



# New Millennium Academy

## **New Millennium Academy**

Attendance and Truancy Program

### **Organization Description**

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

**Our Mission:** The New Millennium Academy Community prepares Learners for life, engage them in high academic achievement, and foster cultural pride and identity.

NMA accomplishes this through our core values of:

- Aiming for High Academic Achievement
- Embracing Cultural Pride and Identity
- Modeling the R.H.I.N.O. Way
- Understanding How Data Drives Decisions
- Having High Expectations

### **Truancy Admin Contacts:**

Family Support Specialist:

Mai Yang Lor

Impact Coaches:

La Her, Rasheed Stephens

Assistant Principal:

Stephanie Wheelock

### **NMA Attendance Policy**

A huge part of academic achievement and success is ensuring that scholars are punctual and present throughout the school year. NMA's tardy and attendance policy ensures that teachers and administrators take proper actions to ensure parents are aware of their child's attendance at school and whether their attendance is affecting their learning opportunities. In the event a scholar's absences exceed the state mandate, and warrants necessary intervention, NMA is prepared to work with families to ensure a progressive action plan is in place to support scholar's success.

5105 Brooklyn Blvd., Brooklyn Center, MN 55429

Office: (763) 235-7900 | Fax: (763) 235-7979

[www.nmaedu.org](http://www.nmaedu.org)



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Punctuality and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the scholar, the school and parents. NMA reserves the right to contact parents at any time regarding a scholar's attendance.

**Absence – K-5:** When scholar misses four hours or more in a school day, the scholar is considered absent for the entire day.  
**Absence – 6-8:** When scholar misses four or more periods in a school day, the scholar is considered absent for the entire day.

**Early Release – K-8:** When scholar leaves to go home within 90 minutes of 9:30am, 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)
- Extreme 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 Support Specialist tracks excused absences to ensure proper supporting documentation is received. In the event that chronic excused absences compromise a student's education, Family Support Specialist will convene a meeting with the family to determine a course of plan that may include other support needed.

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

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the ‘EXCUSED.’ See examples of ‘UNEXCUSED’ absences in the Parent/Scholar Handbook.

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

**Child Protection:** NMA will work with be@school officials to make any referrals to Hennepin County Child Protection if the school determines that 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 9:30am 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-Related causes

**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

### Protocols for Tardiness

Levels	Teacher’s Responsibility	Admin Responsibility	Front Office
3 <sup>rd</sup> Tardiness	Discussion with scholar	N/A	N/A
4 <sup>th</sup> Tardiness	Make call to parent	N/A	N/A



5 <sup>th</sup> Tardiness	Make call to parent	N/A	Monitor ongoing unexcused tardiness
Ongoing Unexcused Tardiness	Make referral to Family Specialist Support	Schedule a house visit with parents	Monitor ongoing unexcused tardiness

### Protocols for 'EXCUSED' Absences

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

### Protocols for 'UNEXCUSED' Absences

Levels	Teacher's Responsibility	Admin Responsibility	Front Office
1 <sup>st</sup> and 2 <sup>nd</sup> Unexcused Absence	Scholar Support	N/A	Auto phone call home
3 <sup>rd</sup> Unexcused Absence	Scholar Support/Call Home	Mail mandatory 3-day Principal's letter to parents	Auto phone call home
5 <sup>th</sup> Unexcused Absence	Scholar Support/Call Home	Schedule a house visit with parents	Auto phone call home
6 <sup>th</sup> Unexcused Absence	Scholar Support/Call Home	<b>Report #1</b>	Auto phone call home
		<b>Family Support Specialist to submit a Parent Group</b>	

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		<b>Meeting (PGM) report through the be@school information link (BASIL) website. NMA may request agency services.</b>	
9th Unexcused Absence	Scholar Support/Call Home	<b>Family Consultation at School Report #2 Family Support Specialist to submit School Team Attendance Review (STAR)</b>	Auto phone call home
15th Unexcused Absence	Scholar Support/Call Home	<b>Report #3 Family Support Specialist to submit an Education Neglect/Truancy report to HCAO</b>	Auto phone call home
22nd Day from 15th Unexcused Absence	N/A	<b>Report #4 Family Support Specialist to submit an updated Educational Neglect/Truancy report to HCAO.</b>	

## **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. Our goal is to have effective policies and procedures in place to work with scholars who have chronic absences from class. In addition, we will ensure all scholars are on track academically, will check and connect with their safety and well-being and work with outside resources to foster, engage and motivate scholars in school. NMA's attendance and

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tardiness protocol is only effective when all stakeholders are involved in the process.

## **Attendance for Distance Learning**

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 by 3:00 PM in Infinite Campus.
  
- 5-8:** Teachers will submit attendance by the end of each class period everyday in Infinite Campus. Parents should expect a call from the school via NMA's automated call system by 3:00 PM 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 5 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 9:00 AM at (763) 235-7900 when a child will not be present for distance learning.**

## **Attendance for Hybrid Learning Plan**

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



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In the event that a scholar's absences warrant intervention, NMA will collaborate with families to develop and implement an actionplan 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 by 10:30 AM 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 9:00 AM at (763) 235-7900 when a child will not be present for**