



NMA

NEW MILLENNIUM ACADEMY
STUDENTS • PARENTS • STAFF • SUCCESS

Family and Scholar Handbook 2021-2022

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Dear Scholars and Families,

We would like to take this opportunity to welcome you to New Millennium Academy for the 2021-2022 school year. New Millennium Academy seeks to provide a safe, positive, and productive learning environment for all scholars. To achieve these goals, we know we must build collaborative and supportive relationships that establish a foundation of understanding across the entire school community. This handbook is filled with information that will help you understand the policies and programs that New Millennium Academy has in place to serve our scholars. Please take the time to review and discuss this information. After reviewing, if you have questions or ideas that could help New Millennium Academy continue to improve, please reach out to the main office. We want to hear from you!

Through cooperation and collaboration, we will create rewarding educational experiences and a culture of academic excellence. New Millennium Academy is a community of learners dedicated to meeting scholars where they are and developing scholars both academically and socially/emotionally. On behalf of the entire staff at New Millennium Academy, we are thrilled to have you join us this year.

Together we will exceed expectations!

Sincerely,

New Millennium Academy's Leadership Team

Our Vision: New Millennium Academy develops global leaders who transform the world.

Our Mission: The New Millennium Academy community prepares learners for life, engages them in high academic achievement, and fosters cultural pride and identity.

ADMISSION PROCEDURES

To enroll a child at New Millennium Academy, families will contact the main office. The following is required to register a child:

1. Birth certificate or other proof of date of birth such as a baptismal certificate or hospital certificate
2. Original or copy of immunization record
4. Address and phone number of previous school, if applicable
5. Proof of legal custody, if applicable

Scholars who have a complete admissions file will be placed in a classroom within 48 hours. The classroom teacher and families will be notified of the scholar's official start date.

Based on classroom capacity, newly registered scholars may be placed on a waiting list.

ADMISSION REQUIREMENTS

Kindergarten:

A child must be 5 years old before September 1 of the current school year. Sibling preference is honored until June 30 of the enrollment year.

First Grade:

A child must be 6 years old before September 1 of the current school year or have completed an accredited kindergarten program.

Early Kindergarten Entrance If a scholar is 4 years old on September 1 and will be 5 years old by October 31:

- An application must be completed by March 31 of the year the scholar seeks to enroll.
- Early birthday scholars must be screened by NMA's screening team.
- Early birthday scholars must receive a passing score on the screening to be considered for enrollment.
- Enrollment priority is given to scholars who are 5 years old by September 1.
- Exceptions to the above guidelines may only be made by an administrator.

AFTER SCHOOL ACTIVITIES AND PROGRAMS

In order for scholars to participate in after school activities, they must meet academic and behavioral criteria:

Academic:

Scholars must be academically eligible to participate in athletic and/or extracurricular activities. Scholars must maintain passing grades in all classes to be eligible for participation. Some scholars will be invited to participate in targeted tutoring programs to support their math or reading growth and development.

Behavior:

Scholars may not be eligible to participate in athletic and/or extracurricular activities due to their behavior. NMA's Impact Coaches and administrators will evaluate each scholar's eligibility for participation.

ALLERGIES - PEANUT

NMA is a PEANUT-FREE CAMPUS. Scholars are not permitted to come to school with any food containing peanuts. Scholars will not be permitted to consume items containing peanuts while at NMA.

ANIMALS OR PETS

No live animals, including insects or reptiles, may be brought into the school without written permission from an administrator. A family pet may visit when accompanied by an adult if the animal is part of a pre-approved presentation or project. Animals must be properly restrained, preferably in a secure cage. Families assume all liabilities for injuries or damage if an animal is brought to school. No animals, including small insects, reptiles, or pets, may be transported on any school bus or other school transportation. Scholars will not be required to handle live animals, including insects or reptiles, under any circumstances.

ATTENDANCE PROCEDURES

Regular school attendance is an essential part of the educational program for each scholar at New Millennium Academy. An absence may be excused if the family notifies the school and the absence is due to illness, death in the family, religious observance, or other approved circumstance. Families are required by law to ensure their child attends school. Sick children must remain at home to recover and protect their classmates and school staff from illness.

Families must call the school at 763-235-7900 before 8:00 AM when a child will be absent from school. If NMA does not receive a phone call, school personnel may call to check on the absence(s).

In addition, Minnesota law requires that NMA is provided with at least one telephone number at which NMA may contact a parent or guardian in case of absence or emergency.

Truancy Admin Contacts:

Family Engagement Coordinator: Mai Yang Lor
Impact Coaches: La Her, Rasheed Stephens
Principal: Stephanie Steen

Absence – K-5: When a scholar misses four hours or more in a school day, the scholar is considered absent for the entire day.

Absence – 6-8: When a scholar misses four or more periods in a school day, the scholar is considered absent for the entire day.

Early Release – K-8: When a scholar leaves to go home within 90 minutes of the beginning of school, the scholar is considered absent for the entire day.

Excused:

The following reasons for an absence to be considered EXCUSED:

- Doctor/Dentist Appointment (school may require documentation)
- Illness (three or more consecutive days requires a written doctor's note to return)
- Injury
- Principal or Counselor approved travel (Must fill out Personal and Family Vacation Pre-arranged Form)
- Family Emergency
- Death in the Family (up to 3 days)

- Religious Holidays
- Suspension by School Official
- Approved family visitation or special circumstances (military/incarceration. Verification required.)

Protocols for “Excused” Absences

Family Engagement Coordinator tracks excused absences to ensure required supporting documentation is received. In the event that chronic excused absences compromise a student’s education, Family Engagement Coordinator will convene a meeting with the family to determine a plan that includes the support needed.

Unexcused: An absence will be considered UNEXCUSED if the reason does not follow the guidelines listed under the EXCUSED.

Be@school: be@school is a Hennepin County truancy prevention program that works with parents and scholars to develop a plan to re-engage the scholar to attend school regularly.

Child Protection: NMA will work with be@school officials to make any referrals to Hennepin County Child Protection if there is neglect as it relates to a parent’s involvement (or lack thereof) in their child’s ability to attend school.

Tardiness – K-5: When a scholar arrives to school 10 minutes after the start time, the scholar is considered tardy.

Tardiness – 6-8: When a scholar arrives after the bell rings, he/she will be considered tardy for that class.

Excused Tardiness: The following reasons for a tardy to be considered EXCUSED:

- Doctor/Dentist Appointment (requires a written doctor’s note)
- Family Emergency
- Parent/Guardian to come in and notify of valid tardiness
- NMA-excused tardies

Unexcused Tardiness: The following reasons will NOT be considered EXCUSED for tardiness:

- Scholar walk-in without parent/guardian valid explanation
- Late for the bus
- Overslept
- Completing homework
- Caring for siblings

Protocols for Tardiness

Levels	Teacher’s Responsibility	Admin Responsibility	Front Office
3 rd Tardiness	Discussion with scholar	N/A	N/A
4 th Tardiness	Make call to parent	N/A	N/A
5 th Tardiness	Make call to parent	N/A	Monitor ongoing unexcused tardiness
Ongoing Unexcused Tardiness	Make referral to Family Engagement Coordinator	Schedule a house visit with parents	Monitor ongoing unexcused tardiness

Protocols for EXCUSED Absences

Levels	Teacher's Responsibility	Admin Responsibility	Front Office
1 st – 6 th Excused Absences	Discussion with scholar	N/A	N/A
7 th Excused Absence	Send letter home to parent	N/A	N/A
8 th Excused Absence	Make call to parent	Make call to parent	N/A
Ongoing Excused Absence	Make referral to Engagement Coordinator	Schedule a house visit with parents	N/A

Protocols for UNEXCUSED Absences

Levels	Teacher's Responsibility	Admin Responsibility	Front Office
1 st and 2 nd Unexcused Absence	Scholar Support	N/A	Auto phone call home
3 rd Unexcused Absence	Scholar Support/Call Home	Mail mandatory 3-day Principal's letter to parents	Auto phone call home
5 th Unexcused Absence	Scholar Support/Call Home	Schedule a house visit with parents	Auto phone call home
6 th Unexcused Absence	Scholar Support/Call Home	Report #1 Family Engagement Coordinator to submit a Parent Group Meeting (PGM) report through the be@school information link (BASIL) website. NMA may request agency services.	Auto phone call home
9 th Unexcused Absence	Scholar Support/Call Home	Family Consultation at School Report #2 Family Engagement Coordinator to submit School Team Attendance Review (STAR)	Auto phone call home
15 th Unexcused Absence	Scholar Support/Call Home	Report #3 Family Engagement Coordinator to submit an Education Neglect/Truancy report to HCAO	Auto phone call home
22 nd Day from 15 th Unexcused Absence	N/A	Report #4 Family Engagement Coordinator to submit an updated Educational Neglect/Truancy report to HCAO.	

NMA's Attendance and Tardiness Goals

According to MDE, regular attendance is directly correlated with increased academic success. At NMA, teachers, the impact team, and administrators have the responsibility of working with scholars and parents ensuring scholars are present, actively learning, and engaged. NMA seeks to have effective policies and procedures in place to work with scholars who have chronic absences from class. In addition, NMA will help all

scholars make academic progress, will support their safety and well-being, and will work with outside resources to engage and motivate scholars in school. NMA's attendance and tardiness protocol is most effective when all stakeholders are involved in the process.

Attendance for Distance Learning (when applicable)

Academic achievement is dependent on scholars' regular attendance and punctuality. Maintaining consistent attendance is a joint responsibility between scholars, parents/guardians, and NMA.

In the event that a scholar's absences warrant intervention, NMA will collaborate with families to develop and implement an action plan that supports the scholar's success. NMA will exercise caution and will coordinate with Hennepin County before starting the truancy process for scholars.

K-4: Scholars will complete a homeroom attendance assignment every day Monday through Friday. Homeroom teachers record daily attendance in Infinite Campus.

5-8: Teachers will submit attendance by the end of each class period every day in Infinite Campus. Parents should expect a call from the school via NMA's automated call system and/or directly from a teacher when a scholar is absent.

Support Specialist 1:1 Video Sessions: When conducting 1:1 video sessions for scholars who receive special education, English Language Learner, or Title 1 services, specialists will wait five minutes for the scholar to arrive. If the scholar has not joined the session after five minutes, the specialists will end the session and document for the case manager, homeroom teacher, and the family.

Parents/guardians must contact the school by 8:00 AM at (763) 235-7900 when a child will not be present for distance learning.

Attendance for Hybrid Learning (when applicable)

Academic achievement is dependent on scholars' regular attendance and punctuality. Maintaining consistent attendance is a joint responsibility between scholars, parents/guardians, and NMA.

In the event that a scholar's absences warrant intervention, NMA will collaborate with families to develop and implement an action plan that supports the scholar's success. NMA will exercise caution and will coordinate with Hennepin County before starting the truancy process for scholars.

In Person Learning

K-4: Teacher will record in person learning attendance daily in Infinite Campus.

At-Home Learning

K-4: Scholars with issued technology will complete attendance assignment by homeroom teacher online.

Scholars without issued technology will have Parent/guardian complete and return [At-Home Attendance Tracker](#).

Parents/guardians must contact the school by 8:00 AM at (763) 235-7900 when a child will not be present for the day.

BACKPACKS AND BOOK BAGS

Scholars may carry a small or medium bag for the purpose of transporting books and instructional materials to and from school. Prohibited or unauthorized items may not be brought to school in backpacks or book bags.

For safety, backpacks are not permitted in classrooms; rather, scholars are assigned lockers to store their bags.

CANDY, SODA, AND FOOD ITEMS

NMA promotes healthy eating habits for scholars. As such, candy, soda, and snacks may only be brought to school for approved activities.

Families may bring in treats for special occasions. However, treats must be store-bought and cannot be homemade. Families are encouraged to choose foods from the Packaged Snacks list on USDA's School Snack Guide at foodandhealth.com/usda-school-snack-guide/. Keep in mind that NMA is peanut-free.

Scholars may not consume food outside of approved spaces such as the cafeteria and classrooms, as approved by teachers. Candy, soda, and other food items may be confiscated from scholars in accordance with this policy.

CHEWING GUM

Chewing gum is not permitted at NMA, unless approved by a teacher or administrator.

CLASSROOM INTERRUPTIONS

NMA aims to maximize uninterrupted instructional time. Classrooms may only be interrupted for messages from families in the case of an emergency.

Please be advised that teachers are with scholars most of the day and are unable to answer phone calls or reply to messages during that time.

CLOSED CAMPUS

For the protection and safety of scholars, New Millennium Academy is a closed campus. Once scholars arrive on campus, they are not allowed to leave until school is dismissed. To accommodate occasional appointments during school hours, families will sign their children out and in at the main office front desk.

Scholars may not be dropped off prior to the school's posted dropoff time. NMA will not provide supervision for children prior to this time.

COLD WEATHER/SNOW DAYS

NMA requires scholars to be dressed appropriately for cold weather. Scholars require warm coats, mittens or gloves, boots (K-5), and hats or another form of ear protection. If families cannot provide these items for their child(ren), please inform the school nurse, and NMA will work to provide required items.

Recess may be outdoors if the temperature is 0 Degrees or above; windchill is taken into consideration.

NMA will make every effort to announce school closures for weather or any other reason as early as possible. Please check NMA's website, social media outlets, and local news outlets for school closure notifications. NMA will also send a robocall to families with information about school closures.

CONFERENCES

Families and NMA staff may request a conference at any time. Regularly scheduled conferences are held twice per year (typically in October and March). NMA's goal is for 100% of scholars and families to participate in conferences.

CURRICULUM AND INSTRUCTION

Curriculum is "what" is taught or what a child is expected to learn. Instruction is "how" teachers instruct.

NMA's curriculum is specifically aligned to Minnesota's State Standards. Teachers are available to answer any questions families may have about curriculum.

Instruction is determined by each teacher based on the individual needs of scholars. Not all scholars learn the same way, so NMA's teachers employ a variety of research-based instructional strategies to meet scholars' needs.

DRESS CODE

It is the responsibility of families to ensure scholars' compliance with NMA's dress code. Scholars whose clothing does not comply with the following guidelines may be asked to visit the nurse for a change of clothes, and families may be contacted.

Scholars' clothes must be safe, clean, and comfortable for classroom attendance and physical activities.

- Clothing must not fit too tightly or too loose.
- Undergarments must not be visible.
- Pants and shorts must be worn at the waistline, not below.
- Pajamas are not permitted.
- Shorts, skirts, skorts, and dresses may not be shorter than the bottom of the scholars' fingertips.
- Shorts must be worn under skirts and dresses, as scholars will be physically active during the day.
- Shirts and blouses must not be transparent and must cover the mid-section when both arms are up.
- Sleeveless tops must have at least a 2-inch strap.
- Clothing must not have inappropriate words, pictures, logos or writing that represents violence, is offensive, or may cause a distraction.
- Footwear is recommended to be closed-toed, and slippers are not permitted.
- Hats are not permitted. Hooded shirts may be worn with the hood down at all times.

During events such as spirit weeks, an administrator may approve the following items to be worn: pajamas or hats.

NMA recommends that expensive jewelry or accessories not be worn to school as the school and its administration does not accept responsibility for any lost, stolen, or broken items.

Staff members may refer scholars with clothing that does not meet NMA's dress code to an administrator so that an administrator may clarify the dress code with the scholar and the family.

DRUG, ALCOHOL, AND TOBACCO-FREE CAMPUS

NMA has been designated as a drug, alcohol, and tobacco-free zone. NMA will seek strong penalties against anyone who possesses, uses, or sells drugs, drug paraphernalia, or alcohol on or near campus. Scholars possessing, using, or selling drugs, alcohol, or tobacco are subject to a 2-day minimum suspension and additional consequences.

EARLY CHECK-OUT

To check out a scholar early, the family will enter the main office and sign-out the scholar. No scholar(s) will be dismissed directly to the family from a classroom. If scholars are returning back to class during the same day, they must return to the office and receive a pass prior to going back to class.

Families must submit the names of all relatives or people who are allowed to pick up their child. As this list changes, it is the responsibility of the family to add/remove individuals by notifying the main office in writing. Families sending a friend or relative as a one-time occasion to school to pick up their child must notify the office of this request and provide a signed note by the family. A copy of this note will be kept on file. **Any change to a child's departure plans must be submitted in writing or via phone call by the family or legal guardian before 1:00 p.m.**

ELECTRONIC EQUIPMENT/DEVICES

NMA discourages scholars from bringing electronic equipment/devices, including cell phones to school. Scholars using electronic equipment/devices at any time not permitted by school staff may be subject to the following:

- Scholars' electronic devices may be confiscated.
- Families may be contacted, may be required to attend a conference at the school, and may be required to pick up the device.
- Scholars' electronic devices may be prohibited from entering the school for the remainder of the year.

Scholars choosing to bring their cell phones or other electronic devices to school do so at their own risk and must lock the devices in their lockers.

EMERGENCY CARDS

Each year, families must complete an Emergency Card for each of their children. This card tells NMA how to contact parents/guardians or another designated adult in the event a child becomes ill or is injured in school. **The main office must be notified of additions, deletions, or changes to the Emergency Card during the school year.** Scholars will be released ONLY to those persons listed on the emergency card. Identification is required of ANYONE picking up a scholar early from school.

FIELD TRIPS

As part of NMA's educational program, scholars are provided the opportunity to visit places around the community. Field trips are relevant to curriculum and are worthwhile endeavors for scholars. When a class is planning a field trip, a permission slip will be sent home, providing families with details relative to the location, the cost (if any), the times of departure and return, and the method of transportation. The permission slip must be returned with a parent/guardian signature in order for a child to participate in the field trip.

FAMILY CHAPERONE/PARTICIPATION IS ENCOURAGED. All chaperones must complete a background check prior to attending field trips.

HOMEWORK

Homework may be assigned to

1. provide practice of skills and concepts introduced in class.
2. strengthen basic skills.
3. stimulate and further personal interests.
4. develop independent-study skills.
5. inform families of their child's curriculum and academic progress.

LOST BELONGINGS

"Lost and Found" items are located in the main office. Families may check the "Lost and Found" items for any missing belongings.

LUNCH/MEAL PROGRAMS

All (100%) of NMA's families are required to complete an annual Lunch Application. Regardless of families' income status, all scholars receive a free breakfast, lunch, and afternoon snack daily. If a scholar stays for an after-school program, dinner may also be provided free of charge.

The school menu is posted in the cafeteria and on NMA's website. In the event a family member wishes to join a scholar for breakfast or lunch, adult meal prices are as follows:

Breakfast for adults: \$1.75

Lunch for adults: \$3.75

MEDICATIONS

Families are required to drop off medications with doctor's notes at the front desk of the main office. Scholars may only take medications under the supervision of the school nurse.

MORNING ASSEMBLY

Scholars and staff begin each day with a morning announcement/assembly. During announcements/assemblies, NMA staff and community members set the tone for learning and encourage and empower scholars to follow the RHINO Way, which includes acting respectfully, helping and inspiring others, never giving up, and overcoming.

PARTIES

Classroom parties are conducted in conjunction with a few social observances. If a party is approved by an administrator, it is limited to an appropriate amount of time on or preceding a holiday or event.

Families may bring treats to support classroom celebrations; however, all treats must be store bought, not homemade and in compliance with the Packaged Snacks list on USDA's School Snack Guide at

foodandhealth.com/usda-school-snack-guide/. Families are encouraged to bring small non-food items such as stickers, pencils, party favors, or books.

PERSONAL AND FAMILY VACATION

If a scholar will be absent due to a family matter or a family vacation, parents are responsible for calling the main office and contacting the scholar's teacher to make arrangements for makeup work. Parents must complete the Personal and Family Vacation Pre-Arranged Form which can be found [here](#). This form must be completed and turned in to the main office at least five school days prior to departure. **Forms not turned in five school days prior to being gone will result in the absence being marked as unexcused.**

PERSONAL BELONGINGS

Scholars' personal items must be well marked with the owner's name. NMA discourages scholars from bringing money, jewelry, or valuables to school. Scholars must not leave any item of value inside or outside of a classroom at any time. While NMA makes every reasonable effort to recover lost, stolen, or broken personal items, neither the staff, nor the school will accept financial responsibility for these items.

PUBLIC DISPLAYS OF AFFECTION

NMA does not permit public displays of affection.

RESTRICTED PHYSICAL EDUCATION ACTIVITIES

If a scholar cannot participate fully in physical education/activities for five school days or fewer, a parent note is required. If a scholar's physical activities must be restricted for more than five days of school, NMA requires a doctor's note.

SCHOLAR DROP-OFF/PICK-UP ZONE

Please adhere to the following guidelines:

1. Only use the main entrance (facing Hwy 100) to drop-off/pick-up child(ren).
2. All scholars who are picked up must be signed out of the main office.
3. Never leave a car unattended or parked in the main entrance drop-off/pick-up zone.
4. Use the designated crosswalks in front of the school building when coming from the parking lot to the campus or leaving the campus to go to the parking lot.
5. Do not stop, park, or drop off child(ren) in the "Bus Only" area (North doors) at any time.

SCHOLAR PROGRESS KINDERGARTEN - 8TH GRADE

Standards-Based Report Cards are mailed home four times per year, and NMA encourages families to contact teachers any time with questions concerning their child's learning progress.

SCHOOL BOARD MEETINGS

Families are always welcome to attend monthly school board meetings. All meetings are open to the public and notification of meetings is posted on the school's website.

SMOKE-FREE CAMPUS

Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles, and at off-campus school-sponsored events.

SPIRIT DAYS

Spirit days are scheduled throughout the year. All scholars are encouraged to participate and show their school spirit!

STAIRWAY/ELEVATOR USE

NMA has three sets of stairs throughout the school, and all scholars are required to use stairways. If scholars require the use of an elevator, they must obtain permission from an administrator or the school nurse.

TARDIES

Scholars must arrive on time and be prepared for class every day. Scholars who arrive late cause interruptions for teachers and other scholars. Tardies are recorded in Infinite Campus.

TARGETED TUTORING

Targeted tutoring may be made available to qualifying scholars for additional academic support.

TELEPHONE USE BY SCHOLARS

Scholars may not use their cellphones in class, including calling or answering calls from family members. In the case of an emergency, families will call NMA's main office, and messages will be relayed to scholars.

Scholars should not expect to make general use of school telephones. After-school arrangements should be made prior to arrival at school.

TESTING AND ASSESSMENTS

NMA monitors the growth and development of scholars by using a variety of tests/assessments. Families will receive information about the tests/assessments scholars will take and may access the testing calendar on NMA's website at any time.

TO STAY OR NOT TO STAY

Listed below is a descriptive summary of the conditions that may require a family to pick up their child from school due to illness. Every child is treated according to individual symptoms; however, the following examples are situations which frequently occur and result in a child being sent home:

1. A child vomits.
2. A child has a fever of 100 F or higher.
3. A child is in obvious distress or discomfort, with or without a fever.
4. A child has an injury that may require further attention.
5. A child has a severe laceration.

TRANSPORTATION

Scholars must be ready for school and at their bus stop five minutes prior to their scheduled pick-up time. Bus route changes take at least two days to take effect. Please provide NMA a week's notice when requesting a change in pick-up and/or drop-off locations.

Note: All bus drivers will wait no more than 2 minutes at each stop before moving on.

VIDEOTAPING AND PHOTOGRAPHING SCHOLARS

Families will sign a **photo/media release** granting or denying approval for their child to be photographed by families, observers, school employees, scholars, or the media. During distance learning, teachers may record Zoom lessons for scholars to view at another time.

VISITORS

All visitors, including family members, are required to sign in and out at the front desk of the main office. Visitors are required to wear a visitor's badge at all times.

WITHDRAWING SCHOLARS FROM NEW MILLENNIUM ACADEMY

Families wishing to withdraw their child from NMA must sign an official Withdrawal Form in the main office. All textbooks, library books, Chromebooks, outstanding fees, and any other school property must be returned prior to withdrawing from the school.

YEARBOOKS

Yearbooks are made available to scholars and families at a reasonable cost each year. Scholars will refrain from writing profanity or unkind remarks in their own or another scholar's yearbook.