

NEW MILLENNIUM ACADEMY  
Total Special Education System (TSES)  
Updated September, 2024

This document serves as the Total Special Education System Plan for New Millennium Academy in accordance with Minnesota Rule 3525.1100. This plan also includes an assurance for compliance with the federal requirements pertaining to districts' special education responsibilities found in United States Code, title 20, chapter 33, sections 1400 et seq., and Code of Federal Regulations, title 34, part 300. This document is a companion to the Application for Special Education Funds – Statement of Assurances (ED-01350-29). Kara Kerr, Director of Special Education, is responsible for program development, coordination, and evaluation; in-service training; and general special education supervision and administration. Ms. Kerr may be reached at [Kara.Kerr@NMAedu.org](mailto:Kara.Kerr@NMAedu.org) and 763.235.7947

## **I. Child Study Procedures**

The district's identification system is developed according to the requirement of nondiscrimination as New Millennium Academy does not discriminate in education on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

### **A. Identification**

New Millennium Academy is a charter school and as such is responsible for identifying students in grades K through 8 needing special education services who attend the charter school. New Millennium has a child find team to assist in the child find process. The child find team, known as the Student Assistance Team (SAT) is divided into three levels, K-2, 3-5, 6-8 grades.

Each SAT meets once per week to act as a pre-referral body before referrals are made to special education. Each consists of the general education teachers for the level (K-2, 3-5, 6-8), a school administrator, and the teacher who referred the student. Counselors and social workers may be a part of the SAT as indicated by need. The student concern is discussed and an action plan, including pre-referral interventions, is put in place for that student with planned follow-up.

Pre-Referral Interventions consist of a minimum of 2 research-based strategies used and documented within the general education classroom. Each intervention is for a minimum of 6 weeks.

If the pre-referral interventions are not successful, the student is referred to the special education evaluation team for a possible special education evaluation. The Evaluation Team discusses students who are experiencing significant academic, social, emotional, or behavioral struggles. With input from the SAT and parents, an evaluation plan may be developed.

The entire pre-referral process may be expedited if there is an immediate concern for a student's well being OR if the school is provided with written documentation from a parent requesting evaluation. A parental request does not guarantee an evaluation or placement in special education.

New Millennium Academy's plan for identifying a child with a specific learning disability is consistent with Minnesota Rule 3525.1341. New Millennium Academy's plan for identifying a child with a specific learning disability is attached as Appendix A.

New Millennium Academy implements its interventions consistent with that plan.

### **B. Evaluation**

Evaluation of the child and assessment of the child and family will be conducted in a manner consistent with Code of Federal Regulations, title 34, section 303.321.

The team conducts an evaluation for special education purposes within a reasonable time not to exceed 30 school days from the date the district receives parental permission to conduct the evaluation or the expiration

of the 14-calendar day parental response time in cases other than initial evaluation, unless a conciliation conference or hearing is requested.

New Millennium Academy conducts full and individual initial evaluation before the initial provision of special education and related services to a pupil. The initial evaluation shall consist of procedures to determine whether a child is a pupil with a disability that adversely affects the child's educational performance as defined in Minnesota Statutes, section 125A.02, who by reason thereof needs special education and related services, and to determine the educational needs of the pupil.

New Millennium obtains informed consent from the parent of the child before the evaluation is conducted. Parental consent for evaluation shall not be construed as consent for placement for receipt of special education and related services.

New Millennium Academy will not override the written refusal of a parent to consent to an initial evaluation or re-evaluation.

## **Evaluation Procedures**

Evaluations and reevaluations are conducted according to the following procedures:

**A.** New Millennium Academy provides notice to the parents of the pupil, according to Code of Federal Regulations, title 34, sections 300.500 to 300.505, that describes any evaluation procedures the district proposes to conduct.

**B.** In conducting the evaluation, New Millennium Academy:

- (1) uses a variety of evaluation tools and strategies to gather relevant functional and developmental information, including information provided by the parent, that are designed to assist in determining whether the child is a pupil with a disability and the content of the pupil's individualized education program, including information related to enabling the pupil to be involved in and profess in the general curriculum, or for preschool pupils, to participate in appropriate activities;
- (2) does not use any single procedure as the sole criterion for determining whether a child is a pupil with a disability or determining an appropriate education program for the pupil; and
- (3) uses technically sound instruments that are designed to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

**C.** New Millennium Academy ensures that:

- (1) tests and other evaluation materials used to evaluate a child under this part are selected and administered so as not be discriminatory on a racial or cultural basis, and are provided and administered in the pupil's native language or other mode of communication, unless it is clearly not feasible to do so;
- (2) materials and procedures used to evaluate a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education and related services, rather than measure the child's English language skills;
- (3) any standardized tests that are given to the child have been validated for the specific purpose for which they are used, are administered by trained and knowledgeable personnel, and are administered in accordance with any instructions provided by the producer of such tests;
- (4) the child is evaluated in all areas of suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities;
- (5) evaluation tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the pupil are provided;
- (6) if an evaluation is not conducted under standard conditions, a description of the extent to which it varied from standard conditions must be included in the evaluation report;
- (7) tests and other evaluation materials include those tailored to evaluate specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient;

(8) tests are selected and administered so as best to ensure that if a test is administered to a child with impaired sensory, manual, or speaking skills, the test results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills, unless those skills are the factors that the test purports to measure; and

(9) in evaluating each pupil with a disability, the evaluation is sufficiently comprehensive to identify all of the pupil's special education and related service needs, whether or not commonly linked to the disability category in which the pupil has been classified.

**D.** Upon completion of administration of tests and other evaluation materials, the determination of whether the child is a pupil with a disability as defined in Minnesota Statutes, section 125A.02, shall be made by a team of qualified professionals and the parent of the pupil in accordance with item E, and a copy of the evaluation report and the documentation of determination of eligibility will be given to the parent.

**E.** In making a determination of eligibility under item D, a child shall not be determined to be a pupil with a disability if the determinant factor for such determination is lack of instruction in reading or math or limited English proficiency, and the child does not otherwise meet eligibility criteria under parts 3525.1325 to 3525.1351.

**Additional requirements for evaluations and reevaluations:**

**A.** As part of an initial evaluation, if appropriate, and as part of any reevaluation under this part, or a reinstatement under part 3525.3100, the IEP team and other qualified professionals, as appropriate, shall:

(1) review existing evaluation data on the pupil, including evaluations and information provided by the parents of the pupil, current classroom-based assessments and observations, and teacher and related services providers observation; and

(2) on the basis of the review, and input from the pupil's parents, identify what additional data, if any, are needed to determine whether the pupil has a particular category of disability, as described in Minnesota Statutes, section 125A.02, or, in case of a reevaluation of a pupil, whether the pupil continues to have such a disability, the present levels of performance and educational needs of the pupil, whether the pupil needs special education and related services, or in the case of a reevaluation of a pupil, whether the pupil continues to need special education and related services, and whether any additions or modifications to the special education and related services are needed to enable the pupil to meet the measurable annual goals set out in the individualized education program of the pupil and to participate, as appropriate, in the general curriculum.

**B.** The district administers such tests and other evaluation materials as may be needed to produce the data identified by the IEP team under item A, sub item (2).

**C.** The district obtains informed parental consent, in accordance with subpart 1, prior to conducting any reevaluation of a pupil, except that such informed parental consent need not be obtained if the district can demonstrate that it had taken reasonable measures to obtain such consent and the pupil's parent has failed to respond.

**D.** If the IEP team and other qualified professionals, as appropriate, determine that no additional data are needed to determine whether the pupil continues to be a pupil with a disability, the district shall notify the pupil's parents of that determination and the reasons for it, and the right of such parents to request an evaluation to determine whether the pupil continues to be a pupil with a disability, and shall not be required to conduct such an evaluation unless requested to by the pupil's parents.

**E.** The district evaluates a pupil in accordance with this part before determining that the pupil is no longer a pupil with a disability.

The district intends to use restrictive procedures. See the attached Restrictive Procedure Plan. The district follows the restrictive procedure statute, Minnesota Statute 125A.094-125A.0942.

The district does not intend to use restrictive procedures.

### **Procedures for determining eligibility and placement**

**A.** In interpreting the evaluation data for the purpose of determining if a child is a pupil with a disability under parts 3525.1325 to 3525.1351 and the educational needs of the child, the school district:

- (1) draws upon information from a variety of sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior; and
- (2) ensures that the information obtained from all of the sources is documented and carefully considered.

**B.** If a determination is made that a child is a pupil with a disability who needs special education and related services, an IEP must be developed for the pupil according to part 3525.2810.

### **Evaluation Report**

An evaluation report must be completed and delivered to the pupil's parents within the specified evaluation timeline. At a minimum, the evaluation report must include:

**A.** a summary of all evaluation results;

**B.** documentation of whether the pupil has a particular category of disability or, in the case of a reevaluation, whether the pupil continues to have such a disability;

**C.** the pupil's present levels of performance and educational needs that derive from the disability;

**D.** whether the child needs special education and related services or, in the case of a reevaluation, whether the pupil continues to need special education and related services; and

**E.** whether any additions or modifications to the special education and related services are needed to enable the pupil to meet the measurable annual goals set out in the pupil's IEP and to participate, as appropriate, in the general curriculum.

**C.** Plan for Receiving Referrals New Millennium Academy's plan for receiving referrals from parents, physicians, private and public programs, and health and human services agencies is attached as Appendix B.

### **II. Method of Providing the Special Education Services for the Identified Pupils**

New Millennium Academy provides a full range of educational service alternatives. All students with disabilities are provided the special instruction and services appropriate to their needs.

The following is representative of New Millennium Academy's method of providing the special education services for the identified pupils, sites available at which service may occur, and instruction and related services are available.

Appropriate program alternatives to meet the special education needs, goals, and objectives of a pupil are determined on an individual basis. Choice of specific program alternatives are based on the pupil's current levels of performance, pupil special education needs, goals, and objectives, and must be written in the IEP.

Program alternatives are comprised of the type of services provided, the setting in which services occur, and the amount of time and frequency in which special education services occur. A pupil may receive special education services in more than one alternative based on the IEP.

**A. Method of providing the special education services for the identified pupils:**

(1) one on one services

(2) small group

(3) direct

(4) in- direct

(5) co-teaching

**B. Alternative sites available at which services may occur:**

(1) New Millennium Academy

**C. Available instruction and related services:**

(1) School Psychology

(2) Occupational Therapy

(3) Deaf/Hard of Hearing

(4) Blind/Visually Impaired

(5) Speech and Language

(6) Nursing

(7) Other services required by the I.E.P.

### III. Administration and Management Plan.

New Millennium Academy utilizes the following administration and management plan to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils:

A. The following table illustrates the organization of administration and management to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils

<b>Staff Name and Title</b>	<b>Contact Information (phone/email/ mailing address/office location)</b>	<b>Brief Description of Staff Responsibilities relating to child study procedures and method of providing special education services</b>	<b>Additional Information</b>
Thomas Thao Chief Executive Officer, Executive Director	5105 Brooklyn Blvd Brooklyn Center, MN 55429	Oversight of all school processes.	
Kara Kerr Director of Special Education	5105 Brooklyn Blvd Brooklyn Center, MN 55429 763.235.7947	Oversight of Special Education Department and daily special education processes and services	
Sean Yang Special Education Coordinator	5105 Brooklyn Blvd Brooklyn Center, MN 55429 763.235.7947	Manage daily special education processes and services	
Joanne Mok Charis Mccann Amber Krygiel Mohanad Jawadi Dennis Walsh Sue Scheidegger Andy Vang	5105 Brooklyn Blvd Brooklyn Center, MN 55429	Case managers, special education teachers	

### B. Due Process Assurances available to parents:

New Millennium Academy has appropriate and proper due process procedures in place to assure effective and efficient results of child study procedures and method of providing special education services for the identified pupils, including alternative dispute resolution and due process hearings.

A description of these processes are as follows:

(1) Prior written notice to a) inform the parent that except for the initial placement of a child in special education, the school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection within 14 days of when the district sends the prior written notice to the parent; and b) state that a parent who objects to a proposal or refusal in the prior written notice may request a conciliation conference or another alternative dispute resolution procedure.

(2) New Millennium Academy will not proceed with the initial evaluation of a child, the initial placement of a child in a special education program, or the initial provision of special education relating to child study procedures and method of providing special education services for a child without the prior written consent of the child's parent.

A district may not override the written refusal of a parent to consent to an initial evaluation or reevaluation.

(3) A parent, after consulting with health care, education, or other professional providers, may agree or disagree to provide the parent's child with sympathomimetic medications unless medical, dental, mental and other health services are necessary, in the professional's judgment, that the risk to the minor's life or health is of such a nature that treatment should be given without delay and the requirement of consent would result in delay or denial of treatment.

(4) Parties are encouraged to resolve disputes over the identification, evaluation, educational placement, manifestation determination, interim alternative educational placement, or the provision of a free appropriate public education to a child with a disability through conciliation, mediation, facilitated team meetings, or other alternative process.

All dispute resolution options are voluntary on the part of the parent and must not be used to deny or delay the right to a due process hearing. All dispute resolution processes are provided at no cost to the parent.

(5) Conciliation Conference: a parent has the opportunity to meet with appropriate district staff in at least one conciliation conference if the parent objects to any proposal of which the parent receives prior written notice. New Millennium Academy holds a conciliation conference within ten calendar days from the date the district receives a parent's objection to a proposal or refusal in the prior written notice. All discussions held during a conciliation conference are confidential and are not admissible in a due process hearing.

Within five school days after the final conciliation conference, the district must prepare and provide to the parent a conciliation conference memorandum that describes the district's final proposed offer of service. This memorandum is admissible in evidence in any subsequent proceeding.

(6) In addition to offering at least one conciliation conference, New Millennium Academy informs parents of other dispute resolution processes, including at least medication and facilitated team meetings. The fact that an alternative dispute resolution process was used is admissible in evidence at any subsequent proceeding. State-provided mediators and team meeting facilitators shall not be subpoenaed to testify at a due process hearing or civil action under special education law nor are any records of mediators or state-provided team meeting facilitators accessible to the parties.

(7) Descriptions of the mediation process, facilitated team meetings, state complaint, and impartial due process hearings may be found in New Millennium Academy's Procedural Safeguard Notice, attached as Appendix C.

#### **IV. Interagency Agreements the District has Entered**

New Millennium Academy has not entered into any interagency agreements or joint powers board agreements for eligible children, ages 3 to 21, to establish agency responsibility that assures that coordinated interagency services are coordinated, provided, and paid for, and that payment is facilitated from public and private sources



## **V. Special Education Advisory Council**

In order to increase the involvement of parents of children with disabilities in district policymaking and decision-making, New Millennium Academy has a special education advisory council.

**A.** New Millennium Academy's Special Education Advisory Council (SEAC) is individually established.

**B.** The goal of the SEAC is to increase parent/guardian involvement in district policy making involving students with disabilities. Meetings provide a forum for parents to address special education concerns and dialogue about education strategies and student successes. The committee is open to all parents, including those with or without children enrolled with special education services.

**C.** New Millennium Academy's Special Education Advisory Council consists of the following individuals:

- a. Special Education Teacher
- b. General education Teacher
- c. Membership of parents of children with special education needs
- d. Director of Special Education as requested

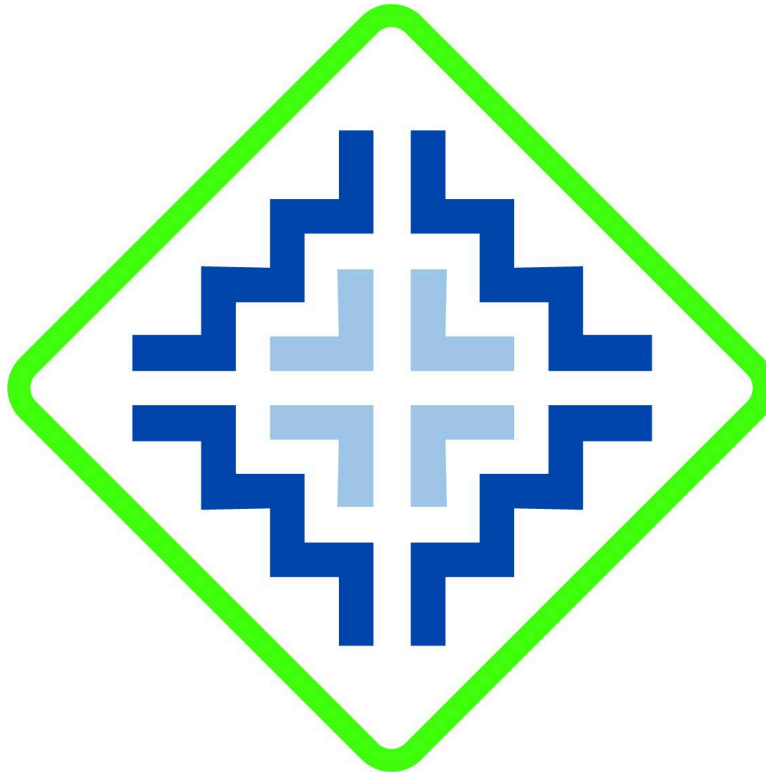
**D.** New Millennium Academy's Special Education Advisory Council meets once a year and will be announced on the school website.

**F.** The operational procedures of New Millennium Academy's Special Education Advisory Council are attached as Appendix D.

## **VI. Assurances**

Code of Federal Regulations, section 300.201: Consistency with State policies. New Millennium Academy, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under sections 300.101 through 300.163, and sections 300.165 through 300.174. (Authority: 20 U.S.C. § 1413(a)(1)).

**Yes:** Assurance is given by New Millennium Academy



NEW MILLENNIUM ACADEMY CHARTER SCHOOL  
Appendix A  
SLD Criteria

In accordance with Minnesota Rule 3525.1341 New Millennium Academy has elected to use Criteria A, B, and C of the Specific Learning Disabilities criteria and at this time has elected not to use Criterion D.

## Specific Learning Disability Criteria for Special Education

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Building: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_

Date of Evaluation Report: \_\_\_\_\_ Eligible: \_\_\_ Yes \_\_\_ No

\_\_\_\_ Evaluation⇒ (Must meet initial criteria)

\_\_\_\_ Reevaluation⇒ (Must address criteria components)

Information about each item must be sought from the parent and included as part of the evaluation data. The evaluation data must confirm that the disabling effects of the child's disability occur in a variety of settings. The child must receive two interventions prior to evaluation unless the parent requests an evaluation or the team waives the requirement due to urgency. Based on information in the Evaluation Report and the student file, a pupil has a specific learning disability and is in need of special education and related services when the pupil meets the criteria in A, B, and C OR A, B, and D below.

### A. Documentation of Inadequate Achievement

The child does not achieve adequately in one or more of the following areas in response to appropriate classroom instruction:

\_\_\_\_ Oral Expression

\_\_\_\_ Listening Comprehension

\_\_\_\_ Written Expression

\_\_\_\_ Basic Reading Skills

\_\_\_\_ Reading Comprehension

\_\_\_\_ Reading Fluency

\_\_\_\_ Mathematics Calculation

\_\_\_\_ Mathematical Problem Solving

AND

\_\_\_\_ The child does not make adequate progress to meet age or state-approved grade-level standards in one or more of the areas listed above when using a process based on the child's response to scientific, research-based intervention;

OR

\_\_\_\_ The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, state-approved grade-level standards or intellectual development, that is determined by the group to be relevant to the identification of a specific learning disability (SLD). Specific Learning Disability.

AND

\_\_\_\_ Documentation to support this finding must be both representative of the pupil's curriculum and useful for developing instructional goals and objectives.

Documentation includes evidence of low achievement from the following sources, when available:

- \_\_\_\_\_ Cumulative record reviews
- \_\_\_\_\_ Class work samples
- \_\_\_\_\_ Anecdotal teacher records
- \_\_\_\_\_ Statewide and district-wide assessments
- \_\_\_\_\_ Formal, diagnostic, and informal tests
- \_\_\_\_\_ Results from targeted support programs in general education
- \_\_\_\_\_ Curriculum based evaluation results

**B. Information Processing**

The child has a disorder in one or more of the basic psychological processes, which includes an information processing condition that is manifested in a variety of setting by behaviors such as inadequate:

- \_\_\_\_\_ Acquisition of information
- \_\_\_\_\_ Organization
- \_\_\_\_\_ Planning and sequencing
- \_\_\_\_\_ Working memory, including verbal, visual, or spatial
- \_\_\_\_\_ Visual and auditory processing
- \_\_\_\_\_ Speed of processing
- \_\_\_\_\_ Verbal and nonverbal expression
- \_\_\_\_\_ Transfer of information
- \_\_\_\_\_ Motor control for written tasks (pencil and paper assignments, drawing, and copying)
- \_\_\_\_\_ Other: \_\_\_\_\_

**C. Severe Discrepancy**

The child demonstrates a severe discrepancy between general intellectual ability and achievement in at least one of the identified areas of achievement. The demonstration of a severe discrepancy shall not be based solely on the use of standardized tests. The instruments used to assess the child's general Specific Learning Disability, intellectual ability and achievement must be individually administered and interpreted by an appropriately licensed person using standardized procedures. For initial placement, the severe discrepancy must be equal to or greater than 1.75 standard deviations below the mean on a distribution of regression scores for the general population at the student's chronological age.

General Intellectual Ability Assessment Measure \_\_\_\_\_

Overall Composite Score: \_\_\_\_\_

Regression Score: \_\_\_\_\_

Achievement Measure: \_\_\_\_\_

Cluster Area Composite Score  
Oral Expression \_\_\_\_\_  
Listening Comprehension \_\_\_\_\_  
Written Expression \_\_\_\_\_  
Basic Reading Skills \_\_\_\_\_  
Reading Fluency Skills \_\_\_\_\_  
Reading Comprehension \_\_\_\_\_  
Mathematical Calculation \_\_\_\_\_  
Mathematical Problem Solving \_\_\_\_\_

D. Inadequate rate of progress in response to scientific research-based intervention (SRBI)

The child demonstrates an inadequate rate of progress in response to intensive SBRI and the following components are documented:

\_\_\_\_\_ Rate of progress is measured over at least 7 school weeks on a minimum of 12 data points;

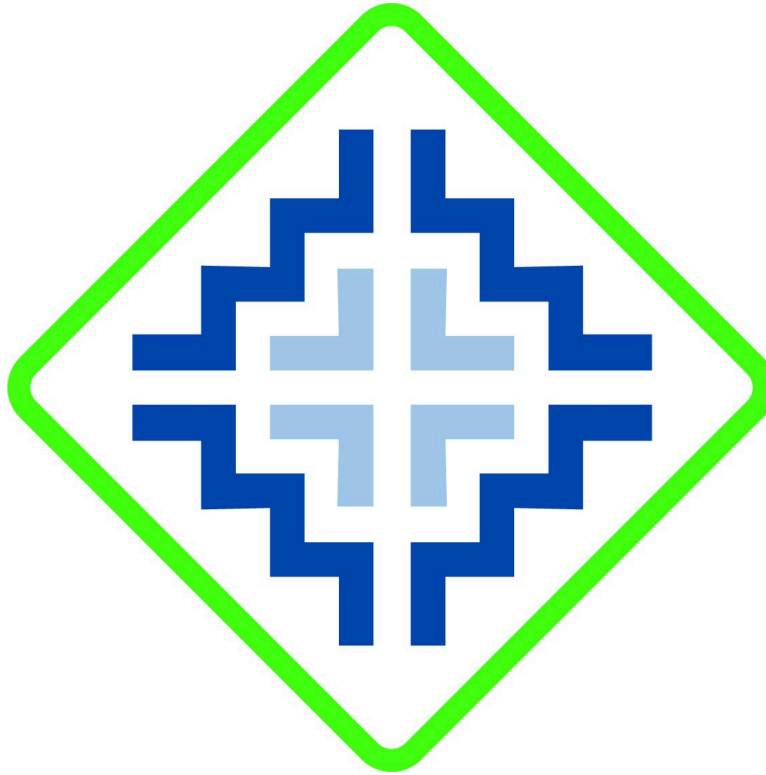
\_\_\_\_\_ Rate of improvement is minimal and continued intervention will not likely result in reaching age state-approved grade-level standards;

\_\_\_\_\_ Progress will likely not be maintained when instructional supports are removed;

\_\_\_\_\_ Level of performance in repeated assessment of achievement falls below the child's age or state approved grade-level standards;

and

\_\_\_\_\_ Level of achievement is at or below the 5th percentile on one or more valid and reliable achievement tests using either state or national comparisons. Local comparison data that is valid and reliable may be used in addition to either state or national data, but if it differs from either state or national data, the group must provide a rationale to explain the difference.



**NEW MILLENNIUM ACADEMY**  
**Appendix B**  
**Pre- Referral and Referral Process For Special Education**

# **New Millennium Academy Child Find/Pre-referral and Referral Process for Special Education**

Minnesota state law provides school districts with a process to assure that students are given ample opportunity to succeed within the general education program. When teachers suspect a student may need special education services, Minnesota Statute 125A.56 requires that schools implement and document at least two “instructional strategies, alternatives or interventions” with a student within the general education classroom prior to referring a child for special education evaluation. This is called the ‘pre-referral process.’ At New Millennium Academy this process is known as Student Assistance Team Pre-referral and Referral.

It is important to note that this process is part of regular education. In many instances, the child’s needs may be met by changing instructional strategies or through other interventions within the general classroom. Two research-based interventions must take place to assist in the determination of the need for an evaluation for special education services. The duration of the pre-referral interventions are based on the individual child’s needs. The interventions must be of sufficient duration to allow the child to succeed from the new instructional strategies and/or interventions. Best practice identifies pre-referral interventions lasting four to six weeks, with the interventions being consecutive. Concurrent interventions can be implemented if there are multiple concerns such as academic and behavior.

A breakdown of this process is as follows:

## **Step 1 – REGULAR EDUCATION Concern Identified**

- A teacher identifies a student's academic or behavioral concern.
- The teacher contacts the student's parent/guardian to share concern.
- The teacher contacts the Student Assistance Team (SAT) team lead to share concerns and to be added to the SAT schedule.
- A Student Assistance Team (SAT) meeting is scheduled.
  - o New Millennium Academy’s membership consists of the general education teachers for the level (K-2, 3- 5, 6-8), a school administrator or counselor, and the teacher stating concern for the student. Other professionals may be part of the team as applicable.
- Referring teacher completes “Child Find Referral Form” and brings it to the SAT meeting. The referring teacher shares concerns with the team. Data is also shared with the team to add clarity to the concern.

## **STEP 2 – REGULAR EDUCATION Pre-referral Interventions**

- At the SAT meeting, the members and classroom teacher problem solve and discuss scientific research based interventions to address the student need. The team chooses an intervention.
- The teacher implements intervention #1 for 6 weeks and collects data on student’s progress.
- \* If intervention #1 is proven to be successful, the intervention is continued.
  - o A formal evaluation is not needed

\*If intervention #1 is NOT successful, the SAT team and teacher determine another scientific research based intervention for implementation.

- The teacher implements intervention #2 for 6 weeks and continues to collect data on student’s progress.
- \*If intervention #2 is proven to be successful, the intervention is continued.
  - o A formal evaluation is not needed.

\* If intervention #2 is NOT successful, the parent(s) are notified by the Special Education Administrator. The possibility of a formal evaluation being conducted with the student is discussed. If parent agreement is given, student information is passed to the evaluation team.

## **STEP 3 – SPECIAL EDUCATION Evaluation Determination**

- The parents are contacted to discuss the possibility of a special education evaluation. If parents would like to proceed with an evaluation, the Evaluation Team will meet to determine the appropriate assessments.

- \* The Evaluation Team to determine evaluation consists of a special education teacher, a special education administrator and related service providers as applicable. The parent is invited; however, not required to attend.

- Data regarding the interventions is shared with the team. The team will create an evaluation plan to assess if the student meets criteria for special education services.

- The Prior Written Notice, which includes a written evaluation plan, is shared with the parents and parental permission to evaluate is requested.

- Parent permission is required to conduct an initial evaluation for special education services. Once written parent permission is received, the district will complete the evaluation within 30 school days.

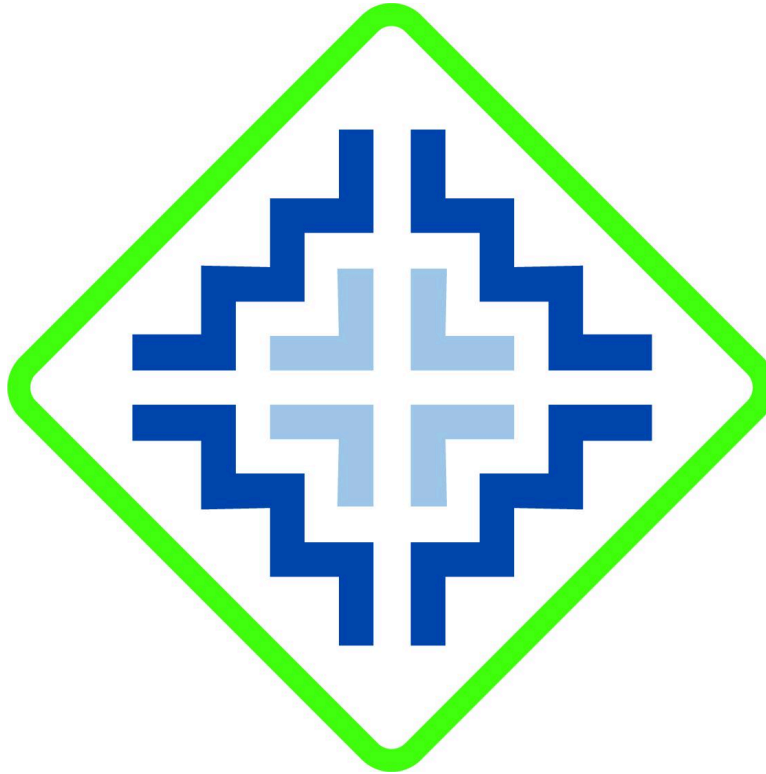
- The evaluation report will be provided to the parents no later than 30 school days from the date written permission is received. A meeting will be scheduled to share the evaluation results with the parent(s).

- \*If the student meets criteria for special education services, an Individual Education Program (IEP) plan will be developed and shared with parents. The IEP and Prior Written Notice will be sent to the parents within 14 calendar days of the meeting. Parent permission is required to provide special education services.

- o Once written parent permission is received, the district will implement the IEP and provide unique, individualized special education instruction to the student.

- \* If the student does not meet criteria for special education services, the team determines what, if any, additional supports are needed for the student to be successful in the classroom.





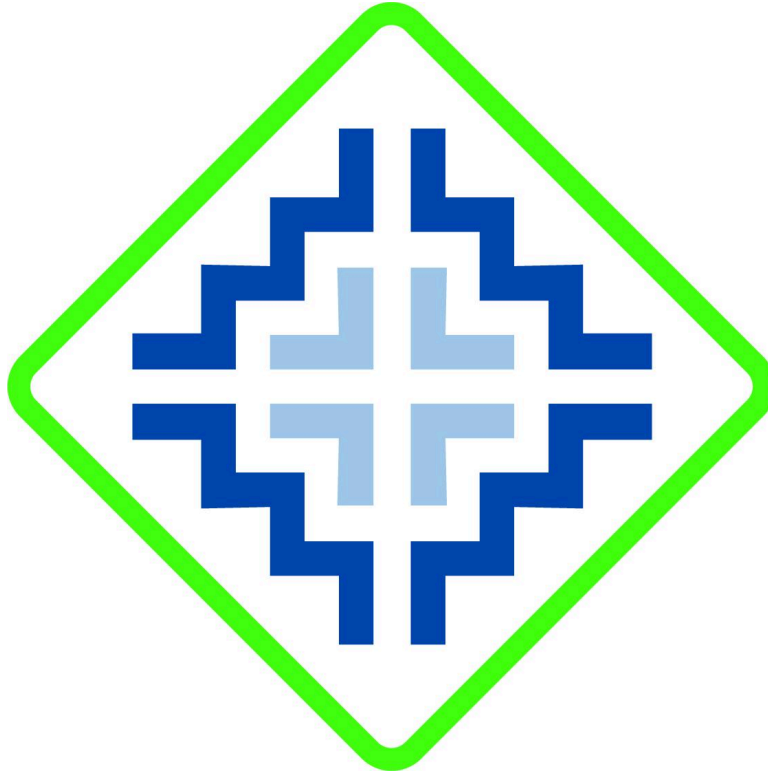
**NEW MILLENNIUM ACADEMY**

**Appendix C**

**PART B NOTICE OF PROCEDURAL SAFEGUARDS**

**PARENTAL RIGHTS FOR PUBLIC SCHOOL SPECIAL EDUCATION STUDENTS**

Available at : <https://education.mn.gov/MDE/dse/sped/proc/>



**NEW MILLENNIUM ACADEMY**  
**Appendix D**  
**Special Education Parent Advisory Council**

## **Special Education Advisory Council Operational Procedures**

1. All parents of students with disabilities are invited to participate in New Millennium Academy's Special Education Advisory Council (SEAC).
2. Meetings are held once a year.
3. Meetings will be announced on the school website.
4. At least 50% of SEAC members will be parents of students of disabilities.
5. New Millennium Academy SEAC is an advisory committee to the New Millennium Academy School Board, advising on the needs of students with disabilities. The goal of the SEA is to increase parent/guardian involvement in district policy making and decision making involving students with disabilities. Meetings will provide a forum for parents to address special education concerns and dialogue about education strategies and student successes.

The committee is open to all parents, including those without children enrolled with an IEP