Academy credits. Students starting 9th grade at New Century Academy will not carry any credit deficit into high school. Students earning high school credit in 7th and 8th grade will carry those credits into high school. Seniors may participate in the Commencement Ceremony if they are within 1 credit of mandatory requirements set by the State of Minnesota and by New Century Academy.

1. These credits are mandated by the State of Minnesota.
    a. Credit Areas Include:
        i. 3 Mathematics (must include Algebra II, Integrated Mathematics III)(class of 2028 will also need Personal Finance)
        ii. 4 Language Arts

iii. 3.5 Social Studies (must include US History, World History, Geography, Economics and Government)
iv. 3 Science (must include Life Science, Earth and Space Science, and Chemistry or Physics)
v. 1 Art
vi. 1 Health
vii. 1 Physical Education
viii. 11.5 Elective (minimum)(must consist of 1 credit senior project and 1 credit portfolio)

2. In addition, New Century Academy requires the following credits:
    a. Credit Areas Include:
        i. 1 Credit Senior Project
        ii. 1 Credit Senior Portfolio
            1. This includes .25 credit (minimum of 25 hours) of service learning
            2. The one-credit capstone project must be presented prior to commencement ceremony.

3. New Century Academy requires 28 total credits to graduate. The above mandated credits by the State of Minnesota must be included in the total credits needed to graduate.

Minnesota Graduation Standards and the Minnesota Comprehensive Assessments

The Minnesota Comprehensive Assessments (MCAs) will be administered in grades 6-8, 10 and 11 and scheduled by the Minnesota Department of Education. The Minnesota Graduation Standards and Minnesota Standards will continue to be the curricular foundation of NCA. All standards will be embedded in the integrated theme and subject focused on core classes and seminars.

MCA Schedule

Grade 6: Reading & Math
Grade 7: Reading & Math
Grade 8: Reading, Math & Science
Grade 10: Reading & Science
Grade 11: Math

** The NWEA (Northwest Evaluation Association) tests are used to assess and prescribe where students are, and are a precursor to the MCA tests.

General Testing Schedule

ALL Grades: Capti
Grade 11: ACT
Grade 11: ASVAB

Plagiarism & Cheating

Plagiarism is using someone else's writing as though it were your own. Cheating includes copying another student's work or allowing someone else to copy yours. We know that at times students will be challenged beyond their abilities, and we ask them to take numerous intellectual risks and persevere through difficulty. As such, our program demands that students do not take short cuts. We deem cheating of any kind (e.g. plagiarizing, copying homework, parents doing homework for student, etc.) to be unethical.

If a student is caught plagiarizing or cheating, the student may be given an opportunity to redo the assignment on the first offense. For all subsequent offenses, the student will receive "No Credit" on the assignment(s) and will

not have the opportunity to redo it. Students who plagiarize or cheat may also be required to explain their actions to the larger learning community.

Title I

The Title I program is available to all students who qualify. This program works with students who do not qualify for an Individual Education Plan (IEP) through Special Education Services.

Academic Assistance Beyond the Classroom

NCA students are presented with knowledge from several disciplines, using texts and resources, which are sometimes quite complex and demanding. These high expectations sometimes appear overwhelming, and students, from time to time, may require tutoring to help them meet and maintain NCA's academic demands. Please contact your child's advisor to find out more about academic support options at NCA. All NCA staff members are available to aid any student who needs assistance in getting caught up in, or answering questions, for any class that they are currently taking at NCA.

Multi-Tiered System of Support Team (MTSS)

The MTSS Team is a process NCA uses to locate and respond to struggling students proactively that may potentially need special education and related services. In addition to providing services, our school has adopted a Five Phase School Wide Model that includes:

1. Early identification
2. Intervention planning
3. Referral for special education consideration
4. Assessment
5. Eligibility consideration
6. IEP Planning

Response to Intervention

With Response to Intervention (RtI), schools identify students at risk for poor learning outcomes, then monitors the students' progress, provides evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities. RtI is based on three tiers.

- Tier 1: at-risk children who have been identified through a screening process receive research-based instruction, sometimes in small groups, sometimes as part of a class wide intervention.
- Tier 2: includes more closely targeted areas in which the child is having difficulty.
- Tier 3: becomes even more intensive and individualized than the 2nd. If the student does respond to this tier, they are often referred to the special education department for a comprehensive evaluation. The information gathered during the RtI process can become part of the information used during the evaluation and beyond.

Positive Behavior Inventions & Supports

Positive Behavior Interventions & Supports (PBIS) is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. This is a process that is consistent with the core principles of RtI. PBIS offers a range of interventions that are systematically applied to students

based off their demonstrated level of need, and addresses the role of the environment as it applies to development and improvement of behavior problems.

Course Scheduling
Students will register in the spring and fall for the upcoming school year. Once students are registered for the fall, a change of class sheet needs to be signed by various personnel and parents in order to change a student's schedule.

Field Trips
All field trips are approved in advance by the Administration. A 50% reduction in Field Trip fees is extended to all students who qualify for Free or Reduced Lunch.

General requirements for field trips:

- They must serve an educational purpose in keeping with NCA's curriculum, mission and goals;
- Any student not participating in a field trip is expected to attend school.

Occasionally, classes may take supervised walking trips outdoors. Our proximity to many places in the community and the generous size of our campus provide excellent resources for such learning opportunities and outdoor classroom experiences.

Grade Reports
New Century Academy will prepare and send home progress reports after each midterm and Trimester.

Home School Credit
Credit for coursework completed in a non-accredited home school setting shall be granted when all the following conditions have been met.

- The home school student's parents have completed all the state mandated home school reporting requirements.
- The home school is registered with the Minnesota Department of Education and is in good-standing.
- A portfolio of the home school student's work completed has been submitted for each subject for what credit is sought.
- The home school student has satisfactorily completed a school administered test that measures student achievement in academic subject areas.

The amount of credit granted for the work completed shall be determined by New Century Academy school officials.

Homework
New Century Academy teachers will give homework and expect that it will be done in a timely fashion. Completed homework will be turned in to the staff as requested. If a student fails to bring in homework, teachers may call home. If a student exhibits a pattern of failing to complete assignments: teachers, family members, and the student will meet to develop a plan for improvement.

Make-up work
Students with excused absences will be permitted to make up all class assignments, tests, projects, presentations or other assigned work. The student shall have one day for each day absent plus one day to complete make-up work without penalty; after this time, the normal homework penalties apply (e.g., if your child is out for two days,

the student would have three days to turn in make-up work for full credit). Homework assigned the day prior to the first day of absence shall be included in the time extension. Projects and presentations assigned three (3) or more days prior to the first day of absence may, at the discretion of the classroom teacher, be due on the day a student returns to class. No reduction in grade or class credit shall be assessed for assignments completed and turned in within the time extension. **It is the responsibility of the family and student to inquire about their missed work in the case of an absence from school.**

Parent-Teacher Conferences

Formal conferences are scheduled twice a year. Dates are listed on the school calendar. Advisors will contact parents to schedule conferences. Parents are always welcome to contact their student's advisor for a conference at an alternate time.

Physical Education

Students in grades 6th, 7th & 8th must participate in required physical education at the school. Depending on the grade level and curricular requirements, physical education may include indoor or outdoor activity and/or classroom instruction (e.g., in health, nutrition, proper exercise, etc.). Except in inclement or extremely cold weather, students should expect to have physical education classes outdoors. Parents and students should ensure that appropriate clothing is available for physical education classes, especially in cold weather and hot/humid weather. Children who are unable to participate in physical education class for more than two classes should have a physician's note for exemption from class and will be instructed in alternate assignments or appropriate physical work to make up the missed work. Participation in outside physical activity does not exclude mandatory participation in NCA's physical education program. Without such a note, points may be deducted from the student's grade.

New Century Academy Retention Policy

Per state law, New Century Academy has adopted a grade retention policy that outlines the circumstances where a student might be retained in a grade. As a high school, essentially it comes down to the amount of credit completed towards graduation.

Grade Level Advancement

Upon review of transcripts for each upcoming school year, students will advance to the next grade level by determining their earned credits to that point. Students in grades 9-12 should earn a minimum of 7 credits each year. Advisors, educators, and the NCA director work together as a team with students and families to keep students on pace in their learning.

Post-Secondary Education Options (PSEO)

PSEO is a Minnesota state-sponsored program that allows qualified students to attend college and to earn both high school and college credits for the courses. Tuition and books are paid for by the State. Students are responsible for transportation and living costs. The student may be reimbursed for mileage when travelling to and from PSEO. Minnesota colleges may choose to participate and each school determines admission requirements. In general, community colleges require a class rank in the top third for eleventh grade students and top half for twelfth grade. In addition to participate in PSEO as a sophomore, the student needs to pass the 8th grade reading test. Admission requirements for other colleges are often much more rigorous. Please check out the PSEO admission requirements of the college of interest to you. The primary advantages of PSEO care access to studies not available at New Century Academy and the opportunity to accelerate your academic career by earning college credits while still in high school.

New Century Academy will award high school credit on the following basis: 4 college semester credits = 1 high school credit.

There are several repercussions of PSEO participation to consider. As the Minnesota State Department of Education describes it: "This is not an opportunity to try out college, this IS college. Once you register for a course you have started a college transcript. How well you meet the challenges of college level work will appear on that transcript, including dropping out or failing a course." College requires a higher level of self-motivation and independence than high school. Sometimes very bright students do poorly in their college work. This is usually not due to the rigor of the schoolwork. It is usually the result of difficulty adapting to the different expectations and environment in which they find themselves. Students who are successful in PSEO courses usually have a combination of personal qualities, which include very strong academic skills, ability to work independently, maturity, motivation, willingness to complete homework and self-sufficiency. Students who participate in PSEO are still responsible for meeting all the requirements for graduation from New Century Academy. They must complete required courses at New Century Academy or select college courses that provide acceptable replacements. This means that students must work closely with the school making sure they have satisfied all graduation requirements. If you are interested in PSEO, the first step should be meeting with the school. You can discuss the whole process, to see if it is a good plan for you. If you choose to participate, the office can help you with the application process.

Special Education Services

At NCA, Special Education is not a place, but a required service (mandated by the State of Minnesota for those identified) provided by a variety of professionals in collaboration with the regular education staff, students, and parents. NCA is committed to providing Special Education services that respond to the learning and social needs of individual students with disabilities. Additionally, Special Education students will be included in the regular education curriculum to the largest extent possible by using intentional educational practices. These practices provide sufficient practice and feedback, develop self-responsibility, support academic learning, and promote social learning. Special Education services may also include a variety of instructional groupings and methods, as determined by the regular education curriculum and Individual Education Plans (IEP). Resources for carrying out each student's IEP may include: adaptations to teaching methods, supplementary and adapted materials, compensatory supports, and varied student groupings.

Student Schedules & Classroom Assignments

Student schedules are determined by curricular mission, staffing availability and state requirements. It is NCA's position that every student will participate in all classes, unless there is a legal reason that would preclude the student from participation. In this unlikely event, a conference with the Administration and the faculty member will be necessary to discuss the reason for withdrawal and to provide the student an alternative assignment per the schools curricular review policy. Repeated requests for exemptions for classroom activities or from curriculum components are likely signs that the curriculum of NCA is not a good fit for the family and the student.

NCA welcomes parent input regarding concerns about a child's academic, social, emotional, and physical needs, but we do not accept requests for specific teachers. Parents may discuss their child's specific needs with the Administration who may take these needs into consideration when creating the student's schedule.

ATTENDANCE POLICIES

Attendance

New Century Academy believes that regular school attendance is directly related to success in academic work. Regular attendance benefits a student socially, provides opportunity for important communication between advisor and student, and establishes regular habits of dependability important to the future of the student.

In accordance with the regulations of the State Department of Education and the Minnesota Compulsory Education Law (MN statute 120A.22), students are required to attend all assigned classes every day that school is in session. Flagrant unexcused absences or continued truancy will be reported to the Hutchinson Police Department, and/or McLeod County Social Services or the appropriate agency.
When a student has been absent for three consecutive days without the school being contacted, the family/guardian will be sent a "continuing truant letter" and an intervention meeting may be scheduled. Seven unexcused absences will be referred to social services. After ten excused or unexcused absences related to illness, a doctor's note will be required in order to excuse any further absences due to illness.

Attendance Policy
Lack of attendance and tardiness contribute to poor grades, as such, students are expected to be on time or preferably early, to the beginning of each class. To prepare our students for the work-force they must learn the necessity of attendance to remain employed. Employers of today rely on efficiency models to be as effective and efficient as possible. NCA is accepting the responsibility, with the help of parents, to develop and account for good habits of employment. As such the following attendance procedures exist:

- 3 Tardies (per class) = 1 unexcused absence
- Students with 5 unexcused absences per term may not be allowed to job shadow in the community
- Students with 5 or more unexcused absences may not be permitted the e-term of their choice. Students may be assigned to a grade recovery e-term

Excused Absence Definition
Excused absences fall under these categories:
- Family emergencies (serious family illness, injury, etc.)
- Medical appointments (may require verification)
- Student illness
- School sponsored activities
- Required court appointments
- Pre-approved absences by the director
- Religious holidays or religious release time

Please contact the school office in advance whenever you know your child will be absent. If your child will be absent or tardy you must notify the school by the start of the day of the absence or tardy. Missed school work due to excused absences must be made up per the section on Make-Up Work.

Unexcused Absence Definition
All absences not authorized by the parent/guardian or school, are considered unexcused. Further, if no reason is given by parent/guardian, the student is considered unexcused.

Drop-Off & Pick-Up Procedures
It is critical for the safety of our students, that all motor vehicles within the parking lot and street areas are lawful, safe, mindful, and courteous.

Morning Drop-off Procedures
- The building opens at 7:30 am each school day
- Children may be dropped off beginning at 7:30 am. They may arrive earlier only if participating in a school sponsored morning event. Students arriving before 7:30 am may not be allowed in the building

- Classes begin at 8:00 am for all students
- Please be observant of school buses loading and unloading when dropping off your child(ren)

Afternoon Pick-up Procedures

- School dismisses at 3:00 pm, Monday through Friday. Please do not expect students to be outside before dismissal time
- Families may not park in the No Parking zones during pick-up. This assures the best traffic flow. Parents in the pick-up line should not leave their car unattended for any reason
- The school closes at 4:00 pm each school day

Emergency School Closing Information

The decision to close or delay the start time of school due to inclement weather or other causes will be made as early as reasonably possible, but before 6:30 am. School closing information will be available from the following sources:

- Student and Parent Email
- WCCO
- KSTP
- KARE 11
- NCA website
- NCA Facebook page

Illness Guidelines

If your child shows signs of illness at the beginning of the school day, please check your child's temperature. Keep your child home if his/her temperature is 100 degrees F or higher. The child should not return to school until your child's temperature has been below 100 degrees F for 24 hours without fever reducing meds. If your child has diarrhea or vomiting, she/he cannot return to school until 24 hours after it has stopped. Sending a sick child to school is hard on him/her and can expose others to contagious illnesses. When a child has a communicable disease, the school office must be informed so that the parents of classmates can be notified. After beginning an antibiotic, your child must remain at home for a full 24 hours before your child is considered non-contagious.

Sign-in & Sign-out Procedures

Parents may pick up children from school early by coming to the main office and signing their child(ren) out at the front desk. Parents must remain at the front desk while a school employee or volunteer calls for the student to come to the office. Please do not go to the instructor's room prior to school dismissal time for pick-up. If the child(ren) return during the school day, the parent must also sign them back in at the front desk. **The office personnel strongly recommend that students bring a note in prior to them being absent so they are aware.**

For the safety and security of your child, NCA will not release children to anyone other than parent(s) or legal guardian(s) who are not prohibited by court order from guardianship of a minor child. Please do not call the school and ask for your child to be released to a relative, a friend, or a neighbor, etc. All parents fill out an emergency contact form each year which lists only those individuals whom the school may contact in the event that we are unable to contact the parent(s) or legal guardian(s). It is critical that you make sure this list is updated annually. You may also indicate on this contact form whether or not any of these emergency contacts have permission to pick your child up from school.

Parents who are separated with joint legal custody of a minor child are, by law, each permitted to sign the child out from school. We ask that the school not be placed in the middle of family disputes over interpretations or rightful execution of this legal mandate.

Tardiness & Late Arrival

Students are considered tardy if they are not in the classroom and prepared when the advisory period or class begins. Students are expected to be punctual and to understand the importance of timeliness. A student who is not in his/her seat at the start of class time, ready to learn, is tardy, unless the reason for tardiness is an Excused Tardy (from another staff member). Three unexcused tardies constitutes an Unexcused Absence. A student who enters the building after the start time must report directly to the office before going to his or her classroom. **It is the responsibility of the family to ensure that children arrive on time to classes in the morning.**

Voluntary Family Vacations & Lessons during the School Day

NCA strongly discourages the practice of taking voluntary family vacations when school is in session. These absences are disruptive to the student's progress and continuity of instruction, to the class, and to the teacher; they also create unnecessary additional work for all. It is our expectation that absences from school are only for involuntary (e.g., illness) or unplanned occurrences (e.g., funerals). We hope that you will plan your trips around the school calendar, but if you do choose to take a voluntary vacation please be aware that the absence will be considered unexcused. Work due during the absence must be completed ahead of time. Please do not expect teachers to give instruction or receive assignments via email during the absence or to spend tutorial time with a student upon their return to school. The State of Minnesota and NCA require students to attend all scheduled classes and study halls. Students are not allowed to leave school for lessons during the defined school day (unless exemptions apply per state regulations.) Families need to arrange times for lessons outside of the school day. Under Minnesota State Law, Statue 120A.22 Compulsory Instruction, "The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship."

Off-Campus Privileges

NCA will be a closed campus to all sixth through twelfth grade students. If a senior student is on track or ahead in credits and requirements, plans can be discussed for a modified schedule that includes a senior privilege. This privilege may include but is not limited to work release or off campus time during the school day. Students should work with their advisor, parents and the director to arrange this type of schedule.

Withdrawal from NCA

If you plan to withdraw your child before the end of the school year, please notify the school office at least five days in advance in writing. All books, workbooks, and other school property must be returned to the classroom teachers and to the library. Any items not returned will result in an invoice sent to the family for the cost of replacing such supplies. The student's locker must be cleared and lock returned.

Generally, if NCA receives a request from another school for records of a current NCA student, we will take the request as a student's declared intent to withdraw from the school and will vacate the enrolled student's seat. Families who withdraw a student will be asked to complete an optional exit interview form. Vacancies will be filled following school enrollment policy. The school requests that if the family wants to withdraw a student that they fill out an exit interview.

SCHOOL CULTURE

Academic & Behavioral Expectations

Teaching and modeling positive behaviors are the primary approaches to discipline at New Century Academy. **New Century Academy promotes a culture of learning and set of values that expects students to accept responsibility for their actions.** This culture provides the foundation for individual instructors to develop their own set of behavior expectations. This self-governing model teaches many of the character traits on a daily basis through countless interactions among students and between students and teachers.

The following procedure deals with academic and behavior concerns. Determination will be made based on the administration and will be intervention-based case by case. The procedures are based on the premise that everyone – students, staff and family - will embrace the basic philosophy of **Above the Line/Below the Line behaviors**. We have reviewed these procedures with our students.

Our entire staff will provide thorough, consistent follow-through. There is a direct correlation between the behavior expectations outlined in this procedure and our follow-through regarding attendance, tardiness, and the completion and turning in of assignments and project work by students. We need parents to partner with us concerning this procedure. Together, we strive to be consistent and fair with our students.

ABOVE THE LINE

All students are expected to **exhibit** "above the line" behavior consistently. Examples of "above the line" behaviors include, but are not limited to:

Respect	Following Directions	Good Stewardship
Doing Schoolwork	Meeting Deadlines	Praise
Working Quietly	Positive Talk	Good Manners
Doing Your Best	Helping Others	Clean Language
Being where you need to be	Listening	

BELOW THE LINE

All students are expected to **avoid** "below the line" behavior consistently. Examples of "below the line" behaviors include, but are not limited to:

Disrespect (of staff, other students, or self)	Destroying or harming others' property
Consistent late work	Poor manners
Skipping class/school	Swearing
Bullying (refer to policy)	Non-compliance/defiance
Negative talk to staff or other students	Being tardy to class, reading time, project time
Using social media during the day	Inappropriate Affection
Inappropriate attire (refer to dress code)	

Automatic Consequences: When a student's behavior moves him/her below the line, a staff member involved will *always*:

- Acknowledge concern about behavior with the student, and discuss possible solutions and/or consequences.
- Contact the student's advisor **and** administration within 24 hours of incident/concern.
- Contact the student's parent(s)/guardian(s) within 24 hours of incident/concern.

BOTTOM LINE

All students are expected to **avoid** "bottom line" behavior consistently. Examples of "bottom line" behaviors include, but are not limited to:

Severe Defiance	Threats/Bullying (see attached policy)

Possession and/or use of Weapons	Hazing/Harassment
Possession and/or use of Drugs/Alcohol	Theft
Fighting	Destroying Property

Consequences: When a student's behavior moves him/her to the bottom line, staff member involved will:

- Contact administration immediately.
- Administration will contact parent immediately.
- Administration will determine whether behavior will result in suspension and/or expulsion.
- Parent and student will meet with administration and appropriate staff to discuss re-entry to NCA.

Eligibility for participating in certain activities will be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation, please refer to the Eligibility policy below. **The bottom line is, if the student is not performing as a responsible young adult, the student will lose privileges and will have consequences for his/her behavior and choices.**

New Century Academy firmly resolves that all students have the right to learn in an environment that is safe, physically and emotionally, and is free from unnecessary distraction. Students are expected to conduct themselves in keeping with their level of maturity and development, acting with proper regard for teachers and others in a supervisory role, make amends for wrong doings, respect the educational purposes underlying all school activities, respect the widely shared use of school property and acknowledge the rights and welfare of other students.

We also recognize that sometimes conflicts arise within the community. Conflict resolution is an area of the school environment that is crucial to maintaining a positive climate at the school. As a rule, all members of our community will attempt to use conflicts, which have risen, as a springboard to teach new and better behaviors. Aggressive or disruptive behavior may happen for a variety of reasons and in a variety of school settings. In line with our educational philosophy, these behaviors will be handled in a variety of way that will integrate the needs of the student while teaching and modeling the desired outcome. Whenever possible those involved are invited to actively participate in the conflict resolution. Our goals are to protect each person's rights, and to help each person learn to make better choices.

<u>Attire</u>

NCA trusts that students will use good judgment in selecting appropriate dress. However, in instances of inappropriate attire, students may be asked to change into something more appropriate. In such situations, an appointed male and/or female school representative or the school Director has the responsibility of determining appropriateness. In general, too short skirts or shorts, tops that do not cover shoulders and/or cleavage, pants that are torn enough to show underclothing, and any clothing with offensive messages such as drug/alcohol use or sexual images or content are considered inappropriate.

<u>Safe & Supportive Schools Act</u>

Title VI prohibits discrimination based on race, color, or national origin in schools that receive federal funding. Title IX prohibits discrimination on the basis of sex (sexual harassment, gender-based harassment) in schools that receive federal funding.

The Safe and Supportive Schools Act says, "Bullying is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive and an actual or perceived imbalance of power and the conduct is repeated or forms a pattern OR materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or

privileges." Intimidating, threatening, abusive, or harming conduct includes: conduct that causes physical harm to a student or student's property OR causes student reasonable fear of harm to person or property; violates student's reasonable expectation of privacy; defames a student; based on person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation (gender identity + expression academic status related to student's performance, disability, or status with regard to public assistance, age, or other characteristic) defined in the Act or under Minn. Stat. Chapter 363A (Minnesota Human Rights Act). Imbalance of power includes: physical strength, access to embarrassing information, and popularity.

There are three categories of bullying include: verbal, social, and physical. Verbal bullying is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public. Physical bullying involves hurting a person's body or possessions. Physical bullying includes: hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Bullying is not necessarily: peer conflict, hazing, harassment, and stalking. Access each situation independently and ask:

- Perceived or actual power imbalance?
- Repeated or forms a pattern?
- Substantially disrupts student's education opportunities, performance, or ability to participate in school activities?

Cyberbullying is described as bullying using technology or other electronic communication. It is included, but not limited to: a transfer of a sign, signal, writing, image, sound or data including: a post on a social network, internet website, or forum transmitted through a computer, cell phone, or other electronic device. Some examples of cyberbullying include: spreading rumors online or through texts, posting hurtful or threatening messages online, sending mean messages or threats, pretending to be someone else online, stealing a person's account information to break into their account, or sexting or circulating sexually suggestive pictures or messages about a person.

Definition of prohibited conduct includes: bullying or cyberbullying; or retaliation for asserting, alleging, reporting or providing information about such conduct, or knowingly making a false report about bullying. The scope or the law applies to bullying, by a student against another student, enrolled in a public school and which occurs: on school premises, at school functions or activities, on school transportation, or by electronic technology and communications on the school premises, at school functions/activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that such use substantially and materially disrupts student learning or the school environment.

Each district and school policy must:

- Establish research-based, developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring policy violations;
- Apply throughout the school or district; and
- Foster active student, parent, and community participation.

Districts and schools are encouraged to provide students: developmentally appropriate programmatic instruction to help students identify, prevent, and reduce prohibited conduct; value diversity in school and society; develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse; recognizing, responding to, and reporting prohibited conduct; and make effective prevention and intervention programs available to students. Districts and schools are encouraged to: engage all students in creating a safe and supportive school environment; partner with parents and other community members to develop and implement prevention and intervention programs; engage all students and adults in integrating education, intervention, and other remedial responses into the school environment; train student bystanders to intervene in and report incidents of prohibited conduct to the school's primary conduct person; teach students to advocate for themselves and others; prevent inappropriate referrals to special education of students who may engage in prohibited conduct; and foster student collaborations that foster a safe and supportive school climate.

Investigation of reports of prohibited conduct must begin within three (3) school days of receiving the report. The primary contact person is responsible for investigating.

Basic requirements of school districts are; create and implement policy in compliance with the Act; train all school personnel; include policy in appropriate district publications as required under the Act; provide notice to students/parents of rights and responsibilities under the Act; designate staff member at each school within the district as the primary contact person.

New Century Academy strives to be a welcoming and supportive campus environment. 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. Bullying behaviors are frequently exhibited in situations where adults are not present and thus difficult to control or curtail. However, New Century Academy believes that students have the responsibility to treat each other with respect and dignity, and hold students accountable to that expectation. We will investigate, respond, remediate, and discipline any bullying behavior which has not been successfully prevented through our work to develop a positive community.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on New Century Academy property or at school-related functions. This behavior expectation 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 student's act of bullying. Use of digital media (Facebook, Twitter, texting, email, etc.) to initiate and sustain bullying behavior will be treated as if it takes place on the New Century campus whether or not it involves New Century Academy technology resources. There will be no tolerance for social media during the school day. To harm another student is wrong and will not be permitted.

Resources include:

- Stopbullying.gov
- http://education.state.mn.us/MDE/JustParent/BullySafeSch/index.html

Communication & Courtesy of Speech

If problems should arise, we ask that families discuss the issue first with the relevant party and then involve others as needed.

Addressing Teachers & Staff

Faculty and staff should always be addressed as Mr., Mrs., Miss, or Ms., both by students and parents, when in the presence of students.

Extracurricular Activities, Clubs, & Organizations

A well-rounded, joyful student not only holds strong grades but takes a personal interest in a number of activities. As such, NCA has developed a robust extracurricular program in order to meet the needs of students to grow socially as well as intellectually. Athletic sports consist of Cross Country, Volleyball, Basketball, and Archery. Other extracurricular activities may include: Knowledge Bowl, One Act Play, and Speech. The activities will be fee-based.

Participation in extracurricular activities at NCA is a privilege, not a right. NCA students are representing our school when they are off-campus for these activities, and are expected to conduct themselves in a manner consistent with on-campus behavioral requirements. Student clubs and performing groups, with administrative permission, may establish additional standards of behavior. Students receiving a letter grade of an "F" on their report cards or progress reports may be suspended (temporarily or permanently) from extracurricular activities. These decisions will be made by the Administration in consultation with a student's parents.

Eligibility Policy

This is the policy in which students are to follow in order to participate in Minnesota State High School League-sponsored events. More information is found on file at New Century Academy or on the MSHSL website.

- Making academic progress toward graduation.
- Will not have turned 21 before the start of the season in which the student participates.
- Have not and will not use or possess tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids, or drug paraphernalia.
- Have not and will not violate the racial/religious/sexual harassment/violence and hazing bylaws of MSHSL.
- Student agrees to fully cooperate in any investigation honestly and truthfully.
- Regardless of age the student will agree to follow all of the MSHSL Bylaws in order to be eligible to represent the school in League-sponsored activities.

Fundraising & Sales Policy

The Administration shall plan and supervise all fund raising activities of the Academy. NCA does not sanction fundraising of any kind which involves students engaging in door-to-door sales. We recognize that some of our students are members of worthwhile non-school programs, such as Scouts, religious groups, or organized sports or musical groups, which engaged in fundraising for their own benefit. We regret that we cannot permit any sales or fundraising for external programs conducted under the auspices of the school, nor can we permit posting of notices on school property or websites for such sales or fundraising.

Gifts

NCA employees receive salaries or wages for the work they provide to the Academy. At times, parents or vendors may wish to show their appreciation by offering other gifts. NCA employees are prohibited from accepting cash or gifts above a nominal value of $25.

Internet & Technology Usage

NCA recognizes the importance of technology and internet access, as valuable resources for education. We also recognize the need to protect our students and our school community from unwelcome materials, whether these are deliberately or accidentally obtained. It is our goal to provide internet accessibility in as safe an environment, as possible. It is also understood that this access is a privilege, not a right, and that all students and staff are expected to practice proper and ethical use of school technology. The use of our online systems is monitored and

subject to administrative review at any time. We intend that these resources will be used to pursue intellectual activities to support research and student learning.

While using school technology, students may not:

- Damage or destroy computers, printers, allied hardware, networks, software, or systems;
- Download, copy, or save copyrighted materials;
- Load unauthorized software onto school equipment (e.g., games or personal programs);
- Use the Internet for unauthorized (e.g., gaming, personal webs surfing, social networking) or illegal activities (e.g., hacking);
- Open, copy, or change files, folders, or disks belonging to others;
- Create, obtain, display, or print pictures or messages which are offensive, harassing, or illegal;
- Purchase or order anything online.

Technology, Social Networking, & Students

The advent of new technologies such as email, social networking sites, and mobile phones, makes communicating easier and more immediate. Along with that ability comes new responsibilities for students interacting with adults.

While NCA has no policy forbidding staff from communicating electronically with students, any communications which constitute inappropriate behavior fall under the school's dominion, even if they occur outside of school and/or from an employee's personal device.

Following are some strongly suggested guidelines for employees and contract service providers. We advise parents to review them with children also:

- Ask yourself if you are maintaining an appropriate physical and emotional boundary
- NCA strongly recommends that adults do not "friend" current students
- Any communications (texting, phone call, IM, etc.) with student must be followed up with any communication that is deemed inappropriate immediately by notification to the child's parent and one's supervisor; parents are encouraged to contact the school if communication is improper of the administrator
- Follow the TAP guidelines
    - Transparent: maintain openness, visibility and accountability
    - Accessible: understand that all electronic communications are a matter of record
    - Professional: select appropriate subject matter, and use language that reflects one's position as an adult in authority.

All staff are provided with NCA email accounts. Staff are prohibited from using any personal accounts for emailing with students; all emails must be through staff's NCA email addresses.

NCA parents sign permission slips for NCA's usage of their children's images. All images of students must go through the vetting process by the NCA Administration. Staff are prohibited from posting images of students on any personal accounts without written permission from the student's parent.

Messages for Students

We welcome and encourage you to call and leave messages for your child. However, depending on the time of day and your child's immediate location. The advisor will forward the message as soon as possible depending on the situation. Every effort will be made to expedite the delivery of the message. **We encourage parents and other adults to refrain from calling or texting their student during the school day due to the distraction it can create.**

Personal Electronics/Devices

Personal Electronics or devices are not permitted to be used during the instructional day in the classroom. Each teacher can make the discretion to allow student use for instructional use. Students have free use of devices during passing time and at lunch.

Parent Advisory Committee

NCA has an active Parent Advisory Committee who helps support the mission of NCA and to hold community-building events in support of that mission. We ask all parents to attend Parent Advisory Meetings and to volunteer time at Parent Advisory activities.

Personal Property

NCA is not responsible for loss or damage to personal property brought on campus by students. As a general rule, students should not bring personal valuables to school. Bikes, skateboards, and rollerblades are not allowed in the building. Please remember that lockers are the property of the school and not the student, and can be opened or searched at any time by a school official, with or without cause. NCA reserves the right to cut open locks for searching, and NCA is not responsible for replacing the lock. The students are given a lock to use at the beginning of the school year, and the student will be charged if the lock is not returned.

Pets

Due to the fact that many peers and staff members may be allergic to pets, there will be no pets under the care of students and families allowed at NCA (other than comfort dogs.) NCA staff will be allowed to bring comfort dogs as a part of our Mental Health and Wellness efforts. These animals will be approved by the Director and up-to-date on immunizations. Students will have the opportunity to work with these animals as directed by staff.

Pledge of Allegiance

NCA staff and students will recite the Pledge of Allegiance to the flag of the United States of America at every Town Hall Meeting. **Exceptions:** Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Telephones

Use of school telephones during the day, including classroom phones, is restricted to staff, volunteers, and other authorized users. Students are only permitted to use phones in the school offices and at the discretion of staff.

Visitors & Volunteers

All visitors must sign in and receive a visitor's pass to wear at the office before entering all areas with students. Guests must abide by all school rules and safety procedures. Parents may collect their children at any time; please come to the office and the child will be called to meet the parent at the office.

Volunteers are welcome to volunteer at NCA during pre-approved times and dates. In addition, all volunteers need to finish orientation before beginning to volunteer. We will have a number of opportunities for parents to assist us in the work of school, including:

- Office assistance, including copier work;
- Chaperone for class field trips.

Note: Volunteers must consent to a background check with MN Bureau of Criminal Apprehension prior to any work authorization. Background check forms are available in the main office. Please allow at least two weeks turnaround time.

STUDENT SERVICES

Busing

Bus transportation will be contracted through an agreement with Labraaten Bus. The school routes will include Hutchinson, Glencoe, Silver Lake, and designated routing determined by the school board. If you are bringing or picking up your child to and from NCA, please be advised to prearrange a pickup and/or drop-off time location with your child. You will need to be cautious of and courteous to the school bus safety zones.

Bus Rules & Expectations

The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus. Failure to do so will result in students being reported by the bus driver and referred to the school Administrator, if the student's behavior is inappropriate. This may result in suspension from the bus in which case parents will have to transport their child to and from school. Uncooperative and inappropriate students will not be allowed to put other students and the driver at risk.

Bus Rules

- At all times, follow the directions of the driver.
- Sit in your seat facing forward.
- Remain in your seat for the duration of the ride (no seat hopping.)
- Do not stand on the bus while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of the body (legs & arms) inside the bus and out of the aisle.
- Keep your arms, legs, and belongings to yourself.
- Do not fight, harass, intimidate, or horseplay.
- Do not throw objects in the bus or out the window.
- Do not eat or drink on the bus.
- Do not bring or use tobacco or drugs on the bus.
- Do not bring weapons or dangerous objects perceived as weapons on the bus.
- Do not damage or vandalize the school bus.

Bus Stop Rules

- Get to the bus stop five minutes before your scheduled pick up time. The bus driver will not wait for late students.
- During the winter months, anticipate bus delays.
- After getting off the bus, move away from the bus.
- To cross the street, always cross in front of the bus where the driver can see you.
- No harassing, fighting, intimidation or horseplay.
- Use appropriate language.
- Respect private property.

Fees

Materials and supplies that are part of the basic educational program are provided with state and private funds at no charge to the student. A student, however, is expected to provide his or her pencils, pens, paper, notebooks,

and other supplies (a list for each grade is provided at the beginning at the beginning of the school year.) In addition to these costs, a student may be required to pay certain fees and deposits including, but not limited to:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Fees for lost, damaged, or overdue books or school equipment.
- There will be a project supply fee for projects that are built using school materials taken home.
- Field Trips.
- Eterms in which a student will produce or consume materials related to the seminar.

NCA adheres to the Minnesota Public School Fee Law.

Free or Reduced Meals

The Federal government has established income/family guidelines. The Application for Educational Benefits (available at the main office) is how schools determine family eligibility. NCA encourages families, who may qualify, to fill out and turn in this application to the office. Families can turn in a new Application at any point during the school year if their circumstances change.

- Students who qualify for reduced prices receive lunch for free, and are eligible for a 50% fee reduction for field trips, extracurricular registrations, and major costs.
- Students who qualify for free prices receive lunch for free (but still need to order it), and are also eligible for a 50% fee reduction for field trips, extracurricular registrations, and major costs.
- Students need to take a full meal in order to be reimbursed for free or reduced lunches. If they take a juice, for example, it will not be reimbursed.

Health Services

A nurse will be on duty from during the school day to assist students who are ill or injured. ANY child complaining of being ill is to be sent to the health office and removed from the classroom until the nurse has had a chance to evaluate and/or call the parents/PHN Coordinator. You may contact the nurse at any time. A Public Health Nurse-Registered Nurse is responsible to coordinate all health services and to address any special health needs of students. If your child has health concerns, contact the nurse at any time. If not available, please leave a message with the best time to reach you.

Communicable Diseases

The health service personnel follow the communicable disease guidelines consistent with The Minnesota Department of Health. If a student is diagnosed with or suspected of having a communicable disease, the school staff will contact the parent/guardian to assure that appropriate treatment and follow-up are done. At times, it may be necessary to exclude a student from school, according to school health policy.

Health Care Plans

Students with specific health conditions may require special care or monitoring during the school day. The nurse and school staff will determine the need for an individual health or emergency care plan, and develop the plan with information provided by the parent/guardian and the child's physician. Physician's orders are required for certain procedures and to ensure the appropriateness of care. The health care plan may be shared with other school staff on a need-to-know basis.

Health Screenings

NCA participates in all state-mandated physical examinations and/or health screenings. Parents will notified of the purpose, times, and dates for these events. Follow-up letters are sent home for any students who appears to need additional medical evaluation outside of school.

All students PK-12th grade will have the opportunity to have a vision screening each year with the assistance of the Lions Club.

Immunizations

Immunizations are required by state law for all students attending school. A copy of the immunization record is kept in each student's health file. If students do not have proper documentation, they will be excluded from school until it is complete. Families that object to immunizations for medical or religious reasons can return a notarized objection statement form each time new immunizations are needed. Contact the nurse for questions about immunizations.

Infectious Diseases

Infectious diseases occur nearly every day in our school district. Please keep your child home for 24 hours after a fever greater than 100 degrees Fahrenheit without fever reducing medication, vomiting and/or diarrhea.

For basic information on diseases and information on when you should keep your child at home or when it is safe to send them to school, please visit the web sites below:

http://www.health.state.mn.us/

www.health.state.mn.us/divs/idepc/immunize/arekidsnew.pdf

Minnesota Health Care Link - if you may need help with medical insurance coverage:

http://www.bridgetobenefits.org

Illness & Injury

If a student becomes ill or is injured during the school day, the student will be referred to trained staff onsite. If it is determined that the student needs to go home, the nurse, designee, or classroom staff will contact the parent/guardian, or in their absence, the designated emergency contact person. It is expected that parents/guardians will attend to their child's illness/emergency in a reasonably timely fashion. The parent will be expected to sign the child out at the office. Proper identification may be requested of individuals not recognized by the office staff. In the event a parent cannot be reached, the school may contact an ambulance service to transport the child to the hospital. The expense of the ambulance and hospital visit are the sole responsibility of the family.

Lockers

Students are provided with lockers. Lockers are school property and not the property of individual students. NCA has the legal authority to search these items when deemed necessary even if the search requires the removal of a lock [cf. MN Statute 121A.72]. Any problems with lockers should be reported to the school office.

Students must observe the following rules regarding the use of lockers:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or visual materials that advertise sex, drugs, suicide, cults, tobacco, or alcohol, or promote any negative or derogatory messages as the latter are determined by the NCA staff.
- Lockers must be kept neat and orderly at all times. Locker checks will take place at least each semester.
- Lockers must be kept closed when not in use, to maintain the safety and integrity of the classroom. Items left outside lockers or on the floor, may be removed or disposed of.

Lost & Found

Lost clothing, notebooks, lunch boxes, and other items will be placed in the school's lost-and-found. NCA will have a designated area for lost-and-found items. Unclaimed lost-and-found items will be given periodically to a local charity or thrown away. Books will be returned to the classrooms or the library. Valuable items will be kept in the main office for safekeeping, and identification will be required for their return.

Lunch/Nutrition

NCA provides a hot lunch and salad bar service. Families and students may pay by depositing money for lunch into a family account. Regular lunches and Salad Bar lunches are free. Additional lunch is $3.45. Additional milk or orange juice may be purchased for .25 per half pint. Students may bring and store a lunch from home and use the microwaves responsibly. Lunch line procedures that are established by the staff are to be followed by all students and staff. Approved and announced guests are allowed during lunch. Lunch should be attended by all students unless otherwise approved and supervised.

Off Campus Food/Ordering

NCA is a closed campus. This means that students are not allowed to leave during the lunch period to eat. Students may bring a lunch and store the food until the lunch period. Students may order food and have it delivered during the lunch period only. Food orders may not be placed and received during any class period. If food is delivered during a class period, the office will receive the food and store it for the student until the lunch period.

Food Allergies

If your child has a special dietary need, such as a peanut or milk allergy, please contact your school's health office to discuss necessary accommodations. Paperwork requiring a doctor's signature may be necessary. Due to severe peanut/tree nut allergies within our school community, we request that families consider sending other options for school lunch and snack. This will help to better protect these members of our community.

Medication

Normally, students are not allowed to carry medication during the school day. Physician's orders are required for all prescribed medications and treatments. The orders must be complete and specific, and signed by the physician/licensed practitioner and parent/guardian before any medication or treatment will be given. Authorization forms for medications and procedures are available from the health office. Prescription must be supplied in the original, properly labeled pharmacy container and will be stored in a secure area in the office. Orders expire at the end of the school year and all medications must be picked up from the office before summer vacation. Any remaining meds after the last day of school will be disposed of.

- Self-Administration of Medication: On an individual case basis, a student may be allowed to carry items such as an asthma inhaler with parent permission, and after demonstrating proper usage to the nurse. Self-administration of medication forms are available in the office and must be signed by parent/guardian, in addition to having the doctor's orders on file, to allow a student to store and/or self-administer prescription medications at school.
- Over the Counter Medication: Over the counter medication will be supplied by families, and can only be administered with parental consent. Parents may wish to supply items such as sunscreen, lotion, or

insect repellent for their child's use at school. These products need to be in the original container with the child's name indicated, along with written parent permission. Forms are available in the health office.

Physicals
Students entering 7th and 10th grades are encouraged to have medical and dental examinations. All students who wish to participate in extracurricular activities must have a recent sports physical on file at the school. Completed physical and dental examination cards are to be submitted to the office and stored in the student's health file. More forms are available through the health office.

Student Parking Permits
Parking on campus is unlimited. We only ask that you leave the first row of parking for staff and visitors.

Smoking, E-Cigarettes and Vaping
NCA is a Smoke-Free School. The use and/or possession of tobacco or tobacco products, including E-Cigs, are prohibited. Vaping of any kind is also not allowed on school grounds. Students found in violation of this rule will be dismissed and issued a smoking violation from McLeod County District Court-Juvenile Division. If students should receive three smoking violations, she/he will be called to court. The rules apply on the way to and from school, during lunch, at school activities, and during the school day.

Student Health & Emergency Contact Information Needs
To ensure that safety and well-being of your child, all families must submit an updated Medical Info form each year for each child attending NCA. Forms are available in the office. This information provides the school with a current health baseline for your child and assists the school in planning to meet his/her current or future medical needs.

Parents are responsible to inform school staff of any changes that occur during the school year, such as address, phone number, emergency contact persons, or significant health changes. Information is kept confidential, and will be shared only with appropriate school staff, bus personnel, emergency responders, and others on a need-to-know basis.

Textbooks and other resource materials
Textbooks and most resource materials are available for students from the school. Students are responsible for any materials that they check out if they lose or damage a piece of school equipment, they will be charged for lost or damaged books, as well as any special equipment loaned to the student as part of a class. Deposits may be required to check-out books or equipment to take home.

FACILITIES RULES AND INFORMATION

Drills: Fire, Lockdown, Severe Weather, & Other Emergencies
Fire, weather, and lockdown drills will be conducted at NCA as required by law. Fire escape routes, lockdown procedures, and severe weather staging areas are posted in each room. Strictest adherence to staff direction at the time of the drill is obligatory and expected.

Facility Use
NCA wishes to be a center of the community and, as such, we may, on occasion, be able to honor requests from parents or outside groups for use of classrooms, offices, multi-purpose room, or playing fields for any events or meetings. Use depends on the scheduling of a NCA staff member to supervise the facility. Clubs, performing

groups, and extracurricular programs which are affiliated with the school must schedule room or field use with the Administration. Certain conditions apply.

Parking
The school parking lot contains spaces for staff, visitor, and volunteer parking. Curbside parking is available on nearby streets, should the parking lot be full. However, NCA will not release children directly to vehicles parked on the street.

Restrictive Procedures
Minnesota State requires school districts and charter schools to inform the public about the district restrictive procedures plan including how schools will provide staff training on de-escalation techniques.

School Calendar
Please refer to the current year NCA calendar in the appendix section of this family guidebook and on the NCA website.

Shared Spaces
Since NCA is an "open" environment, we have many shared spaces. To help us all be successful in our goals, we have designated certain shared areas to be "quiet work" areas – specifically the student center, music room, cafeteria and hall areas. Although very small, this is a work environment where people are respectful, focused and productive. Staff members are available to assist students who are working on projects, reading, and researching individually or in small teams. Some things you won't see or hear in these areas include: music loud enough to be heard by others (including loud headphones), gaming or other non-school related computing, socializing, and other non-work-oriented activities.

Office Area and Copy Machine Access
While the office entrance and front desk is open to students, families and community members, students should not enter the back office area without the permission or guidance of a NCA staff member. Specific supplies will be stored in each classroom and PBL spaces and a student from the advisory will be given the responsibility and task to assist the advisor in refilling the supplies. Please ask for assistance from your educator, advisor or staff member in retrieving supplies. The copy machine is to be used also only after gaining the permission and guidance of a NCA staff member. Above all, when in doubt, ask questions before acting! Students need to provide their own supplies such as markers, construction paper, scissors, glue, etc.

STUDENT RECORDS

General Education Records
Under federal law, a student's educational and health records are confidential and are protected from unauthorized inspection or use. NCA maintains complete records for each student from the time of enrollment until withdrawal or graduation. If a student transfers to another school, public or private, NCA provides the new school with the student's cumulative records. Student records at NCA are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.

Both parents and legal guardians, whether married, separated or divorced, have equal access to the records of a student who is under the age of 18, unless there is legal court documentation that specifically states otherwise. In the event of any uncertainty, NCA reserves the right to request any court orders before providing any person with an inspection of a student's records. Any parent whose rights have been legally terminated will be denied access to records if the school is provided with a copy of the court order terminating these rights.

The office staff are the custodians of records for students who are currently enrolled at NCA. Parents or legal guardians may review records during regularly scheduled school hours. NCA administrative staff or special education personnel will respond to reasonable requests for explanations or interpretations of records. "School officials with legitimate educational interests" include, but are not limited to, any employees, agents, members of the Board of Directors of NCA (as needed), designated agents of cooperatives of which NCA is a member or with which NCA contracts for the placement of students with disabilities, as well as their attorneys and consultants who are:

- Working with the student
- Considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504
- Compiling statistical data, or
- Investigating or evaluating programs in which the student might be a participant

A parent's or a student's right of access to, and copies of, student records does not extend to all records generated by the school in the conduct of its legal educational purpose. For example, materials that are considered educational records, such as instructors' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no long students, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be available to the parents or student. NCA follows state statutes pertaining to records requests.

Release of records to authorized agencies

Certain officials from various governmental agencies may have limited access to records. NCA forwards a student's record on request to a school in which a student seeks or intends to enroll in. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence or the information sought not be disclosed, NCA will make a reasonable effort to notify the parent or eligible student in advance of compliance with the order. Parental consent is required to release student records to any other person or agency.

Certain information about NCA students is considered directory information (i.e., public information for reporting or contact purposes) and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Parents must have a signed form on file which specifies any or all information which should not be released publicly.

Directory information may include:

- A student's name
- Address
- Telephone number
- Date and place of birth
- Participation in officially recognized school activities and sports
- Height and weight of participants on sports teams
- Dates of attendance
- Most recent school attended

Parents who object to release of directory information acknowledge that they are forfeiting the child's opportunity to have his or her name/picture listed or mentioned in any publication produced or sanctioned by the school.

Media Permission Forms

NCA asks families to indicate their permission for use of their child's image and name for NCA publicity and publications. This Media Permission Form is included in the annual student registration packet. Once you sign the permission slip, it will be kept on file and active until the student graduates. If you wish to change, you can request a new form from the office. Should a family not return this form and has no other direction on file, NCA will assume that we have permission to use a child's name and image at our discretion.

Special Education Records

Parents of a student who has been provided special education services by NCA will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information, and if the time established by law for record retention has expired, the student's records will be destroyed.

Appendix I

New Century Academy #4093

2026-2027 School Calendar

School Day 8:00 am - 3:20 pm

Board Approved: 5/20/2026

	0	**July 2026**								**January 2027**						19
Start/End Term	0	S	M	T	W	T	F	S	S	M	T	W	T	F	S	17
No School					1	2	3	4						1	2	
E-Terms		5	6	7	8	9	10	11	3	4	5	6	7	8	9	
School Events		12	13	14	15	16	17	18	10	11	12	13	14	15	16	
Conferences/Work Day/Prof. Dev.		19	20	21	22	23	24	25	17	18	19	20	21	22	23	
Board Mtg. - 5:30 PM		26	27	28	29	30	31		24	25	26	27	28	29	30	
									31							
	12.25	**August 2026**								**February 2027**						19
	6	S	M	T	W	T	F	S	S	M	T	W	T	F	S	18
11-13: Teacher Workdays								1		1	2	3	4	5	6	
18-20: Teacher/Para Workshop		2	3	4	5	6	7	8	7	8	9	10	11	12	13	
19: SCHOOL BOARD MEETING		9	10	11	12	13	14	15	14	15	16	17	18	19	20	
20: Open House 6:00-8:00pm		16	17	18	19	20	21	22	21	22	23	24	25	26	27	
24: First Day of School		23	24	25	26	27	28	29	28							
		30	31													
	39.25	**September 2026**								**March 2027**						18
4, 7: No School - LABOR DAY	17	S	M	T	W	T	F	S	S	M	T	W	T	F	S	16
7: Teacher Eterm Forms Due				1	2	3	4	5		1	2	3	4	5	6	
14: Staff Prof Development		3	7	8	9	10	11	12	7	8	9	10	11	12	13	
16: SCHOOL BOARD MEETING		13	14	15	16	17	18	19	14	15	16	17	18	19	20	
22: Student Eterm Sign-up		20	21	22	23	24	25	26	21	22	23	24	25	26	27	
25: Family Night 6:00-8:00pm		27	28	29	30				28	29	30	31				
	35	**October 2026**								**April 2027**						21.25
2 : Mid-Trimester 1	18	S	M	T	W	T	F	S	S	M	T	W	T	F	S	19
5-9: Fall E-term						1	2	3					1	2	3	
13, 14: Evening Conferences 4 pm-8 pm		4	5	6	7	8	9	10	4	5	6	7	8	9	10	
13: SEAC Mtg 6 pm/WBWF Mtg 7 pm		11	12	13	14	15	16	17	11	12	13	14	15	16	17	
15-16: NO SCHOOL - MEA Break		18	19	20	21	22	23	24	18	19	20	21	22	23	24	
21: SCHOOL BOARD MEETING		25	26	27	28	29	30	31	25	26	27	28	29	30		
	17	**November 2026**								**May 2027**						20.75
	15	S	M	T	W	T	F	S	S	M	T	W	T	F	S	16
9: Staff Prof Development		1	2	3	4	5	6	7							1	
		8	9	10	11	12	13	14	2	3	4	5	6	7	8	
19: SCHOOL BOARD MEETING		15	16	17	18	19	20	21	9	10	11	12	13	14	15	
20 : End of Trimester 1		22	23	24	25	26	27	28	16	17	18	19	20	21	22	
23 : Start of Trimester 2		29	30						23	24	25	26	27	28	29	
26-30: Thanksgiving Break									30	31						
	14.25	**December 2026**								**June 2027**						1
	12	S	M	T	W	T	F	S	S	M	T	W	T	F	S	0
7: Staff Prof Development				1	2	3	4	5			1	2	3	4	5	
14: Teacher Eterm Forms Due		6	7	8	9	10	11	12	6	7	8	9	10	11	12	
16: SCHOOL BOARD MEETING		13	14	15	16	17	18	19	13	14	15	16	17	18	19	
18: Family Night 6:00-8:00pm		20	21	22	23	24	25	26	20	21	22	23	24	25	26	
21-31: NO SCHOOL - Holiday Break		27	28	29	30	31			27	28	29	30				

Snow Recovery Days If Needed: 1/18; 3/29; 4/26; 5/17	Total Minutes/Day	410	Total Mintues/Year	61,500	Total Hours	1,025
Grades Served: 6-12	Total Student Days	150	Total Teacher Days	180.75	Required Hrs/Year	1,020

1: NO SCHOOL - Holiday Break
4: Staff Prof Development
12: Student Eterm Sign-up
18: No School - MLK Day
20: SCHOOL BOARD MEETING
22 : Mid-Trimester 2
25-29: Winter E-term

1: Staff Prof Development
2, 3: Conferences 4 pm - 8 pm
2: SEAC Mtg 6 pm
15: No School - President's Day
17: SCHOOL BOARD MEETING

5: End of Trimester 2
8-12: NO SCHOOL - Spring Break
15: Staff Prof Development
16: Start of Trimester 3
17: SCHOOL BOARD MEETING
22:Teacher Eterm Forms Due
26, 29: No School - Holiday Break

5: Staff Prof Development
6: Student Eterm Sign-up
16: Mid-Trimester 3
19 - 23: Spring E-Term
21: SCHOOL BOARD MEETING
30: Family Night/Annual Mtg 6 - 8 pm

6, 13, 20: Senior Presentations
19: SCHOOL BOARD MEETING
27: Last Day School
28: Teacher Workday/Sr. Picnic -Noon
28: Graduation 7:00 pm
31: Memorial Day
2: Teacher Workday

*** Term Dates ***

August 24 - Trimester 1 Begins (53 days)
October 2 - Mid-Trimester 1 (25 days)
Nov 20 - Trimester 1 Ends (23 days)
Nov 23 - Trimester 2 Begins (52 days)
January 22 - Mid-Trimester 2 (27 days)
March 5 - Trimester 2 Ends (20 days)
March 16 - Trimester 3 Begins (45 days)
April 16 - Mid-Trimester 3 (20 days)
May 27 - Trimester 3 Ends (20 Days)

Appendix II

List of Staff - Roles & Contact Information

Phone (320)234-3660 Fax (320)234-3668

Below is a list of NCA's Staff Members along with email address and their extensions. Please contact them with any concerns you may have throughout the school year.

NAME	POSITION	E-MAIL	EXT.
Becker, Jason	Director	jason.becker@newcenturyacademy.com	2042
Ahrenholz, Briana	School Social Worker	brianayerigan11@gmail.com	None
Bauman, Bess	Special Education Teacher	bess.bauman@newcenturyacademy.com	2690
Bishop, Jen	Due Process Coordinator	bishopeducationservices@gmail.com	None
Davies, Ellie	Paraprofessional	ellie.davies@newcenturyacademy.com	None
Dolge, Kelsey	Social Studies/Advisor	kelsey.dolge@newcenturyacademy.com	2047
Endres, Laura	Speech Services	laura@allintherapyservices.com	None
Gatton, Sam	Science/Advisor	sam.gatton@newcenturyacademy.com	2054
Jahn, Tasha	Special Education Teacher	tasha.jahn@newcenturyacademy.com	2052
Krippner, Mikayla	Paraprofessional	mikayla.krippner@newcenturyacademy.com	None
Litzau, Morgan	Public Health Nurse	morgan.litzau@swwc.org	None
Miller, Stacy	Special Education Teacher	stacy.miller@newcenturyacademy.com	2049
Mumford, Elisabeth	Special Education Assistant Director/Coordinator	elisabeth.mumford@newcenturyacademy.com	2062
Nuthak, Chris	Paraprofessional	chris.nuthak@newcenturyacademy.com	None
Oleson, Heidi	Paraprofessional	heidi.oleson@newcenturyacademy.com	None
Peik, Crystal	Special Education Teacher	crystal.peik@newcenturyacademy.com	None
Prince, Alyssa	School Psychologist	fluidreasoningconsulting@gmail.com	None
Rothstein, Jessica	Paraprofessional	jessica.rothstein@newcenturyacademy.com	None
Rothstien, Marcus	CTE/Advisor	marcus.rothstein@newcenturyacademy.com	2050
Sickmann, Heather	Paraprofessional	heather.sickmann@newcenturyacademy.com	None
Stahl, Tammy	Special Education Director	tjsconsultingmn@gmail.com	2062
Theisen, Mona	Food Service	mona.theisen@newcenturyacademy.com	2083
Thuringer, Talitha	Office/School Health Para	talitha.thuringer@newcenturyacademy.com	2041
Becker, Jason	504 Coordinator	jason.becker@newcenturyacademy.com	None
Wigern, Mark	Activities Director	mark.wigern@newcenturyacademy.com	2045
Zaske-Simning, Kaitlyn	Social Studies/English/Advisor	kaitlyn.zaske-simning@newcenturyacademy.com	2053

NCA School Board for 2025-2026: Our School Board meets at 5:30 PM on the third Wednesday of the month at New Century Academy.

The New Century Academy Board of Directors is a 5-person board with terms expiring every three years. People interested in serving on the NCA school board must come from one of three groups: Parents, Teachers, or Community Members. No one group has to hold a majority per the NCA board bylaws. Every board member must serve on one sub-committee and attend meetings for the sub-committee. If you are interested in knowing more, please contact the board chair.

Traci Schutz - Board Chair
Community Member
Term Expires in June 30, 2027
tracischutz@yahoo.com

Kelsey Dolge- Vice Chair
Teacher Member
Term Expires June 30, 2028
kelsey.dolge@newcenturyacademy.com

Bess Bauman - Secretary
Teacher Member
Term Expires in June 30, 2028
bess.bauman@newcenturyacademy.com

Scott Palesotti - Treasurer
Parent Member
Term Expires June 30, 2029
S.Palesotti@yahoo.com

Open Position
Board Member
Term Expires June 30, 2028
email@.com

Jason Becker
Ex-Officio, Director
Reports formally to the board, quarterly.
Jason.Becker@newcenturyacademy.com

Appendix IV

New Century Academy
Bullying and Harassment Incident Intake Form

NOTE: Please return completed form to Mr. Becker

Date: _____

Name of person writing this report: _____

Check whether you are the: ☐ Target of the behavior ☐ Reporter (not the target)

Check whether you are a: ☐ Student ☐ Staff member (specify role): _____

☐ Parent ☐ Administrator ☐ Other (specify): _____

Name of student bullied/harassed (target): _____

School: _____ **Grade:** _____

Name(s) of bully/ies: _____ _____

_____ _____

Description of incident(s) (answer who, what, where, when, how) (use back or another sheet if necessary):

Where did the incident happen? Check all that apply:

☐ Bus

☐ Cafeteria

☐ Classroom

☐ Gym

☐ Hallway

☐ Other: _____

☐ Internet/Social Media

☐ Locker Room

☐ Restroom

☐ School sponsored activity or event

☐ To/from school

Name(s) of witnesses (teachers, staff, other students): _____

_____

Has this kind of incident happened to the target before? ☐ Yes ☐ No

If yes, how many times? _____ **When?** _____

Has this kind of incident happened to anyone else? ☐ Yes ☐ No

If yes, who? _____

Has this kind of incident happened involving bully/ies before? ☐ Yes ☐ No

Circle all behaviors that apply.

PHYSICAL CONDUCT -- *Harm to another's body or property*

-Threatening physical harm
-Making threatening gestures
-Starting a fight
-Cornering or blocking
-Pushing
-Pinching
-Scratching
-Hair pulling
-Spitting
-Slapping
-Kicking
-Tripping
-Biting
-Hitting
-Punching
-Destroying or defacing property
-Theft
-Assault with a weapon
-Extortion
-Sexual assault
-Arson
-Homicide

EMOTIONAL CONDUCT -- *Harm to another's self-worth*

-Threatening to secure silence
-Challenging in public
-Insulting gestures
-Dirty looks
-Insulting remarks
-Name Calling
-Taunting
-Racial, ethnic or religious slurs or epithets
-Insulting remarks
-Defacing or falsifying schoolwork
-Insulting/degrading graffiti
-Harassing and/or frightening phone calls, emails, text or phone messages
-Unwanted sexually suggestive remarks, images or gestures

RELATIONAL CONDUCT -- *Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion*

-Using negative body language or facial expressions
-Threatening to end a relationship
-Gossiping
-Starting/spreading rumors
-Playing mean tricks
-Insulting publicly
-Ruining a reputation
-Ignoring someone to punish or coerce
-Undermining other relationships
-Passively not including in group
-Exclusion
-Ostracizing / total group rejection
-Arranging public humiliation

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity.): _____

_____

_____

****Where possible, please attach copies of all evidence information to this report. ****

This form is for reporting purposes only and not to be used to interview or interrogate an individual. Any and all information contained in this report is to remain confidential, and is not to be shared with any outside party. Anyone who wishes to make a report of bullying may use this form as an initial step in the process. Other methods of reporting include contacting a teacher, counselor, principal or other District employee.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Additional comments:

_____ _____

Signature of person making the report **Date**

Form given to: _____ **Position:** _____ **Date:** _____

Appendix V- Student Discipline Policy
Approved: June 2026

NCA 506, based on

Adopted: October 15, 2002 *MSBA/MASA Model Policy 506*

*TO BE REVIEWED ANNUALLY

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with New Century Academy's expectations for student conduct. Such compliance will enhance New Century Academy's ability to maintain discipline and ensure that there is no interference with the educational process. New Century Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self- control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.
Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of New Century Academy director, educators, employees, students, parents, community

members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within New Century Academy and supports all personnel acting within the framework of this discipline policy.

B. Director. The director shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

The director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The director shall give direction and support to all school personnel performing their duties within the framework of this policy. The director shall consult with parents of students conducting themselves in a manner contrary to the policy. The director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

C. Educators. All educators shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All educators shall enforce the Code of Student Conduct. In exercising the educator's lawful authority, an educator may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the director. A school employee, school bus driver, or other agent of New Century Academy, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
H. To be aware of and comply with federal, state and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency, and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and N. To

recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by New Century Academy. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted

vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, or trips.

School district property also may mean a student's walking route to or from school for the purposes of attending school or school related activities, or events. While prohibiting unacceptable behavior, subject to disciplinary action, at these locations and events NCA does not represent that it will provide supervision or will assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of New Century Academy or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of NCA's Hazing Prohibition Policy (School Policy #526).

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of NCA's attendance policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing intending to distribute, making a request to another person for (solicitation), tobacco or tobacco paraphernalia;

9. Using, possessing, distributing intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances; or a look alike substance (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician and one student sharing prescription medication with another student).

10. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district Weapons Policy;

14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances
where there is a risk of fire, except where the device is used in a manner authorized by the school;

18. Violation of any local, state or federal law as appropriate

19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

20. Violation of the school district's Internet Acceptable Use and Safety Policy;

21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;

22. Violation of school bus or transportation rules or the school bus safety policy;

23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

24. Violation of directives or guidelines relating to ~~file cabinets~~ lockers or improperly gaining access to ~~a school file cabinets;~~ lockers

25. Violation the school Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

26. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policies.
27. Possession or distribution of slanderous, libelous or pornographic materials;

28. Violation of NCA's Bullying Prohibition Policy (School Policy #514).

29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

30. Criminal activity;

31. Falsification of any records, documents, notes or signatures;

32. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

34. Impertinent or disrespectful language toward teachers or other school district personnel;

35. Violation of NCA's Harassment and Violence Policy (School Policy 413)

36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

39. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language whether oral or written, language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people, or threatening to school property.

40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

42. Violation of school rules, regulations, policies, or procedures;

43. Violation of the school district's one-to-one device rules and regulations

44. Violation of school rules, regulations, polices, or procedures, including but not limited to: those policies specifically enumerated in this policy.

45. Other acts, as determined by New Century Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, New Century Academy personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of New Century Academy to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Victims of bullying who respond with behavior not allowed by the school have access to a remedial response (consistent with the School Student Bully Policy).

It is the expectation that school staff have an assumption that when a student is unable to meet adult expectations it is often because the student lacks the skills to respond to a situation appropriately. New Century Academy will support school staff in using tiered interventions that teach students skills and prioritize relationships between students and teachers.

Teachers and staff are discouraged from reacting to unwanted student behavior with approaches that take away the student's opportunity to build skills for responding more appropriately.

"**Nonexclusionary disciplinary policies and practices**" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

"**Nonexclusionary disciplinary policies and practices" include but are not limited to** provisions from the school bullying policy (121A.031), alternatives to pupil suspension policy (121A. provisions 575), reading proficiently no later than grade 3 policy (120b.12), discipline and removal of students from class policy (121A.61), and positive behavioral interventions and supports policy (122A.627).

New Century Academy utilizes nonexclusionary disciplinary policies and practices to emphasize preventing dismissals through early detection of problems and prevention of recurring inappropriate behavior that recognize the school's responsibility for:

A. student education during dismissal periods and
B. ensuring adequate alternative educational service options that help students progress towards graduation and prepare for readmission.

For students who remain enrolled or are waiting to enroll in a new district:

A. **School is responsible for reviewing schoolwork** and grades quarterly to ensure they are on track for readmission AND communicate on a regular basis with that B. student's guardians to ensure they are completing work assigned. C. **Alternative educational services are required** until the student enrolls in another school or returns to the same school.

D. Students receiving school-based or school-linked **mental health services** continue to be eligible for those services until they are enrolled in a new district.

E. The school must provide the student's guardians with **information on accessing mental health services**, including any free or sliding fee providers in the community. The information **MUST** be **posted on the school's website**.
F. New Century Academy must use nonexclusionary discipline policies and practices before dismissal or pupil withdrawal agreements.
G. New Century Academy must not dismiss any pupil without attempting to use nonexclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements. **"Pupil Withdrawal Agreement**" - means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period. EXCEPTIONS to requirements are allowed where it

appears that the student will create an “immediate and substantial danger to themselves or to surrounding persons or property.”

H. "**Prone restraint**"- means placing a child in a face-down position.

School employees or agents of a district (including school resource officers or security personnel) are **prohibited** from using a prone restraint on a student.

I. **Physical holds** - means any form of physical hold that restrict a student’s ability to breath or communicate distress, result in straddling a student’s torso, place pressure on a student’s head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen.

These prohibitions do not prevent the Reasonable Force standard from being exercised in appropriate situations, “*when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.*” (MN Statutes 121A.582)

J. New Century Academy ensures student access to structured breaks from the demands of school and support teachers, principals, and other school staff to use evidence-based approaches to reduce exclusionary forms of discipline.

The specific form of discipline chosen in a particular case is solely within the discretion of the school district in compliance with the applicable laws. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. New Century Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student’s misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Expulsion under the Pupil Fair Dismissal Act;
R. Exclusion under the Pupil Fair Dismissal Act; and/or
S. Other disciplinary action as deemed appropriate by the school district.

Note: Confiscation by the school district personnel and/or by law enforcement of any item, article, object or thing prohibited by, or used in the violation of any school district policy, rule, regulation, procedure, or state or federal law.

If confiscated, by the school district, the confiscated item, article, object or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

VIII. REMOVAL OF STUDENTS FROM CLASS

The teacher of record shall have the general control and government of the of the classroom. Educators have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents.

When such measures fail, or when the educator determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by an educator, director, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including New Century Academy employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the educator or administration requires removal of the student from the immediate learning environment.

Such removal shall be for at least one (1) class period or project period and shall not exceed five (5) such periods of time.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with the intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or, attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal in consultation with the teacher.

B. If a student is removed from the immediate learning environment more than ten (10) times in a school year, New Century Academy shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class.

1. Educator, or staff person will instruct student to leave the immediate learning environment and report to the office of the director. Educator or staff person will alert

director, either by phone call, direct contact or by messenger. If the director is busy, the student will report to any staff member present in the office area.

2. Removal of student is at the discretion of staff member.

3. Staff member will document removal of student in writing and submit written summary to the director.

D. Responsibility for and Custody of a Student Removed from Class.

1. Whenever appropriate, student will be accompanied by a classmate when removed from class. If students in immediate learning environment are supervised, staff member should accompany student to the office of the director or designee.

2. The director or designee is responsible for supervision of student upon receipt of said student.

E. Procedures for Return of a Student to a Class from Which the Student Was Removed.

1. A student who was removed from class will return to immediate learning environment upon approval of director or designee.

2. Director or designee is responsible for speaking with staff member who initiated removal of student from classroom.

F. Procedures for Notification.

1. Staff member who initiated removal of student will contact parent or guardian of student the day of removal.

2. If a conference is warranted, the staff member will schedule the conference with the appropriate parties.

G. Students with a Disability; Special Provisions.

1. Should consideration of whether there is a need for further assessment be warranted, the director will initiate the process by contacting the licensed special educator on staff.

2. Should consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a student with a disability who is removed from class or disciplined be warranted, the educator, staff member, director, parent, or guardian may initiate the process by contacting the licensed special educator on staff.

3. Determine other services deemed appropriate to assist student/family.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. The chemical abuse preassessment team, pursuant to Minn. Stat. § 121A.26, will be assembled to address chemical abuse problems of students while on school premises.

2. The school and community advisory team will address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and

3. Educators and/or staff members must report either verbally or in writing their suspicions regarding the detection of chemical abuse problems of students while on the premises to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

I. Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct will be addressed by the discipline committee, as outlined in the New Century Academy *Family Guidebook*.

J. The Personal Learning Agreement (PLA), as outlined in New Century Academy *Family Guidebook* will serve as a tool for prevention regarding potential student behavior concerns.

K. The school/family conference to establish the PLA may serve as a tool to help school staff and families to identify early detection of behavioral problems.

IX. DISMISSAL

A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

New Century Academy shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

New Century Academy shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the director shall provide a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

2. **Alternative education services must** be provided to a student who is suspended for more than five consecutive school days. *This includes students who are suspended pending a board's decision on expulsion or exclusion hearing.*

3. Suspended students must be given the opportunity to complete **all schoolwork assigned** during the period of their suspension AND receive full credit for *satisfactorily* completing the assignments.

4. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services.

5. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen(15) days.

6. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

7. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The director shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

8. The director shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework,

or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a
different setting.

9. The director shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

10. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by e-mail or mail within forty-eight (48) hours of the conference.

11. The director shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone or email as soon as possible following suspension.

12. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, a written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension.

13. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

14. An employee will be designated as a *liaison* to work between teachers and suspended students to help them receive *timely* materials and information, complete daily and weekly assignments, and receive teacher feedback.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend
beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings.
This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross- examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.

8. New Century Academy shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low- cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath, and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining

to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross- examine any witnesses testifying for New Century Academy.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. New Century Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. New Century Academy shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, the director shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

The director shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior measures to improve the student's behavior, social and emotional learning, counseling, social work services, mental health services, referrals for special education or a 504 evaluation, and evidence based academic interventions. The plan must include **reasonable attempts to obtain parental involvement** in the admission or readmission process and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The educator, director or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable New Century Academy policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII.STUDENTS WITH A DISABILITY

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise.
If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary.

Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

XIV. OPEN ENROLLED STUDENTS

New Century Academy may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. New Century Academy may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

New Century Academy will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the director's office.

XVI. REVIEW OF POLICY

The director and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

XVII.DISCIPLINE COMPLAINT PROCEDURE

The school is receptive to feedback and takes seriously the concerns or complaints by students, staff, parents or other persons.

The following procedures may be used for resolving any grievance arising at New Century Academy. In cases involving grievances related to Section 504 or Title IX please refer to those policies for additional information.

This policy applies to both general complaints and complaints involving disciplinary action under Minnesota Statutes, section 121A.49, where students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The discipline policy contains procedures for students, parents and other guardians, and school staff to file a complaint and seek corrective action when the requirements of sections 121A.40to 121A.61, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

This policy including the ability for a parent to appeal a decision under section 121A.49 that contains explicit instructions for filing the complaint, will be provided in the staff and student handbooks.

Involved parties may submit additional information related to the complaint.

It is the procedure to begin to investigate complaints within three school days of receipt, and to identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record.

A written determination will be issued to the complainant that addresses each allegation and contains findings and conclusions.

If the investigation finds the requirements of sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, a corrective action plan will be required to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future;

Reprisals or retaliation against any person who asserts, alleges, or reports a complaint are prohibited.

Procedures for applying appropriate consequences for a person who engages in reprisal or retaliation will be implemented according to applicable laws and board discretion.
Informal Procedure (concerns):

A. Students, parents, staff or other persons, may report concerns to any staff member at the school. Most often concerns should be reported first to a student's advisor as each advisor is the primary point of contact. However, any staff member receiving a concern will notify the appropriate Staff Committee or Program Coordinator when the concern cannot be resolved by the student's advisor.

B. The Executive Director or Board Committee will make a determination on the scope of the concern and will seek a resolution.

C. If the Executive Director or Board Committee, or Advisor is not able to satisfactorily resolve the issue, a formal complaint process may be followed to seek a resolution. Formal Procedure (complaints):

a. While written reports are preferred, a complaint may be made orally to a staff member. The staff member receiving the complaint will take notes and document the complaint.

b. Any staff member receiving a formal complaint shall advise the Executive Director of the receipt of the complaint. The Executive shall make an initial determination as to the nature of the complaint, involve the requisite staff and notify the Board Chair.

c. Depending on the nature of the complaint and whether an investigation is needed to address the complaint, the designated team shall determine the nature and the scope of the investigation. The designated investigator/team shall maintain confidentiality concerning all details presented.

D. Once a complaint is investigated to the standards of the designated team, a team member shall respond in writing to the complaining party concerning the outcome of the investigation and resolution within 10 school days.

The Executive Director and the Board President shall be notified of 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.

E. In the event the complaint is not resolved, the complainant may request a hearing before the Board of Directors. The Board shall review the complaint at the next scheduled Board meeting after receipt of the request. The Board's decision shall be final and shall be made within ten (10) working days of the hearing.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat.

Ch.125A (Students with Disabilities)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. §§ 121A.582 (Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (Enrollment in Nonresident District)

Minn. Stat. Ch. 260A (Truancy)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act) 29 U.S.C. § 794 *et seq*.

(Section 504 of the Rehabilitation Act of 1973)

Appendix VI

MALICIOUS & SADISTIC CONDUCT POLICY - (MN Statutes 121A.0312)

LEGAL DEFINITION

"**Malicious and sadistic conduct**" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

New Century Academy adopts this written policy to address malicious and sadistic conduct and sexual exploitation by a school staff member, independent contractor, or student enrolled in the school against a staff member, independent contractor, or student.

NEW CENTURY ACADEMY

- Prohibits malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status regarding public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity (MN Human Rights Statute 363A).
- Prohibits sexual exploitation.

- Implements the New Century Academy's malicious and sadistic conduct policy with the school bullying policy in compliance with school bullying law (121A.031 subd.4 (a)).
- Disciplinary actions for each violation of the policy are in compliance with the Pupil Fair Dismissal Act (121A.41-56).

COMMUNICATION OF NEW POLICY REQUIREMENTS

- Post conspicuously throughout each school building
- Distribute to each employee & independent contractor when hired or contracted.
- Include in each student's handbook
- Develop a process for discussing the policy with students, parents, independent contractors, and employees.