

# NEW CENTURY SCHOOL

## **Family Handbook**

**2019-2020**

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## **INTRODUCTION**

Dear Scholars and Families,

It is our pleasure to welcome you to New Century School. The following family handbook is intended to provide you with some basic information about our school. Please contact us if you have questions or need additional information about the handbook.

### **CALL (651) 478-4535 TO CONTACT NEW CENTURY SCHOOL OR A STAFF MEMBER**

#### **Administration**

Executive Director

Dr. Ahmed Ali

Academic Director

Dr. Dido Kotile

Family Outreach Coordinator

Mr. Faisal Abdishukri

#### **BOARD OF DIRECTORS**

New Century School board is the governing entity for our state and federally funded public-school program. All the meetings are open to the public. Meeting dates will be available on our website and front office. A book containing board meeting minutes is available in the office. Board members include a teacher, parent, and experts in a variety of fields. The Executive Director is a non-voting member of the board.

#### **STAFF**

New Century School staff seeks to be a model community for the scholars. Staff members are encouraged to work together in an atmosphere of mutual respect and appreciation. Staff members value each other's opinions and depend on one another for inspiration and support.

Regular communication facilitates the effective operation of the school and on-going education of the scholars. The staff meets various times to discuss routine and other school business and plan for upcoming events and activities.

All teachers hold a Minnesota State teaching license approved by the Board of Teaching or a waiver until they have completed licensure requirements. The assistants are also trained and highly qualified.

#### **Mission and Vision**

##### **New Century School (public charter)**

**Vision:** To create a model that provides an education that is vibrant and alive and acknowledges and maintains our students' backgrounds while preparing them for their lives as successful members of our diverse and technologically advancing society.

**Mission:** To provide a high-quality education to nurture and inspire a community of learners through an innovative, holistic approach to education that embeds science and technology

## **MULTICULTURAL EDUCATION**

Scholars thrive in a safe environment that affirms a variety of cultures and languages. In this community, the value of each human being is affirmed and celebrated. It is with great pride that we recognize our scholars' community and staff as being diverse: racially, socio-economically, linguistically, culturally and geographically. The STEM curriculum allows scholars to make discoveries about our differences and similarities as human beings. We seek and welcome cultural diversity to our school community as an expression of the intricate web of life. Through celebrations, discussions, research and study about the world community, scholars learn to embrace concepts of cultural diversity and become champions of acceptance in a multicultural, multiracial, multilingual environment. We ask parents to join with us in celebrating the diversity of our community as a strength of our program. Parents are encouraged to connect with each other and to engage with all the members of our community.

## **SCHOOL-PARENT PARTNERSHIP COMMITMENT**

At New Century School, we make the following commitments to best support the development of each scholar:

**New Century School is committed to providing a seamless educational experience to all scholars.**

The staff, board, scholars, and families that make up our community are committed to a shared mission to support the success of each scholar and to provide an authentic and quality STEM education to a diverse community of scholars.

**New Century School is committed to joyful learning at each stage of development.** Education begins at home and continues at school. NCS intentionally designed a curriculum to meet the unique needs of the children. These components work together to create learners who are internally motivated, who love to learn, and who can be active members of a community.

**New Century School is committed to an authentic implementation of the STEM education.** All teachers have completed a bachelor's degree and will be trained in Inquiry Based Learning strategy. We adhere to the engineering design process which becomes the way scholars think creatively and critically each day at school. This process fosters the balance of freedom and discipline that engineers and scientist use in the work place.

**New Century School is committed to be a respectful and safe environment.** New Century staff, families, and scholars will model and cultivate respect (for self, others, materials, and for the environment). Actions and language used on the premises should always be respectful. Conflicts will be resolved peacefully and through mediation when necessary.

**New Century School is committed to partner with parents to support each scholar's success and growth.** Parents are a child's first and most powerful teachers. We know that education takes place both at home and at school. Children will receive the best possible education when their parents and their school work together.

## **FAMILY COMMITMENTS**

To best support the growth of their scholar in our program, we expect families to make the following commitments to New Century School:

**Parents are expected to be involved.** Families are expected to work with the New Century School staff to assure that each scholar is well cared for and can reach his or her full potential within the school. We ask families to share relevant information that will help us best support their scholar. We want to support the work of the parents or guardians, and we request to be supported as educators. Three times a year conferences are held for each family. We invite parents to visit and observe the classroom environments. We will also meet with parents whenever they wish or we are available by phone if needed. Please don't hesitate to call or email with questions or concerns.

**Parents are expected to drop scholars off on time, so they can start the day with their classmates.** All elementary scholars who are to be dropped off are also to arrive by 7:30am. The drop off window is 7:15am to 7:30am. Students cannot be dropped off before 7:15am. Families who arrive after 7:45am should report to the office for tardy pass.

**Parents are expected to have scholars attend school regularly.** Scholars who are frequently absent will miss many lessons and are often behind their peers academically. Regular attendance is required. Parents/guardians are required to call the school by **8 a.m. at the latest if their child will be absent for the day.** If a scholar misses more than **7 days** due to unexcused absences, NCS must report the scholar as being truant to the county truancy department. Excused absences are those due to illness, medical appointments, extreme family emergencies, and travel preapproved by the Executive Director. This information is reported to the MN Department of Education. Scholars who miss 15 unexcused consecutive school days will be unenrolled in accordance to state law.

**Parents are expected to read and comply with the policies in the Family Handbook.** The Family Handbook will help you best understand your scholar's education and daily routine and the policies that the staff, families, and scholars must follow.

### **Scholar's Illness**

When scholars are ill, they are expected stay home, rest, and recover. Scholars who have had a fever, have vomited, or show signs of the flu such as diarrhea should remain home until they have been symptom-free for atleast 24 hours. Scholars who become ill during the school day will be sent home and parents are expected to pick them up within 2 hours of notification. We ask that parents assist us in enforcing these expectations to help us maintain a healthy school environment for all.

**Parents are expected to be available for school communication.** It is the responsibility of parents to update their contact information and ensure that someone can respond to school contacts and inquiries in a timely manner. Parents are expected to pick-up scholars within two hours when the school requests that they be picked up. This request may result from school illness or other concerns.

## **PARENT INVOLVEMENT**

New Century School depends on the support and talents of the parent community to accomplish its many tasks. When you donate your time and energy, you make a valuable contribution to the scholars. You also get the opportunity to connect with other parents and staff.

There are a variety of ways you can contribute your time and talent during the year. A few suggestions are listed below.

- Chaperone during field trips
- Contribute articles, photos or other assistance to the school newsletter.
- Participate in projects such as cleaning, painting, or landscaping.
- Assist in material making.
- Assist in the planning, setting up and clean up for social events.

## **VOLUNTEERING**

Volunteer opportunities allow families to contribute to New Century School in substantial and important ways. We depend on the support and talents of our parent community to accomplish many tasks.

A Volunteer Log will be kept at the front desk. Families are responsible for recording and completing their hours. In the event parent are unable to volunteer, a family member can complete the volunteer hours.

**Parents at New Century School are encouraged to volunteer.** Please see school staff if you have interest in volunteering and they will direct you to our volunteer coordinator. Volunteers are also recruited during the year through regular school communications.

## **POLICIES & PROCEDURES**

### **ARRIVAL & DISMISSAL**

Scholars can be dropped off and picked by parents/guardians. They can also get to and from school by school transportation. Please follow the appropriate procedures as discussed below.

#### **Arrival**

Arrival time is between 7:15 a.m. and 7:30 a.m. for all scholars enrolled at New Century School. Families who arrive after 7:30 a.m. should report to the office.

#### **Busing**

Scholars who attend New Century School and are expecting to ride the bus must follow the bus rules (see BUSING).

#### **Dismissal**

Dismissal time Monday through Thursday is 2:15pm. Dismissal time on Fridays is 12:00pm, immediately after lunch. The school closes at 3:45 p.m. on school days. All scholars **MUST** be picked up by 2:30 p.m. at the end of each day (12:30pm on Fridays), unless prior arrangements have been made with school staff.

Late dismissals often disturb children's sense of comfort. Scholars of this age are sensitive to order and schedules are extremely important to them feeling safe and secure. Furthermore, dismissal times are times of transition for the staff and we are not structured to regularly provide consistent care for children outside of their scheduled hours. Scholars are to be picked up no later than 15 minutes after dismissal time.

### **Alternative Person to Pick Up**

Occasionally, you may need someone other than yourself to pick up your child from school. To ensure your child's safety while also ensuring a smooth dismissal of your child, please:

- Either complete a Communication form notifying the staff in writing regarding who will be picking up your child or call the school at least 2 hours prior to dismissal with alternate person details.
- Deliver the Communication Form to a staff member.
- Prepare your child, if possible, ahead of time by letting him or her know who will be picking them up.
- Have the authorized person be prepared to show a picture I.D.
- As a matter of school policy, only persons of at least 16 years of age will be granted permission to pick up scholars from NCS. Permission must be given in writing, from parents, for all alternative individuals to pick up.

### **ACCELERATION AND RETENTION POLICY**

New Century School accepts scholars into grade levels based on their age on or before September 1 of the school year with 5 years being the age for acceptance into Kindergarten. New Century will provide each scholar with an educational environment that provides optimal challenge and meets the child's developmental needs.

New Century School staff members—teachers and administrators—will continually and consistently assess the needs and development of each scholar to determine the best outcome for each scholar. Decisions to advance or retain a child will be made by the School Director in conjunction with the scholar's parents and will be based on the needs and assessments of the scholar.

### **ATTENDANCE POLICY**

Regular attendance and punctual arrival at school are two habits that dramatically impact achievement. We are committed to providing each scholar with educational environment and ask each family to commit to ensuring their scholar attends school on time and consistently.

It is important that your scholar arrives on time to have the full benefit of the classroom learning environment. **If your scholar will be late or absent, please notify the school by 8 a.m. at the latest.** Parents are urged to make every effort to schedule doctor, dentist, and other appointments for their scholar at times outside of the school day. This will reinforce the importance of school and prevent the children from missing out.

The following constitute excused reasons for student absences:

- Illness
- Serious illness in the scholar's immediate family
- A death in the scholar's immediate family or of a close friend or relative
- Medical, dental, or orthodontic treatment or counseling appointment
- Court appearances occasioned by family or personal action
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school outing
- Removal of a child pursuant to suspension. Suspensions are to be handled as excused absences
- Family emergencies

The following are examples that will not be excused:

- Truancy
- Work at home
- Work at business
- Babysitting or home care of other family members

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A.56.

In cases of excessive unexcused absences for scholars enrolled at New Century School, the School Director may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

A habitual truant is a child under the age of 16 years who is absent from attendance at school (beginning in Kindergarten) without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

**Late Arrivals:** We will be understanding of occasional late arrivals and pickups due to unusual circumstances, family emergencies, and severe weather conditions and understand that at times, a scholar may need to arrive late due to a doctor's appointment or unusual circumstance. On each occasion of late arrival or dismissal, administrative staff members will check in with families to discuss the situation, however, please keep these exceptions at a minimum as they disrupt your scholar's learning.

### **BULLYING PROHIBITION**

New Century School is committed to providing a safe and respectful learning environment for all scholars. Acts of bullying, in any form, by either an individual child or a group of children, are prohibited on school property and at school functions. Detailed information regarding the school's Bullying Prohibition Policy on [www.newcenturychool.org](http://www.newcenturychool.org) website or in the administrative office.

### **BUS POLICY**

Riding the bus to and from school is a privilege for New Century School scholars. Scholars are expected to follow bus expectations and be respectful of the bus driver and supervising staff when riding the bus and while waiting for the bus in order to enjoy this privilege.

Buses will wait at a stop for two minutes. If no student is present, then the bus will leave, and the driver will call the dispatcher to record the time. Buses will not return to pick up students who have missed the bus. If a scholar doesn't ride the bus for 10 days without excuse, the bus stop will be dropped according to policy established by the Bus Company. Bus Company Phone Number: 612.267.2060

Scholars will be dropped off at their bus stop whether an adult is present. It is the parent or guardian's responsibility to be at the stop to receive scholars or to make alternate arrangements. New century recommends that you plan with your child what to do if no adult is home when the child is dropped off.

Parents requesting changes in riding status must submit that request in writing to New Century School office. *If a parent does not want his or her child to take the bus on a given day, the parent must either send the scholar to school with a signed note requesting staff not to put the child on the bus or call the school by 12:00p.m. M-Thu and 10:00am on Fridays to confirm the change in plans. After that window, we cannot guarantee that the information will be passed along in a timely manner allowing for the change. To ensure every scholar's safety, the staff is required to carry out the plan that has been previously arranged unless they receive written notice or a phone call stating otherwise. Please know that staff are busy with children during the day, email is not a reliable way to convey a change in transportation plans for your child.* Other changes in riding status that are due to family relocation must be submitted to the office in writing a week before the change should occur.

While waiting for the bus or after being dropped off at a school bus stop, all scholars must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late scholars.
- Respect others property while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- Follow all other school rules on the bus.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions always.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating or drinking.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Inappropriate behavior on the bus, or while loading or unloading the bus, will not be tolerated and will be handled as follows:
- First Incident: Scholar is warned by New Century staff, reminded of expected behavior and parents are notified.
- Second Incident: Scholar's parents are notified, and a plan is made to have both school and parent address issue with child.



- Third Incident: Scholar will be suspended from riding the bus for an entire day (morning and afternoon services).
- Fourth Incident: New Century School administration will evaluate the situation and decide on an appropriate consequence, which may include a longer suspension or termination of bus privileges for the rest of that term. New Century School reserves the right to suspend a scholar from riding the bus if it is determined that it is not in the best interest of the school and all scholars on bus.

Parents must agree to these policies and give their signature in agreement before bus service may begin. If a parent does not sign and agree to the New Century School Bus Policy, the student is ineligible to ride the bus.

## **CALENDAR**

New Century School will publish a school calendar each fall. If changes are made to either calendar, parents will be given notice. Reminders and additions to the calendar will be posted in the regular school news.

## **CELEBRATIONS & THEIR IMPORTANCE**

At New Century School, we believe that learning about diverse cultures is an important aspect in developing appreciation for oneself and others. Throughout the year, we present lessons and activities that give the children opportunities to personally experience other cultures. The scholars are exposed to the celebrations as stories and experiences. When at all possible, we invite representatives of a culture to share their experiences with the scholars. The opportunities to taste, dance, and sing about different cultures lead to lifelong appreciations for cultural experiences.

## **CELL PHONE USE**

Scholars may not bring cell phones to school unless necessary. If it is necessary, the phone will be stored in administrative offices until the end of the day when it is returned to the scholar.

*We request our visitors to abstain from using cellphones, we avoid any disruptions in the learning environment.* Arrival and dismissal are important transition times for scholars. The staff also pledge to use cell phones only when on breaks and away from the scholars.

## **CHILD ABUSE REPORTING**

Under Minnesota law, members of New Century School staff are required to report suspected physical and sexual abuse and certain forms of neglect. Reports must be made to the Ramsey County Child Protection Program or to the police. A person who is required to report and does cannot be charged with a misdemeanor. All suspected cases of abuse or neglect at New Century are immediately reported.

## **Reporting of Maltreatment of Minors**

This law strives to protect children by defining what constitutes abuse and neglect, who is mandated to report, and the responsibilities of local social service agencies, state agencies, and law enforcement in conducting investigations once a report of maltreatment is made.

Any person who provides services to children must know the definitions of abuse and neglect and must know the steps to take to make a maltreatment report. The law requires mandated reporters to make a

report if they know or have reason to believe a child is being abused or neglected, if a child is in immediate danger, mandated reporters should call the police.

### **CLOTHING**

Each scholar needs a pair of shoes. These shoes will only be worn inside the school environment and should be such that the scholar can independently put them on or remove them. Scholars are always expected to wear their school uniform. In situations where scholars wear inappropriate, offensive, or revealing clothing, they will be escorted to the office and will wait until parents bring appropriate clothing or pick the student up to bring them home. During the chilly winter months, please dress scholars appropriately with boots, coats, hats, and gloves. If you need warm winter clothing for your scholars, please mention this to a staff person and we will try and help connect you with the appropriate resources to provide winter clothing.

### **CONFERENCES**

Conferences will be held three times a year. Conferences will allow time to discuss the progress of each scholar. At the end of the year, a written report regarding each scholar's development will be completed and delivered to parents.

We recognize that there may be other times parents may need to contact their scholar's teacher with questions. Please contact your teacher either before or after the school day or via email. We are invested in your scholar's success and will contact you as soon as possible to respond to your needs. Teachers may also contact parents with success stories, questions, and concerns.

Scholars may be asked to be part of conferences. This helps children in taking ownership for their development and learning while supporting independence and goal setting.

### **COMMUNICATION CHANNELS/PARENT GRIEVANCE PROCEDURES**

Consistent and effective communication between parents and teachers is essential to provide the most consistent and supportive environment for each scholar. The more accurately informed we are about your scholar, the better we can care for him/her. Please inform your scholar's teacher of any changes at home in the child's life that may have an effect at school.

Parents are welcome to visit the school at any time and particularly encouraged to schedule an observation time in the classroom environment.

Parents can expect news from the school in the form of regular communications including Thursday folders. We also encourage you to check our website: [www.newcenturyschool.net](http://www.newcenturyschool.net) on a regular basis. At the end of each quarter, parents can also expect a formal school communication regarding student performance.

To help ensure that the staff and parent community are operating with the same page, we ask that you:

- Please read all signs and notes posted.

- Check your family’s mailbox or scholar’s backpack daily; especially watch for Thursday Folders!
- Complete the contact information form, so that we may be accurately informed of any messages from you. Please do not rely on verbal messages. Verbal messages are too easily forgotten in the activity of caring for the community of children.
- Feel free to call the school to talk to school staff about any concerns you may have. The appropriate person will return your call at their earliest convenience.

When a problem arises, parents should complete the following steps to try to resolve the conflict:

- If you have a question regarding your child, ask his/her teacher. Teachers are your first resource to answer your questions and resolve your conflicts.
- If the teacher is unable to resolve the problem to your satisfaction, please address your question to the School Director.
- If a resolution cannot be reached in the above two steps, administration will support you in setting up an appointment with all concerned groups.

We desire to do the very best for our scholars. When we handle areas of concern quickly and with care, we all can achieve our goals without disruption.

### **DEVELOPMENT OF SELF-DISCIPLINE & BEHAVIOR GUIDANCE**

Inner discipline is not something automatically present within the child, but rather evolves under the right care and in the proper environment. As adults in the child's life, we need to be good role models and teachers while supporting the child through the process of developing self-discipline.

The following rules of respect are expectation of behavior by scholars, staff and parents/guardians/caregivers in their life at the school:

1. Respect for self
2. Respect for others
3. Respect for materials, tools and equipment
4. Respect for the environment

If a scholar has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, redirection, distraction, substitution, and/or removal from the situation are typical approaches used by the New Century staff.

If a disruptive or inappropriate behavior occurs repeatedly, the teacher may request that the School Dean or Director observe the behavior and offer consultation and alternative solutions. If the behavior continues, the parents may be contacted for their support and cooperation.

Unacceptable Behavior includes but is not limited to:

- |  |  |
|--|--|
| - Inappropriate talk                                     | - Demeaning name-calling                               |
| - Teasing or purposefully hurting others feelings        | - Disrespectful talk to any person                     |
| Hitting, spitting or kicking                             |  |
| - Aggressive play  | - Inappropriate touching                               |
| - Purposeful destruction of class materials or equipment | - Biting   |
| - Disrupting another child’s work                        | - Interfering with the health and/or safety of another |

If the consequences and redirection do not have any effect on persistent unacceptable behavior, the Executive Director may recommend extra intervention plan. The plan will be made with the family and a specialist for addressing the difficult behaviors. This plan will be put into effect and tried for the next month. The parents and staff will meet again to assess the plan and evaluate the progress.

### **DISMISSAL, REFERRAL, SUSPENSION & EXPULSION**

Dismissal usually is a result of failure to provide required records, and/or poor attendance. Referrals result when general education staff members are unable to support continued challenging behavior without the expertise of other specialists. Suspension can be the result if a scholar repeatedly harms property or threatens the physical safety of self or of other scholars.

Expulsion of a scholar is a last resort and is only done in extreme circumstances when a scholar's behavior has continued to be threatening and disruptive to the community. Prior to expulsion, the teachers are responsible for trying several forms of redirection of behavior. The parents, Dean, and teachers must communicate and create a plan to try and help the scholar adapt his/her behavior to the environment. If the disruptive or harmful behavior persists, the child may be asked to leave the school.

#### *Pupil Fair Dismissal Act*

Public elementary schools in Minnesota are governed by the Pupil Fair Dismissal Act that assures that scholars will not be unfairly asked to leave a school or be suspended without cause. Information on this law is available on the Minnesota Department of Education website.

### **DRUGS & ALCOHOL**

The use of controlled substances and alcohol is prohibited at New Century School. Alcohol is never served at New Century School functions. Scholars will not be released to an individual whose ability is considered impaired by alcohol or controlled substances.

### **EMERGENCY PROCEDURES**

New Century School conducts required safety drills so that scholars and staff practice safety protocol in the event of an emergency. During fire drills scholars and staff practice exiting the building in the safest and quickest manner. There are maps and exit plans in each room of the school to facilitate the rapid exiting of the building. Tornado drills are held from April on. In the same manner, scholars and staff practice where to go and what to do during a tornado. Lock Down and Lock Down Duck-and-Cover drills, called "Safety Drills" at New Century, prepare scholars and staff to be safe in the event of an unexpected person or situation inside the school. While making sure to explain the process to the scholars so they are not alarmed, we treat these emergency drills as if they were real emergencies.

### **FAMILY EMERGENCIES**

If you have an emergency at home or at work and you need to call the school, we will try and respond as soon as possible. If you reach voicemail, please leave your number and we will call back to resolve the issue as soon as we are able. If there will be a different person picking up your child, you must inform the school in writing if that person is not already on your child's "Permission to Pick Up Form." **Please remember to constantly update your phone numbers and emergency contact phone numbers.**

## **FAMILY ISSUES**

Children’s home and school environments are inevitably linked. We are all occasionally faced with events/issues—such as birth, adoption, death, divorce, depression, remarriage, chronic illness, chemical abuse, and domestic violence—that can affect our ability to function well. If you or members of your family are experiencing any of these situations, you might want to share that information with your child’s teacher. The teacher can provide vital support and understanding that might help your child cope during a tough time. In addition, we work with respected, local professionals who are available to lend their expertise to any situation.

## **FIELD TRIPS**

If the scholars are to take a field trip, information and permission slips will go out to families a week before the trip. Scholars will have trips that are focused on research or an area of interest. Field trips must always fit into the curriculum and be appropriate for the age of the child. Transportation for a field trip will always be in accordance with state regulations regarding transportation. Scholars will only go on a school bus or an appropriately equipped vehicle.

## **FIRST AID ADMINISTRATION & EMERGENCY PROCEDURES**

Some members of the New Century School staff are trained in First Aid, CPR, and Blood Borne Pathogens. In case of an incident requiring minor attention, First Aid will be administered, and parents are notified. In cases requiring immediate medical attention, First Aid would be administered and 911 would be called. The scholar would be transported to the nearest hospital as determined by 911. After calling 911, the parents and the physician would be contacted immediately. A staff member will inform the parent of the child’s injury. Parents will sign a parent permission form for immediate medical care.

We will administer First Aid for any emergency, but if the injury requires medical attention, our first consideration must be the safety of the child. We will take whatever action is deemed necessary. **Please remember to update the emergency contact information if it changes during the year.** This is the only way that the school can get in touch with parents or guardians during an emergency. Staff will not transport children.

## **FOOD POLICY: BREAKFAST AND LUNCH**

Catered lunches and breakfasts are provided to all scholars at New Century School. The menu for lunch includes a grain, protein, fruit, and vegetable, as well as milk. Breakfast includes a bagel or cereal, muffin etc a source of protein, fruit and milk. Monthly menus are posted for parents to view. (Note that there are occasional unforeseen changes to the menu as decided by the caterer.) Teachers encourage scholars to try all food as a way of building an understanding of nutrition and open-mindedness. Dairy and non-dairy varieties of milk are provided during lunch and breakfast.

New Century School is a participant of Community Eligibility Provision (CEP). All students, regardless of parental income, receive free meals this school year.

**Please note:** if your scholar has specific food allergies or dietary needs, please let the staff know so that we can arrange for a safe and tasty meal.

Healthy and nutritious food is a priority at New Century School. The school has a “no peanut” policy. Our “no peanut” policy means that the school will not serve items with peanuts nor have any peanuts at school. Parents/guardians may not pack lunches that contain peanuts so that they remain in compliance of the policy.

### **HARASSMENT AND VIOLENCE PROHIBITION**

New Century School strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. New Century School prohibits any form of religious, racial, or sexual harassment and violence.

### **HEALTH & WELLNESS POLICIES**

New Century School serves a community of scholars. If a scholar comes to school ill, or on the verge of being sick, the chances of many children contracting the illness are greatly increased. The children move freely throughout the environment and share many materials; thus, germs have the potential to spread quickly. When your child is sick, he or she must be cared for at home. New Century School administration and staff understand the added stress and inconvenience of these times but ask for your cooperation so that we can establish a healthier environment for all scholars.

Parents must follow these guidelines regarding illness in their child(ren):

- If you notice a change in your child’s behavior, such as feeling tired, irritable etc. consider this a sign of the onset of illness, which is the most contagious time. Please keep your child home for some extra rest if she/he is overly tired or irritable.
- If your child has a contagious disease, you are required by Minnesota Law to inform the school of any infectious communicable disease within 24 hours, exclusive of holidays or weekends.
- If your child has had a throat culture, please keep him or her at home until the results have been reported to you—even if your doctor says it is all right to send the child to school.
- If your child has been prescribed an antibiotic, she/he **must** be on medication for 24 hours before returning to school.

Children with the following conditions must be excluded from school:

- Chicken pox, until they have crusted over
- More than three loose stools in one day, or since admission in the morning
- Diarrhea
- Vomiting since arrival or within the last 24 hours
- Contagious conjunctivitis or pus draining from the eye
- Bacterial infections such as streptococcal pharyngitis (strep) or impetigo until the child has been on antibiotics for 24 hours
- Lice, ringworm, or scabies that is untreated or contagious to others
- Significant respiratory distress
- A temperature of 100 degrees Fahrenheit or higher until the child has been fever free for 24 hours
- An undiagnosed rash that seems to be related to contagious illness
- Unexplained lethargy or failure to be able to participate

Health Consultation services are provided to New Century School by Navigate Care Consulting. New Century School consults with Navigate Care Consulting, Tel.: 612-202-8802

## **HEALTH CARE SUMMARY, IMMUNIZATION RECORD REQUIREMENTS & SPECIAL NEEDS**

Minnesota's school immunization law requires that all children must be fully immunized by the first day of school or will not be allowed to enroll or remain in school. Immunization requirements can be waived for medical reasons or for those who are conscientiously opposed to immunizations. Please obtain the necessary waiver from the school or use the immunization form. Immunization forms should be updated whenever new immunizations are given.

Upon admission, a Health Care Summary must be filled out that includes the date of the child's most recent physical exam (within six months) and must be signed by the child's health care provider. This form is due within 30 days of admission to the school. All these forms are for the safety of your child and will be kept confidential.

**Please inform us upon admission of any special health needs your child has, such as allergies or asthma.** We want to be able to provide appropriate care and support.

## **ITEMS FROM HOME**

Scholars are encouraged to leave personal items at home. **Items such as food, candy, toys, purses, personal school supplies, binders, locker decorations, etc., should be left at home and never brought to school.** Scholars may occasionally bring collectables or creations that allow them to reflect on a subject matter with others. If your scholar would like to bring an item that has cultural or artistic significance, or educational value, to school to share, please ask him or her to arrange to do so with the teacher. Doing so allows us to ensure that the scholar gets an appropriate amount of time dedicated to the discussion of their object and makes sure that there aren't too many items on any one occasion.

## **MEDICATIONS**

The New Century policy on medications, legislated by the state, states school personnel may not administer medication during the school day without the written order of a licensed physician and a written authorization of a parent or guardian that can be placed on file in the office. All medications—prescription or non-prescription—sunscreens, insect repellents, and ointments must be administered according to manufacturer's instructions unless there are written instructions provided by a licensed doctor or dentist.

If a scholar requires medication, parents are encouraged to give the medication at home. If a scholar must have medication administered during school hours, parents must complete and sign the Parent Permission to Administer Medication form, as well as provide written physician approval. Medications also must be in the original containers with the original label stating the child's name, expiration date, dosage, prescription number, and instructions for use.

Scholars requiring long term medication use while at New Century must have an Individual Child Care Plan signed by the parent and the child's licensed health care provider. This includes, as needed, over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. These plans are to be updated every year or more often if needed.

## **NONDISCRIMINATION**

New Century School is committed to inclusive education and providing an equal educational opportunity for all scholars. New Century School does not discriminate based on race, color, creed, religion, national origin, immigration status, sex, marital status, parental status, status with regard to public assistance, disability, or age in its programs and activities.

## **OFFICE HOURS**

You can call or visit the administrative offices of New Century from 7:15 a.m. to 3:45 p.m. Monday through Friday. Outside of office hours, you may either fill out a Communication Form or leave a message.

## **OUTDOOR ENVIRONMENT RULES**

It is important that all scholars understand and adhere to our rules for the outdoor environment. These rules ensure that the outdoor environment will be safe and enjoyable for all scholars.

All scholars are encouraged to be outside for an opportunity for large motor movement and exposure to nature. Scholars are expected to go outside every day, weather permitting. Every child should come to school with the items necessary to keep the child comfortable in all varieties of Minnesota weather. Excluding extenuating circumstances, if scholars are well enough to be at school, it is assumed that they are well enough to participate in outdoor activities with the rest of the community. Please let the school know if you need assistance in attaining necessary items such as rain boots and/or suitable snow clothes. If your child cannot participate in this outdoor opportunity, please call the child's teacher and discuss the issue.

- Play safely: We do not allow pushing, pulling, hitting, tackling games, wrestling, kicking, fighting, blocking other children's activities, or throwing snow, ice, sand, wood chips or equipment in the play area.
- We encourage scholars to include other children in games and activities.
- No toys, games, bats, balls, dolls, action figures or other materials are to be brought from home for recess use. The school supplies buckets, shovels, brooms, rakes, appropriate garden tools, and sports equipment for work and play.
- Conflict resolution: Scholars should come to an adult if they have a problem they cannot resolve themselves. Adults step in to mediate observed conflicts as well.
- Scholars are expected to respect all materials, tools and equipment, and to use all playground materials for their intended use.
- Slides: Scholars are not allowed to climb on the inside or outside of any slide. There is one person at a time on the slide and no head first sliding is allowed.
- Fence: If a ball goes outside the fence, scholars should tell an adult, so he/she can retrieve it. There is no climbing on the fences.
- Bushes, trees, plants, and grass: Unless scholars are gardening, they should avoid digging in, pulling on, picking at, breaking off, or hanging on vegetation. If a scholar does not adhere to these rules, the adult supervising the playground will discuss the matter with the scholar and reiterate the rules. If the scholar continues to break the rules, he/she will be asked to take a five-minute rest. If, after the child returns to play, he/she continues to break the rules, he/she will be removed from the playground and brought into the school in the company of an adult for the remainder of the outside time. Repeated unsafe play outdoors may result in the child losing



his/her privilege to work/play outside for one or more days. New Century staff will discuss this with the parent, should it occur.

### **PARENTAL ENGAGEMENT AND OPPORTUNITIES FOR WORKSHOPS**

At New Century School, we believe that a successful scholar is the product of an involved parent and an engaging school. We highly encourage our parents to come to our monthly activities, after school events, parent's workshops etc.

### **PARENT RIGHT TO KNOW**

If a parent requests it, New Century School will provide information regarding the professional qualifications of his/her child's teacher including, at minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade/age level for which the teacher is responsible;
- Whether the teacher is teaching under emergency or other provisional licensing status through which the state qualification or licensing criteria have been waived;
- The degree or certification held by the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their level of qualifications.

In addition, New Century will provide parents with information as to the level of achievement of their child in state academic assessments and school assessments.

### **PHOTOGRAPHS & VIDEO**

We often utilize photographs and videos to convey what happens in the school environment. Photographs of the scholars are often used by New Century School as part of our publications and education workshops. It is essential that we have photographs to document what happens in the environment. Parents are asked to complete a permission form during enrollment to indicate whether they permit us to utilize footage of their child(ren) in this manner.

### **PLACEMENT**

Scholars are placed in environments under the considerations of trying to keep an age, gender and ethnic balance within each multi-age group. In the interest of developmental growth for each child, we will usually place siblings in separate environments.

### **PROFESSIONAL DEVELOPMENT DAYS**

To provide each scholar with the highest standard of education, our staff meets for professional/in-service training on occasion and staff meetings. Occasionally, we close the school to provide staff with opportunities to attend workshops and national conferences. Attendance at such events allows us to continue our development as a professional teaching staff and assists in developing staff commitment and enthusiasm. These meetings allow the staff to support one another while also developing cohesive curriculum plans and ensuring communication about school policies and procedures. Development days are marked on the school calendar.

### **PROHIBITED ACTIONS BY ADULTS**

At New Century School, the scholars are treated with the profound respect that all children deserve. The actions and language of adults must be respectful. We are aware that to change difficult behavior, children must be around adult role models who treat children and other adults with integrity. Therefore, we avoid punishment and try to redirect behavior.

**Under no circumstance will a staff person ever:**

- Resort to corporal punishment, which includes, but is not limited to rough handling, shoving, hair or ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.
- Subject a child to emotional abuse which includes, but is not limited to name calling, ostracism, shaming, making derogatory remarks about the child, using language which threatens, humiliates, or frightens the child.
- Yell at a child.
- Withhold food, light, warmth, clothing, or care as a punishment for unacceptable behavior.
- Physically restrain or mechanically restrain a child other than to hold a child to protect that child or others from harm.
- Separate the child from the group except within the rule guidelines.

Any staff person found to be engaging in any of the above-mentioned behaviors will be subject to disciplinary action or termination. Other adults are expected to treat children with respect when they are at New Century School.

**RECORDS**

Records of scholars enrolled at New Century School are classified as public, private, or confidential. State and federal laws protect scholars records from unauthorized inspection or use and provide parents/guardians and eligible children with certain rights.

**SAFETY & SECURITY**

Scholars are not to leave the building without the permission and supervision of a teacher. All outside doors to the school are locked throughout the day except when in use and the staff takes every precaution to monitor who enters and leaves the building.

**SCHOOL CLOSING**

In unusual circumstances, the school may have to close due to weather conditions or facility issues. New Century School will generally follow the St. Paul Public School (SPPS) District for **weather closures**. However, the Executive Director will make decisions about closing that fits the community and situation of New Century School. Closures will be announced via phone calls/text, on the school voicemail, and website.

**SMOKING**

New Century School is a smoke-free environment. Smoking is not permitted anywhere on the premises.

**SPECIAL NEEDS**

**Please inform us upon admission of any special health needs your child has, such as allergies or asthma.** We want to be able to provide appropriate care and support. Families will be asked to share with us if your child has a special need and is (one or more of the following):

- Receiving services through the local school district and has an Individual Education Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development.

**SUPPLIES & BELONGINGS**

Before your child attends school, we will distribute a list of items that should be brought to school. Please ensure that your child has what he or she needs. We will work with families to ensure all scholars have the appropriate school supplies.

**SCHOOL NEWS & QUARTERLY NEWSLETTER**

We acknowledge the importance of keeping parents informed of happenings in the environment. For this reason, we distribute a regular school news update and a quarterly newsletter. Parents who have articles or information they would like included in the newsletters should discuss it with the school Director.

**TITLE I**

As a Title I School Wide Program, New Century School intends to include parents in all aspects of the school’s program. The goal is a school-home partnership that will help all scholars in the district to succeed.

**PART I. SCHOOL PARENT INVOLVEMENT PLAN *REQUIRED* COMPONENTS**

A. New Century School will jointly develop/revise with parents the school parent involvement plan and distribute it to all parents and make the plan available to the local community. A copy of the plan will be placed on the school website as well as published in the parent handbook.

B. New Century School will convene an annual meeting, in the spring, at a convenient time, to which all parents will be invited and encouraged to attend, to inform parents of their school’s participation under this part, and to explain the requirements of this part, and the right of the parents to be involved. The date, time, and location of the meeting will be published in the school newsletter as well as on the school website.

C. New Century School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement. Information regarding requests for this type of assistance will be published in the school newsletter and on the school website.

D. New Century School will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan.

E. New Century School will provide parents of scholars:

- a. timely information about programs under this part;
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels scholars are expected to meet, and

c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

F. If the school wide program plan is not satisfactory to the parents of participating scholars, parent comments will be submitted on the plan when the school makes the plan available to the local educational agency. Parents will be encouraged to write comments about the program or talk to the program's administrator about any part of the plan that is not satisfactory.

## **PART II. REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

New Century School will communicate with parents regarding the academic success of their scholars. New Century School will:

- Conduct conferences with parents twice annually. The parent/teacher contract will be available at conferences.
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities. Parents are welcome to visit the school.

## **BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

New Century School will help parents understand the State's requirements for schools. To do so, NCS:

- Shall aid the parents of the school in understanding such topics as the State's academic content standards and State student achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; parents will be invited to attend meetings to learn about the above topics.
- Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training; the school will consult with parents regarding what types of materials and training will be most appropriate and helpful.
- Shall educate teachers, School Director, pupil services personnel, and other staff, with the assistance of parents, in the value and utility of contribution of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; such activities will be the focus of staff development as appropriate.
- Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other programs, and conduct other activities, such as parent resource centers, that encourage parents in more fully participating in the education of their children;
- Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand; translation will be provided upon request.
- Shall provide such other reasonable support for parental involvement activities under this as parents may request.

## **PART III. ACCESSIBILITY REQUIREMENTS**

New Century School, in carrying out the parental involvement requirements of this part, shall provide, to the extent practicable, parents with children with disabilities and parents of migratory children, full

opportunities, information and school reports in a format and, the extent practicable, in a language parents can understand.

**PART IV. ADOPTION**

New Century School Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents expected to participate in the Title I program.

The Parent Involvement Plan will be in effect for the period of the 2018-2019 school year. The school will distribute this Parent Involvement Plan to all parents and make it available to the community.

**PARENT/TEACHER/STUDENT COMPACT**

**2019-2020**

Student’s name: \_\_\_\_\_

Parents, the entire school staff and students share equal responsibility for improved student academic achievement. Each must do their part for the system to work efficiently. By signing this contract New Century School parents and participating students are agreeing to continue to build and develop a partnership that will help children achieve the State’s lofty standards.

**ADMINISTRATION AGREEMENT**

As an Administrator, I agree to:

- Create a welcoming environment for students and parents.
- Maintain a positive and safe learning environment
- Reinforce the partnership between parent, student and staff

Signature of Administrator: \_\_\_\_\_

**TEACHER AGREEMENT**

As a teacher, I pledge to:

- Respect, nurture and encourage my students’ ideas and growth.
- Research techniques and materials that work best for each student.
- Expect students to master the desired outcomes by focusing on achievement.
- Collaborate with parents so their children can be successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

Signature of teacher: \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT**

As a parent/guardian, I pledge to:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper learning environment
- Establish a quiet study time and encourage good study habits.
- Respond to communications sent home.

Signature of parents: \_\_\_\_\_

**STUDENT AGREEMENT**

As a student, I pledge to:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school and learning.
- Know and respect all school and class rules.
- Ask for help and ask questions when I don’t understand something.

Signature of student: \_\_\_\_\_