



# New Millennium Academy

**2022-2023  
Family and Scholar Handbook**

**New Millennium Academy**  
5105 Brooklyn Blvd  
Brooklyn Center, MN 55429

**Telephone:** 763-235-7900  
**Fax:** 763-235-7979  
**Website:** [nmaedu.org](http://nmaedu.org)

## Table of Contents

### HOME OF THE RHINOS

A MESSAGE FROM NEW MILLENNIUM ACADEMY'S LEADERSHIP TEAM

3

NEW MILLENNIUM ACADEMY SCHOOL MISSION and VISION STATEMENT

4

### NEW MILLENNIUM ACADEMY HANDBOOK

NEW MILLENNIUM ACADEMY'S PARENT/GUARDIAN PARTNERSHIP.....	Page 4
NMA'S ACADEMIC PROGRAM.....	Page 7
NMA's GRADING SYSTEM.....	Page 8
NMA's ADMISSION PROCEDURES.....	Page 8
NMA's ADMISSION REQUIREMENTS.....	Page 9
ATTENDANCE PROCEDURES.....	Page 9
NMA's ATTENDANCE AND TARDINESS GOALS.....	Page 10
PROTOCOLS FOR TARDINESS.....	Page 10
PROTOCOLS FOR EXCUSED ABSENCES.....	Page 10
PROTOCOLS FOR UNEXCUSED ABSENCES.....	Page 11
ATTENDANCE PROTOCOL FOR DISTANCE LEARNING (WHEN APPLICABLE) .	Page 12
HEALTH PROTOCOLS.....	Page 12
AFTER SCHOOL ACTIVITIES AND PROGRAMS.....	Page 13
FOOD POLICY.....	Page 13
CLASSROOM INTERRUPTIONS.....	Page 13
CLOSED CAMPUS.....	Page 13
COLD WEATHER/SNOW DAYS.....	Page 14
CONFERENCES.....	Page 14
DRESS CODE.....	Page 14
EARLY CHECK OUT.....	Page 15
ELECTRONIC EQUIPMENT/DEVICES.....	Page 15
EMERGENCY CARDS.....	Page 15
FIELD TRIPS.....	Page 16
HOMEWORK.....	Page 16
LOST BELONGINGS.....	Page 16
LUNCH AND MEALS PROGRAM.....	Page 16
MORNING ASSEMBLY.....	Page 17
PARTIES.....	Page 17
RESTRICTED PHYSICAL EDUCATION ACTIVITIES.....	Page 17
SCHOLAR DROP-OFF/PICK-UP ZONE.....	Page 17
SCHOLAR PROGRESS KINDERGARTEN - 8TH GRADE.....	Page 17
SCHOOL BOARD MEETINGS.....	Page 17
TESTING AND ASSESSMENTS.....	Page 18
TRANSPORTATION.....	Page 18
VIDEOTAPING AND PHOTOGRAPHING SCHOLARS.....	Page 18
VISITORS.....	Page 18
WITHDRAWING SCHOLARS FROM NEW MILLENNIUM ACADEMY.....	Page 18



Dear Scholars and Families,

We would like to take this opportunity to welcome you to New Millennium Academy for the 2022-2023 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

## New Millennium Academy's Mission, Vision, and Core Beliefs

**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.

### Our Core Beliefs:

1. Aim for high academic achievement.
2. Embrace cultural pride and identity.
3. Model the way.
4. Understand how data drives decisions.
5. Have high expectations.
6. Create a socially/emotionally supportive learning environment.

## New Millennium Academy's Parent/Guardian Partnership

**Strong Parent/Guardian Partnership:** New Millennium Academy believes that a quality education results from when a strong partnership between parents, students, and the school is built. As a school community, we commit to providing all students with meaningful opportunities for engaging in rigorous learning, academic support, and a safe environment in which every child is seen and loved. In turn, we ask families to commit to supporting their students to the best of their ability through ongoing involvement in their education, encouragement of their academic ability, and consistent communication with school. New Millennium Academy's vision for academic excellence and commitment to developing the personal character and leadership potential of each student cannot be fulfilled without family partnership.

**Communication:** Families and guardians are encouraged to be in regular communication with their student's homeroom teachers about academic progress and with the main office for attendance and logistical needs. Homeroom teacher's contact information will be shared with families at the start of each school year and is also available through the office and on our school's website.

**Conferences:** Though students and families are able to view students' grades and progress to goals regularly via Infinite Campus, taking the time to have a formal conference is required. Report cards are distributed at the end of every quarter. Homeroom teachers, administrators, and/or family members may request conferences at other times as well. Families should leverage their student's homeroom teacher in setting up any desired conference with a teacher and/or leader. In the event that a conference is requested by the school at a time other than the regular Family and Teacher Conference, we ask families to respond to the request within 48 hours of the request.

### **Scholar Rights:**

At New Millennium Academy, all scholars have the right to:

- An education that prepares them for success in post-secondary education, including access to strong curriculum and instruction and opportunities to develop relevant cultural and social emotional skills to serve the common good;
- Access to tier 1, universal classroom and school-wide practices focused on promotion and prevention. This includes rigorous, differentiated academic, social emotional and behavioral instruction supported by -based curricular materials aligned to the state standards;
- Experience consistent communication a safe and respectful relationship with school staff that supports scholars' academic progress, social emotional and leadership competencies while also creating a secure learning environment;
- Be respected as an individual and treated fairly and with dignity by other students and school staff;
- Be protected from intimidation, harassment and intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/ gender identity, sexual orientation, or disability, by employees or students on school property or at any school sponsored event/activity;
- Be afforded due process during disciplinary action, including being provided with the Network rules and regulations: Schools shall educate all students on policies during the beginning of the year or during enrollment with detailed information about school rules, policies, procedures and information on what is appropriate behavior and what behaviors may result in disciplinary actions.
- Provided an opportunity to be heard in disciplinary actions for which they may be suspended or removed from class by the Impact Team.
- Informed of the procedures for appealing the actions and decisions of school officials with respect to their rights and responsibilities.
- Receive a prompt response / follow up regarding any questions, complaints or concerns to the school leadership or staff (3 business days, 5 business days for investigations);
- Be provided opportunities to have a voice in the decision-making in policies that affect scholars' school experience.

### **Family Rights:**

At New Millennium Academy, families of scholars have the right to:

- Be treated courteously, fairly and respectfully by all school staff and leadership;
- Be actively involved in their child's education by making sure their child attends school regularly and on time and, when a child is absent, sending in written excuse notes.
- Communicating frequently with their child about school and expected behavior.
- Highlighting the importance and value of education through words and actions.
- Working with school staff to address any academic or behavioral concerns their child may experience.
- Being respectful and courteous to staff, other families and students while on school premises and during school activities.
- Providing updated contact information as needed. Providing the school with all legal documents pertaining to custody or special circumstances in a timely manner.

- Participate in decisions affecting their individual child's education, including but not limited to academic, behavior, or social emotional support plan and strategies in partnership with school staff, participation in restorative practices, protection of due process rights, including as related to school discipline;
- Receive timely written or oral reports from school staff regarding their child's academic progress and conferences, their child's behavior, including prompt notification within 24 hours of any lost instructional time due to a behavior concern
- Support for teaching appropriate coping strategies, as needed, to foster positive and prosocial skills needed for academic and social-emotional success.
- File a grievance with their child's homeroom teacher / advisor or the staff member with whom the incident occurred. If the grievance is not resolved, request a meeting with school leadership and if still not resolved, request a meeting with the Executive Director.

### **Staff Responsibilities**

All New Millennium Academy staff have a responsibility to:

- Maintain environment of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity and expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting which will support student growth;
- Support all students' social and emotional development by building positive relationships with all students by modeling, teaching, practicing, and assessing social and emotional competencies; and supporting/facilitating restorative interventions;
- Communicate regularly with students, families, staff, and vendors, concerning growth and achievement.
- Build and maintain relationships with all students and their families by communicating with students and families on a weekly basis, including, helping students and families understand New Millennium Academy's expectations;
- Initiating or supporting family/student conferences as necessary, as a way to resolve problems and proactively set expectations moving forward.
- Meeting with students and families to review their educational progress and career plans, as appropriate for their grade level.
- Participating in school-wide activities including night and weekends.
- Being aware of and actively countering personal biases that may prevent equitable treatment.
- Address issues of discrimination, bullying, and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function;
- Maintain confidentiality in accordance with Federal and State law.

## NMA's ACADEMIC PROGRAM

### Homeroom Teacher:

Each student will have a homeroom teacher. Homeroom teachers work with their homeroom students daily, ensuring the well-being of all of the students. A homeroom teacher's duties include: providing high quality instruction daily, helping students with academic plans, serving as an advocate for students in school matters, communicating with parents, supporting progress in literacy, math, and in socio-emotional development.

### NMA's Academic Program and Curriculum:

K-5 Academic Program		
Core Instructional Area	Core Curriculum	Allotted Time
ELA	Wit and Wisdom	75-90 Minutes/Day
Math	Eureka Math	75-90 Minutes/Day
Science	Elevate Science	30-45 Minutes/Day
Social Studies	Embedded in Wit and Wisdom	75-90 Minutes/Day
Specialists (Hmong, Art, Gym)	N/A	45 Minutes/Day

6-8 Academic Program		
Core Instructional Area	Core Curriculum	Allotted Time
ELA	My Perspectives	57 Minutes/Day
Math	Eureka Math	57 Minutes/Day
Science	Elevate Science	57 Minutes/Day
Social Studies	Northern Lights and TCI	57 Minutes/Day
Specialists (Hmong, Art, Gym)	N/A	45 Minutes/Day
Advisory	N/A	45 Minutes/Day

## NMA's GRADING SYSTEM

NMA's grading system is based on the theory of Standards Based Grading. Standards Based Grading is a system of assessing and reporting that describes student progress in relation to standards. NMA uses proficiency skills to assess students' mastery of standards. The proficiency scales are as follow:

Score	Meaning
<b>4</b> <b>New Application</b>	<ul style="list-style-type: none"><li>• The scholar demonstrates learning beyond what was explicitly taught.</li><li>• <i>I can teach this and apply what I learned.</i></li></ul>
<b>3</b> <b>Proficient</b>	<ul style="list-style-type: none"><li>• The scholar demonstrates learning that meets the benchmark.</li><li>• <i>I can do it on my own. I mastered this!</i></li></ul>
<b>2</b> <b>Partial</b>	<ul style="list-style-type: none"><li>• The scholar knows vocab. or demonstrates foundational knowledge or isolated details.</li><li>• <i>I can do some basic skills.</i></li></ul>
<b>1</b> <b>With Support</b>	<ul style="list-style-type: none"><li>• The scholar demonstrates some knowledge or skill with help, not independently.</li><li>• <i>I can do some of the skills with help.</i></li></ul>
<b>0</b> <b>No Evidence</b>	<ul style="list-style-type: none"><li>• The scholar does not yet demonstrate any learning.</li><li>• <i>I am ready to learn!</i></li></ul>

## NMA's 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

**Based on classroom capacity, newly registered scholars may be placed on a waiting list. Scholars on a waitlist may participate in a lottery when seats become available.**

## NMA's 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.

## 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 meets the excused criteria below. **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, a robo-call and/or a school personnel may call to check on the absence(s).

**Arrival:** Scholars may enter the building for breakfast beginning at 8:30AM. Classes start promptly at 9AM. Arrival after 9AM is considered late.

**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.

**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
- Family Emergency
- Death in the Family (up to 3 days)
- Religious Holidays
- Principal approved leave/travel (Must fill out Personal and Family Vacation Form)

## NMA's Attendance and Tardiness Goals

NMA's daily attendance rate goal is 95% for all scholars. 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.

### Protocols for Tardiness

Levels	Teacher's Responsibility	Admin Responsibility	Front Office
1 <sup>st</sup> - 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 tardiness
Ongoing Tardiness	Referral to Family Engagement Coordinator	Schedule a meeting with parents	Monitor 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 Engagement Coordinator	Schedule a meeting 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
6 <sup>th</sup> Unexcused Absence	Scholar Support/Call Home	<b>Report #1</b> 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 <sup>th</sup> Unexcused Absence	Scholar Support/Call Home	Family Consultation at School <b>Report #2</b> Family Engagement Coordinator to submit School Team Attendance Review (STAR)	Auto phone call home
15 <sup>th</sup> Unexcused Absence	Scholar Support/Call Home	<b>Report #3</b> Family Engagement Coordinator to submit an Education Neglect/Truancy report to HCAO	Auto phone call home
22 <sup>nd</sup> Day from 15 <sup>th</sup> Unexcused Absence	N/A	<b>Report #4</b> Family Engagement Coordinator to submit an updated Educational Neglect/Truancy report to HCAO.	

### Truancy Admin Contacts:

- **Family Engagement Coordinator:** Mai Yang Lor
- **Impact Coaches:** La Her and Jenna Bjerke
- **Principal:** Thomas Thao



## Attendance Protocol 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 everyday 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 ten minutes for the scholar to arrive. If the scholar has not joined the session after ten 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.**

## Health Protocols

**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.

### 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.

### 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 1-day minimum suspension and additional consequences.

## 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.

## FOOD POLICY

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/](http://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.

## 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 drop-off 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.

## 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, hoodies and bandanas are not permitted.

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.

## 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 AND MEALS 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

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

## **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.

## **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.

## 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.