Minnesota New Country School ISD 4007

Student & Parent/Guardian Handbook and Calendar

2026-2027

www.newcountryschool.com

Elementary
Phone: 507-868-0071
Fax: 507-248-3604
Street Address: 127 N. 8th Street, Henderson, MN 56044
Mailing Address: PO Box 7, Henderson, MN 56044

Secondary
Phone: 507-248-3353
Fax: 507-248-3604
Street Address: 210 Main Street, Henderson, MN 56044
Mailing Address: PO Box 488, Henderson, MN 56044

Dear Students, Parents, and Guardians

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

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

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

Respectfully, MNCS Elementary and Secondary Staff

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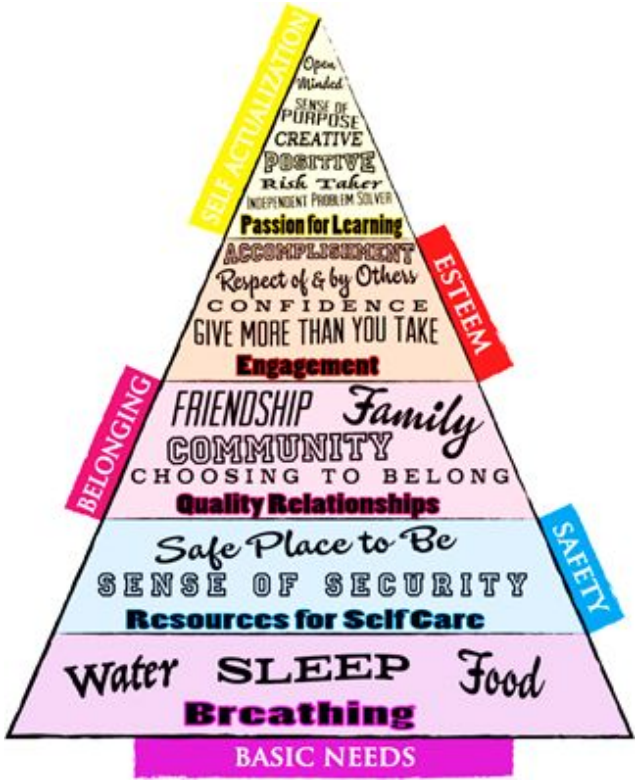
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Minnesota New Country School – Vision, Mission, and Long-Term Goals

Vision

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

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



Mission

To guide students toward self-actualization.

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

- **Project-Based Learning**
  Experiential learning in the Minnesota River Valley setting. We strive to be a national leader and advocate for individualized and student-led project-based learning
- **Essential Skills, Knowledge, Understanding, & Application**
  Reading, writing, science, history, citizenship, economics, math, and the arts in a joyful, active, and challenging environment
- **Individualization**

Personalized Learning Plans in a small school with small class settings

- **Responsible and Effective Technology Use**

Emphasizing the latest technologies

- **Community and Family**
  Creating and maintaining a safe, positive community atmosphere. Embracing the family unit with family participation a regular part of the student's school career
- **Personal Goal-Setting and Skills for Living Responsibly**
  Emphasizing continuous progress toward physical, emotional, and mental health

Long-Term Goals

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

Priority Area #1: Academics

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

Priority Area #2: Buildings and Facilities

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

Priority Area #3: Human Resources / Management

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

Priority Area Area #4: Social Emotional Health and Well Being

- Increase Mental Health support
- Extracurricular and Sports Offerings

Priority Area #5: Engagement

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

MNCS STAFF MEMBER CONTACT INFORMATION

NOTE: To request teacher credentials contact Jane Hibscher (MNCS Personnel Team Lead) at jhibscher@newcountryschool.com

Staff Member	Phone Ext. and E-mail	Position	Staff Member	Phone Ext. and E-mail	Position
Amber Palmquist	507-593-2047 apalmquist@newcountryschool.com	Elementary SPED Advisor	**Kiki Byrne**	507-248-3353 kbyrne@newcountryschool.com	Special Education Assistant
Anthony Sonnek	507-207-4361 asonnek@newcountryschool.com	Secondary Advisor	**Kimberlee Grabowski**	507-593-2040 kgrabowski@newcountryschool.com	Secondary Advisor
Ashley Poppler	507-248-3353 apoppler@newcountryschool.com	Secondary Admin Assistant	**Lauren Chapman**	507-593-2041 lchapman@newcountryschool.com	Elementary SPED/Counselor
Ashley Simmons	507-207-4362 asimmons@newcountryschool.com	Secondary SPED Advisor	**Lori Hayes Kershner**	507-593-2042 lhayeskershner@newcountryschool.com	Elementary Specialist Advisor
Brianne Fuhrmann	507-868-0071 bfuhrmann@newcountryschool.com	Elementary Admin Assistant	**Mary Thom**	507-593-2043 mthom@newcountryschool.com	Elementary Advisor
Dakota Palmer	507-312-2223 dpalmer@newcountryschool.com	Secondary Advisor	**Matthew Nemitz**	507-593-2044 mnemitz@newcountryschool.com	Secondary Advisor
Danielle Gustafson-Sundell	507-593-2053 dgustafson@newcountryschool.com	Special Education Advisor	**Megan Boelter**	507-593-2054 mboelter@newcountryschool.com	Special Education Advisor
Dean Lind	507-248-3353 dlind@newcountryschool.com	Bus Driver	**Megan Netzke**	507-868-0071 mnetzke@newcountryschool.com	Special Education Assistant
Diann Wiederich	507-312-2285 dwiederich@ newcountryschool.com	Special Education Advisor	**Nancy Haas**	507-868-0071 nhaas@newcountryschool.com	Special Education Assistant, Transportation
Dylan Anderson	507-248-3353 d_anderson@newcountryschool.com	Special Education Assistant Transportation, Bus Driver	**Nancy Pfarr**	507-593-2046 npfarr@newcountryschool.com	Administration and Finance
Ellyse Felmlee	507-312-2443 efelmlee@newcountryschool.com	Secondary Behavioral Interventionist	**Nick Ryan**	507-593-2052 nryan@newcountryschool.com	Secondary Advisor
Jacob Sparrow	507-868-0071 jsparrow@newcountryschool.com	Special Education Assistant	**School Nurse**	507-593-2056	Nurse/Health Services Coordinator
Jake Zeiher	507-312-2451 jzeiher@newcountryschool.com	Secondary Shop/Art Specialist Advisor	**Paul Jaeger**	507-593-2048 pjaeger@newcountryschool.com	Secondary Advisor
Jane Hibscher	507-312-2456 jhibscher@newcountryschool.com	Elementary Advisor	**Paula Dhaene**	507-868-0071 pdhaene@newcountryschool.com	General Education Assistant
Jennifer Wartman	507-868-0071 jenn_wartmanr@newcountryschool.com	Title I - RTI	**Sara Westphal**	507-593-2049 swestphal@ newcountryschool.com	Special Education Advisor
Jessica Garrison	507-312-2459 jgarrison@newcountryschool.com	Elementary Advisor	**Susan Buesgens**	507-868-0071 sbuesgens@newcountryschool.com	Special Education Assistant
Jim Wartman	507-355-0720 jwartman@newcountryschool.com	Secondary Advisor	**Tania Waetjen**	507-593-2050 twaetjen@newcountryschool.com	Secondary Special Education Admin Assistant
Joezet Schrag	507-355-0742 jschrag@newcountryschool.com	Secondary Advisor	**Will Riitters**	507-593-2051 wriitters@newcountryschool.com	Secondary Advisor
Julie Goetsch-Landaas	507-593-2038 jlandaas@newcountryschool.com	Elementary Special Education Admin Assistant			
Kari Vassar	507-868-0071 kvassar@newcountryschool.com	Special Education Assistant			
Kelsie Kluender	507-593-2055 kkluender@newcountryschool.com	Elementary Advisor			
Kerrie Troseth	507-593-2039 ktroseth@newcountryschool.com	High School Counselor			

August 2026

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*



~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		Conferences ES	**Conferences ES**			
16	17	18	19	20	21	22
	Professional Development Work day	Professional Development Work day	**Conferences HS**	**Conferences HS**	*Bloodmobile HS	
23	24	25	26	27	28	29
	First Day of School!! Block 1 begins - HS MNCS Board of Directors Meeting 5:30				HS Experience Friday	
30	31	1	2	3	4	5

2026-2027 SITE BASED MANAGEMENT TEAMS

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

Personnel: *Diann Wiederich, Jane Hibscher (lead), Jim Wartman, Kari Vassar, Nancy Pfarr*

Finance: *Nancy Pfarr, Jim Wartman, Diann Wiederich, Nick Ryan, Lori Kershner*

College and Career Readiness:: *Danielle Gustafson-Sundell, Diann Wiederich, Dakota Palmer, Jake Zeiher, Kerrie Troseth, Ashley Simmons*

Transportation: *Anthony Sonnek, Dylan Anderson, Nancy Haas, Sara Westphal, Tania Waetjen*

Building: *Paula Dhaene, Jane Hibscher, Sara Westphal, Kelsie Kluender, Jake Zeiher, Melissa Carver*

Data and Assessment: *Nick Ryan, Sara Westphal, Jane Hibscher, Julie Landaas, Matt Nemitz, Mary Thom*

Nutrition *: Kelsie Kluender, Paula Dhaene, Jennifer Wartman, Kiki Byrne, Megan Boelter, Anthony Sonnek, Kim Grabowski*

Outreach: *Dakota Palmer, Nick Ryan, Kiki Byrne, Jessica Garrison, Kim Grabowski, Amber Palmquist, Kari Vassar, Megan Netzke, Lauren Chapman, Paul Jaeger*

2026-2027 PROFESSIONAL DEVELOPMENT (PDP) TEAMS

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

Elementary LIT (Learning Integration Team): *Jane Hibscher, Jennifer Wartman, Lauren Chapman, Kelsie Kluender, Sara Westphal, Jessica Garrison, Mary Thom, Lori Kershner, Amber Palmquist, Mellissa Carver*

HS Academic Team (oversees HS curriculum): *Anthony Sonnek, Ashley Simmons, Dakota Palmer, Danielle Gustafson-Sundell, Diann Wiederich, Jake Zeiher, Jim Wartman, Joezet Schrag, Kerrie Troseth, Kim Grabowski, Matt Nemitz, Megan Boelter, Nick Ryan, Paul Jaeger, Will Riitters*

Student Support Team: *Danielle Gustafson-Sundell, Jen Wartman, Kim Grabowski, Kerrie Troseth, Lauren Chapman, Mary Thom, Amber Palmquist*

Project Based Learning: *Dakota Palmer, Jim Wartman, Lori Kershner, Nick Ryan, Jessica Garrison, Matt Nemitz*

Health and Wellness: *Patty Gardner (nurse), Anthony Sonnek, Kelsie Kluender, Megan Netzke, Paula Dhaene, Will Riitters, Jessica Garrison, Matt Nemitz*

Middle School: *Ashley Simmons, Kiki Byrne, Megan Boelter, Amber Palmquist*

2026-2027 MNCS School Board of Directors

Chair: Adam Specht
(K-12 Parent)
aspecht@newcountryschool.com

Vice Chair: Jean Ische
(K-12 Parent)
jische@newcountryschool.com

Clerk: Paul Jaeger
(K-12 Teacher)
pjaeger@newcountryschool.com

Treasurer: Nick Ryan
(7-12 Teacher)
nryan@newcountryschool.com

Director: Dakota Palmer
(7-12 Teacher)
dpalmer@newcountryschool.com

Director: Jessica Garrison
(K-6 Teacher)
jgarrison@newcountryschool.com

Director: Layne Sherwood
(Community Member)
lsherwood@newcountryschool.com

General Board email
mncsboard@newcountryschool.com

Board Website Page
MNCS School Board of Directors

Human Rights Officer: Jane Hibscher
(K-6 Teacher) - non-board member
(507)868-0071
127 8th Street, Henderson, MN 56044
jhibscher@newcountryschool.com

2026-2027 MNCS Board of Directors Meeting Dates

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

- *July 20, 2026*
- *August 17, 2026*
- *September 21, 2026*
- *October 19, 2026*
- *November 16, 2026*
- *December 21, 2026*
- *January 19, 2027**
- *February 16, 2027**
- *March 15, 2027*
- *April 19, 2027*
- *May 17, 2027*
- *June 21, 2027*
- *July 19, 2027 - Organizational Meeting for 2027-2028*

** There are some Mondays on which meetings cannot be held due to government holidays/events. During these months the meeting will be held on the following Tuesday at 5:30 pm.*

September 2026

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

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

ATTENDANCE

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

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

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

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

Staff will make an effort to notify parents of all unexcused absences as soon as possible. If a student should accumulate **3** unexcused absences, the parents will be notified by letter and after **5** unexcused absences a conference must be held. The school will continue to notify parents through the 7th unexcused absence**. Following 15 unexcused absences** , the student will be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return at which time the application will be reviewed by the Student Support Team (SST) for consideration as to whether the student will be able to meet the requirements of MNCS.

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

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

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

ABSENCE REPORTING:

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

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

SCHOOL HOURS

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

SCHOOL DELAYS AND CLOSINGS

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

MNCS families are notified of closings or delays using:

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

October 2026

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
					HS Experience Friday	
4	5	6	7	8	9	10
			School Picture Day 	**Presentation Night (both sites) K-12**	HS Experience Friday	
11	12	13	14	15	16	17
	Elem Experience Week	Elem Experience Week	**<u>No School</u>** Staff Work Day	**<u>No School</u>**	**<u>No School</u>**	
18	19	20	21	22	23	24
	Block 2 begins - HS MNCS Board of Directors Meeting 5:30				HS Experience Friday	
25	26	27	28	29	30	31
					HS Experience Friday ES Experience Friday	
1	2	3	4	5	6	7

HEALTH SERVICES – Health and Wellness Team

Health Services Coordinator Contact: pgardner@newcountryschool.com
Secondary: 507-248-3353 ext 224
Elementary: 507-868-0071 ext 110

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

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

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

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

When should a child stay home from school?
General guidelines:

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

Please call the school daily to report any illness or email

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

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

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

- ORIGINAL BOTTLE: Medication is sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician's name, name and telephone number of the pharmacy on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school. The medication should be brought to the school by the parent or guardian
- PARENTS AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM: (Contact the health office for this form.)
  This needs to be completed for the students on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school nurse for one of these forms.

NOTE: The school must have authorization from the physician in order to administer the prescription medication.
*The school nurse will coordinate with parents/guardians on the most convenient way to return any unused medication at the end of the school year.
*Over the counter medication orders will be accepted for students in grades K-6 on a case by case basis. Please contact the school nurse with any questions regarding this. Copy of Policy 510 is available on the school website.

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

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

Screenings
Health services will provide periodic screening for vision and hearing. Copy of policy 517.1 is available on the school website.

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

November 2026

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3**	**4**	**5**	**6**	**7**
	No School **Conferences ES & HS**	**No School** **Conferences ES & HS**			HS Experience Friday	
8	**9**	**10**	**11**	**12**	**13**	**14**
			Picture Retake Day 		HS Experience Friday	
15	**16**	**17**	**18**	**19**	**20**	**21**
	MNCS Board of Directors Meeting 5:30				HS Experience Friday ES Experience Friday	
22	**23**	**24**	**25**	**26**	**27**	**28**
				No School	**No School**	
29	**30**	1	2	3	4	5
	Block 3 begins - HS					
6	7	8	9	10	11	12

BUS/TRANSPORTATION BEHAVIOR GUIDELINES

2026-2027 MNCS Transportation Supervisor/Safety Directors
Elementary : Sara Westphal swestphal@newcountryschool.com
Secondary: Anthony Sonnek asonnek@newcountryschool.com

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

All school rules are in effect while a student is riding the bus or at the bus stop.
Student Misconduct includes, but is not limited to, the following:

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

BUS RIDERS GUIDELINES:

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

Consequences for school bus/bus stop misconduct will be imposed by the MNCS staff and will follow the guidelines established by 4.0 School Services Transportation. In addition, all school bus/bus stop misconduct will be reported to the MNCS Transportation Supervisor/Safety Directors. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. Student misconduct could lead to bus transportation suspension. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

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

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

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

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

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

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

A complete copy of Policy 512.5 is available on the school website.

December 2026

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
					HS Experience Friday	
6	7	8	9	10	11	12
					HS Experience Friday ES Experience Friday	
13	14	15	16	17	18	19
				HS Presentation Night 5:00pm	HS Experience Friday	
20	21	22	23	24	25	26
	MNCS Board of Directors Meeting 5:30		**No School**	**No School**	**No School**	
27	28	29	30	31	1	2
	No School	**No School**	**No School**	**No School**		
3	4	5	6	7	8	9

CODE OF STUDENT CONDUCT

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

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

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

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

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

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

CLOTHING STANDARDS/Dress Code

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

Other clothing standards include:

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

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

January 2027

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
					No School	
3	4	5	6	7	8	9
	Block 4 begins - HS				HS Experience Friday	
10	11	12	13	14	15	16
					No School Staff Work Day	
17	18	19	20	21	22	23
	No School	MNCS Board of Directors Meeting 5:30			HS Experience Friday	
24	25	26	27	28	29	30
					HS Experience Friday	
31	1	2	3	4	5	6

2024-2025 MNCS Beh2026-2027nt Matrix

KEY	
X	First or maybe second offense in this area
XX	Student has had multiple offenses in this area
XXX	Student's Bx in this area has been address at least 3 time before and student continues to struggle with
*	Restriction Of Privileges looks like; not being able to choose activity during break or recess, not being able to attend non-academic school experiences, losing access to phone during the day, not being allowed to leave school property during lunch(HS), or any other logical consequences that fits the incident.

These first 7 Bx are based of the classroom/Community expectations set by Advisors.	Grades	Page #	Conversation with Staff	Restorative Circle and/ or Repairing relationship	Behavior Plan/Contract (4-12)/ Think Sheet (K-3) /Risk Assessment and Restriction of Privileges*	Suspension <3 days and/or Restriction of Privileges	Suspension >3 days and/or Restriction of Privileges - Potential Expulsion
Property Misuse (use of school, others and/ or personal property in a way that presents a safety hazard to themselves and/or others or use of the item in an unintended way)	K-12		X	XX	XXX		
Off Task/Work Refusal	K-12		X	XX	XXX		
Disruptive Behavior (Bx that disrupts the learning environment for other student but does not meet or match any of the other disruptive Bx listed below)	K-12		X	XX	XXX		
Inappropriate Language (foul/lewd/discriminatory)	K-12		X	XX	XXX		
Electronics Over Use (is the use of electronics inhibiting the student from timely work completion)	K-12		X	XX	XXX		
Non-Aggressive Physical Contact (Consensual horse-play, or an unawareness of other personal space and comfortability)	K-12		X	XX	XXX		
Physical Aggression grades K-3	K-3		X	XX	XXX		
Tobacco/Vape	K-12		**Please refer to the Vape/Tobacco policy via the health and wellness team**				
Non-negotiables- if you need help in determining an appropriate approach to a situation involving incidents in this area please ask an SST team member for help							
Offensive language that is targeted and can be considered Harassment for protected populations	3-12				X	XX	XX
Illicit drugs or alcohol on school property	K-12					X	XX
Stealing/Destruction of School or Personal Property <$1000	K-12			X	XX	XXX	
Stealing/Destruction of School or Personal Property>$1000	K-12						X
Physical Aggression grades 4-12	4-12			X	X	XX	XXX
Physical or Verbal Threats	K-6			X	XX	XXX	
Physical or Verbal Threats	7-12				X	XX	XXX
Weapon/facsimiles of weapons or items that could be used as a weapon with perceived intent	K-12					X	XX
Physical Aggression Involving a Weapon	K-12						X

Brief Synopsis of the Vape/Tobacco/Cannabis policy

- In coordination with the Public Health Law Center any student 6-12 found to be in possession of a vape, tobacco or cannabis product on school property will be subject to disciplinary actions and targeted educational intervention.
- Students K-5 found to be in possession of vape, tobacco or cannabis products will have that product confiscated by staff and parents will be contacted about the violation of the school policy on age restricted products. Depending on the nature/manner of the product/situation staff withhold the right to report to residential county authorities.

If you have any questions or want more information that pertains directly to the Vape/Tobacco/Cannabis policy for Minnesota New Country School please contact the Health and Wellness Team Lead jsmisek@newcountryschool.com

February 2027

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

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

DISCRIMINATION POLICY

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

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

HARASSMENT AND VIOLENCE POLICY

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

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

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

HAZING PROHIBITION POLICY

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

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

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

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

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

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

March 2027

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

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

BULLYING/CYBERBULLYING PROHIBITION

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

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

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

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

Bullying is defined as but not limited to:

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

BULLYING/ HARASSMENT REPORTING PROCEDURES

Who can report?

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

How to report?

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

2026-2027 Human Rights Officer:

Jane Hibscher - jhibscher@newcountryschool.com

507-868-0071, ext 105

127 8th Street, Henderson, MN 56044

Consequences for bullying:

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

Reprisal/Retaliation:

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

SUICIDE PREVENTION/MENTAL HEALTH CRISIS RESOURCES

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

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

April 2027

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
					HS Experience Friday	
4	5	6	7	8	9	10
				Sophomore/Junior Presentation Night	HS Experience Friday	
11	12	13	14	15	16	17
				No School Staff Work Day	**No School**	
18	19	20	21	22	23	24
	Block 7 Begins - HS MNCS Board of Directors Meeting 5:30				HS Experience Friday ES Experience Friday	
25	26	27	28	29	30	1
	Senior Presentations	**Senior Presentations**	**Senior Presentations**	**Senior Presentations**	**No School** Prom Night	
2	3	4	5	6	7	8

WEAPONS

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

A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

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

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

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

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

DRUG, TOBACCO OR ALCOHOL USE

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

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

*An American Indian Student may carry a pouch containing loose tobacco intended as observance of traditional or cultural practices.
Please refer to policy 402, 403 and 404 available on the school website.

SEARCHES

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

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

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

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

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

May 2027

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > <u>ES</u>: elementary school <u>HS</u>: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
	<u>No School</u>				HS Experience Friday	
9	10	11	12	13	14	15
				Presentation Night (both sites) K-12	HS Experience Friday	*<u>Class of 2027 Graduation</u>*
16	17	18	19	20	21	22
	Experience Week: ES MNCS Board of Directors Meeting 5:30	Experience Week: ES	Experience Week: ES	Experience Week: ES	Experience Week: ES HS Experience Friday	
23	24	25	26	27	28	29
			<u>Early Release</u> 1:00 ES 1:10 HS **Last day of School ES**	**Last day of School HS - Valleyfair** Staff Workday	Staff Workday	
30	31	1	2	3	4	5

SCHOOL SPONSORED STUDENT PUBLICATIONS

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

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

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

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

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

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

COMPLAINT POLICY

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

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

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

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

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

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

A. Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school sponsored material.

B. Requests for distribution of non-school-sponsored material will be reviewed by the staff on a case-by-case basis. Material that is determined to not represent the students' best educational interests will be denied. Refer to the full MNCS Board Policy.

June 2027 - *2027-2028 calendar/handbook available mid-August 2027*

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	MNCS Board of Directors Meeting 5:30					
27	28	29	30	1	2	3
4	5	6	7	8	9	10

PROTECTION AND PRIVACY OF PUPIL RECORDS

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

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

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

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

"Directory information" may be included in a student directory and may include the following information relating to a student: the student's name; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality, parent contact or any data considered an invasion of privacy.

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

Parents wishing to not have their personal information released my refer to policy 515 for an opt out form.

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

July 2027 - *2027-2028 calendar/handbook available mid-August 2027*

Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	MNCS Board of Directors Meeting 5:30					
25	26	27	28	29	30	31
1	2	3	4	5	6	7

SECTION 504 OF REHABILITATION ACT OF 1973

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

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

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

Referral, identification, planning, and review:

The designated **Section 504 Coordinator, Kerrie Troseth - High School (ktroseth@newcountryschool.com), and/or Lauren Chapman - Elementary School (lchapman@newcountryschool.com)** will utilize the following Section 504 process:

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

TECHNOLOGY USE POLICY

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

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

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

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

EQUIPMENT CHECKOUT

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

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

August 2027 - *2027-2028 calendar/handbook available mid-August 2027*



Quick Contacts

- *Elementary Phone: 507-868-0071*
- *Secondary Phone: 507-248-3353*

~Some events are specific to one site --- > *ES*: elementary school *HS*: high school

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	MNCS Board of Directors Meeting 5:30					
29	30	31	1	2	3	4
	First Day of School!! Block 1 begins - HS					
5	6	7	8	9	10	11

ASSESSMENTS

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

EXPERIENCE FRIDAYS, EXPERIENCE WEEKS AND OTHER FIELD TRIPS OPPORTUNITIES

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

CRISIS PLAN

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

PLEDGE OF ALLEGIANCE

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

SCHOOL VISITORS

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

VOLUNTEERS

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

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

PERSONAL ELECTRONIC DEVICES (Cell Phones, etc)

This is a summary of the full Personal Electronic Device Policy, the full text of the policy is available upon request:

Students may NOT use cell phones during the academic day. Students may have devices in their possession, but cell phone use during the school day is prohibited.

- 7-12 grade students may access and use cell phones during the lunch period.
- K-6 students may not use cell phones during the lunch period.

Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.

Confiscation and Consequences

A. First Infraction: The student will be asked to turn the phone off and put it away until lunch/end of school day.
B. Second Infraction: The device will be given to the advisor and the student will pick it up at the end of the school day.
C. Third Infraction: Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school staff.

Communicating with Students During the Day

Staff encourages parents to limit communication with students during the day as it is a disruption to their education. If you need to pass a message to your student, please contact their advisor through preferred channels.
Please refer to policy 524.5 on the MNCS website for more information.

CHILD PICK-UP AUTHORIZATION and STUDENT SAFETY – Elementary

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

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

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

MEALS AND MILK - Both sites

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

Breakfast: A grab-and-go breakfast will be provided to students at no cost.
Mid-morning Snack Break (elementary): There will be a scheduled snack break for all students. Students may bring nutritious snacks from home. Your teacher may also request bulk items to establish a snack sharing program.
Milk: Milk is available for elementary students. To purchase ONE milk a day for your child, cost is $50 per child per year. To purchase TWO milks a day for your child, cost is $100 per child per year. Checks payable to MNCS or online payment option at: www.squareup.com/store/mncs
Lunch: We will be providing cold lunches made by our high school ServSafe-certified team for those that need a lunch. Lunches will be a turkey or ham and cheese sandwich on whole grain bread with chips, fruit and/or vegetables.

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

CLASS PARTIES - Elementary

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

PLAYGROUND & RECESS - Elementary

The basic playground and recess rules are:

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

WINTER WEATHER: Outside Play and Gear Guidelines - Elementary

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

STUDENT PROJECTS-Elementary

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

PRESENTATION NIGHTS -Elementary

Presentation nights are an opportunity for students to show their work to the community. At MNCS Elementary there will be two Presentation Nights.. (** See School Calendar for these pre-scheduled events). Presentations will be in an exhibit format. The community is welcome to freely tour the different rooms where students are presenting.

REPORT CARDS - Elementary

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

FOOD IN THE BUILDING - Secondary

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

AT-HOME WORK - Secondary

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

USE OF VEHICLES AND TRANSPORTATION - Secondary

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

HENDERSON COMMUNITY BEHAVIOR GUIDELINES - Secondary

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

If a student breaks the law while in a Henderson business, at anytime during the school day, they are subject to having open campus privileges removed and may face charges from law enforcement pursuant to the offense they have committed.

All students acting suspiciously will be asked to leave the business, no questions asked – you will not be given the benefit of the doubt.

POLICY OF ACADEMIC PROGRESSION - Secondary

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

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

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

EXTRACURRICULAR CREDIT GUIDELINES - Secondary

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

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

2026-2027 LEARNING COMMUNITIES – Secondary

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

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

This year's community groups are:

- Dakota Palmer, Jim Wartman, Joezet Schrag
- Matt Nemitz, Paul Jaeger, Will Riitters
- Anthony Sonnek, Kim Grabowski, Nick Ryan

PROJECT PRESENTATIONS and EXHIBITS - Secondary

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

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

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

SOPHOMORE PROJECT REQUIREMENTS

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

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

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

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

JUNIOR PROJECT REQUIREMENTS

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

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

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

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

GRADUATION REQUIREMENTS - Secondary

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

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

SENIOR PROJECT REQUIREMENTS

1. **Project Requirements:**
   - Students must have a minimum of 10 credits earned for each grade at MNCS, full credit for all years in other school districts, and Junior Project completed before proposing a senior project **or** have an approved plan in place to meet graduation targets.
   - Create an original project rubric
   - Be proposed on time and meet deadlines.
   - Show at least 300 hours of **documented academic work .**
   - **Show thinking/creating/ "brain strain"** of some type to a great extent. **CREATE, INVENT, DESIGN, DISCOVER, IMAGINE.**
   - Include a student created rubric to evaluate the project.
   - Give a 20 minute presentation to the public.
   - Write a high quality 5-7 page (minimum) research paper utilizing MLA or APA format.
2. **Senior Proposal Team:** Senior projects and presentations are proposed and assessed through the **senior project proposal team** .
3. **Senior Project Planning Committee:**
   - Seniors must make use of a committee that includes their advisor, the senior team, and an outside/community expert (non-relative and approved by senior team)
   - Seniors need to arrange and document meetings with their committee
   - Seniors need to keep their advisor and senior team up to date on their progress.
   - If work is done that is not at the appropriate level for a senior project (paper, presentation or overall product), it may not be counted towards the senior project.
4. **Senior Seminars:** All seniors presenting at any time during a given school year will attend a one day workshop in September of that year to brainstorm and plan their senior project with a full plan for a May graduation. There will be other required seminars scheduled throughout the year.
5. **Presentation Nights:** Senior Project Presentation Nights are in April with specific deadlines as listed in the table below.
6. **Finalization:** Senior Projects will be finalized after senior presentation nights.

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

Senior Project Requirements to Graduate May 202 7	
Action	**Date**
Attend Senior Workshop Day	08/28/26
Draft proposal and rubric due	10/02/26
Senior Project Pitch	10/09/26
Jr. Project Complete, at 60 credits to continue to Sr. Project	10/13/26
Research paper final due	12/18/26
Pre-Presentation	Week of 4/19/27
Presentation Nights	Week of 4/26/27
Presentation completed and Reflection due	05/07/27
Finalize Project	05/07/27
Graduation Day	05/15/27
Diploma Signed: senior has earned a total of 70 credits, completed all required academic standards, and finalized their Senior Project	

PSEO: Post-Secondary Enrollment Options at MNCS

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution (college or university) and earn college credit at no cost to them. MNCS recommends that students consider this option only if they are highly motivated, are self-paced, and demonstrate appropriate social skills.

Contact the MNCS PSEO Coordinator for additional information:
Dakota Palmer → dpalmer@newcountryschool.com

MNCS students are most successful in PSEO if they:

- □ **Are in good academic standing as an MNCS student**
  - MNCS students who are on track at MNCS have better success, grades, and completion rates in PSEO than students who are behind in credits or projects
- □ **Research and select the PSEO institution they want to attend**
  - MNCS recommends that the student visit the PSEO website for each college or university they are interested in attending The prospective MNCS PSEO student should know what the requirements and deadlines are for eligibility for each college or university
  - Registration and payment for any required entrance exams/tests are the responsibility of the student/parent. Each college or university has its own required exams and required scores for PSEO eligibility. Typically, colleges and universities seek an ACT score of 21 (for seniors) and 24 (for juniors)
  - It is the responsibility of the PSEO student to meet ALL deadlines for applications and forms required to apply for PSEO (ex. registration for test dates, applications to the college or university, deadline for submitting the required MDE form to MNCS)
- □ PSEO students earn credit both at the postsecondary institution they are attending and at MNCS.
  - PSEO students who earn a "C" or better grade in all PSEO classes can obtain full credit and continue participating in PSEO. MNCS credit for PSEO courses is based on semester credits (typically, a 3-credit PSEO class = 1 MNCS credit)
- □ It is the student's responsibility to return all books and materials provided to the student to the college or university course completion

ROUTINE BUILDING PROCEDURES - Secondary

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

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

Information regarding the MN Comprehensive Assessments (MCAs) and a PDF of this form can be found on MDE's Statewide Assessment Student Participation Page

DEPARTMENT OF EDUCATION

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore the Statewide Testing page for more information.

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

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

Date of Birth: _____ Current Grade in School: ____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading ☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics ☐ ACCESS/WIDA Alternate ACCESS

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

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


MINNESOTA
NEW COUNTRY SCHOOL