



# NEW CENTURY SCHOOL

## Family Handbook

**2023-2024**

1380 Energy Lane, Suite 108  
St. Paul, Minnesota 55108

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Website: [www.newcenturyschool.net](http://www.newcenturyschool.net)

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## Introduction

Dear Scholars and Families,

It is our pleasure to welcome you to New Century High 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.

### Contact

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1380 Energy Lane, Suite 108  
St. Paul, Minnesota 55108

Main Office: (651) 478-4535  
Fax: (651) 305-0891  
Website: [www.newcenturyschool.net](http://www.newcenturyschool.net)  
email: [office@newcenturyschool.net](mailto:office@newcenturyschool.net)

### Administration

Executive Director: Dr. Ahmed Ali  
Director: Ms. Tammy Maidi  
Family Outreach Coordinator: Mr. Mohamed Mursal

### Board of Directors

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#### Authorizer

Our school's Authorizer is Volunteers of America-Minnesota (VOA-MN). For more information, please visit VOA-MN's website or contact Stephanie Olsen.

#### **Stephanie Olsen**

*Service Senior Manager*

**Charter School Authorizing Program  
Volunteers of America-Minnesota**

solsen@voamn.org  
612-345-8271

Administrative Office  
9220 Bass Lake Rd Ste 255, New Hope, MN  
55428

## Board Meetings

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. Meetings 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.

### Mission of New Century School (A Public Charter)

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.

### Vision of New Century School (A Public Charter)

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.

## Multicultural Education

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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.

### Importance of Multicultural Celebrations

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 scholars opportunities to personally experience other cultures through 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.

### Nondiscrimination

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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 regarding public assistance, disability, or age in its programs and activities.

## School-Parent Partnership Commitment

### New Century School Commitments

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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 scholars. 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 scientists use in the workplace.

**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 scholar's first and most powerful teachers. We know that education takes place both at home and at school. scholars will receive the best possible education when their parents and their school work together.

### **Family Commitments**

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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. Conferences are held for each family three times each year. We invite parents to visit and observe the classroom environments. Parents are welcome to request meetings at any time. Please do not 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.** 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 support scholars in attending 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 scholar will be absent for the day.

**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.

**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 illness or other concerns.



**Parents at New Century School are encouraged to volunteer.** 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.

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.

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.

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

### **Parent Right to Know**

If a parent requests it, New Century School will provide information regarding the professional qualifications of his/her scholar'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 scholar 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 scholar in state academic assessments and school assessments.

### **Staff**

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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. NCS teacher assistants are also trained and highly qualified.

### **Prohibited Actions by Adults**

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

#### **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 scholar to emotional abuse which includes, but is not limited to name calling, ostracism, shaming, making derogatory remarks about the scholar, using language which threatens, humiliates, or frightens the scholar.
- Yell at a scholar.
- Withhold food, light, warmth, clothing, or care as a punishment for unacceptable behavior.
- Physically restrain a scholar other than to hold a scholar to protect that scholar or others from harm.
- Separate the scholar 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 scholars with respect when they are at New Century School.

### **Conferences**

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Conferences will be held three times a year. Conferences allow time for parents to discuss scholars' academic and behavioral progress with teachers and staff. 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 take part in conferences in order for scholars to take ownership for their development and learning while supporting independence and goal setting.

### **Photographs & Video**

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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 scholar(ren) in this manner.

### **School News & Quarterly Newsletter**

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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 contact the School Director.

### **Class Placement**

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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 scholar, we will usually place siblings in separate environments.

### **Records**

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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 scholars with certain rights.

### **Communication Channels & Parent Grievance Procedures**

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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 scholar'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 on the same page, we ask that you:

- Please read all signs and notes posted.
- Check your family’s mailbox or scholar’s backpack daily; in elementary, 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 scholars.
- 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 scholar, 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 absolute best for our scholars. When we handle areas of concern quickly and with care, we all can achieve our goals without disruption.

## **Enrollment Policy**

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New Century School may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, religious preference, or athletic ability. New Century School is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. When that occurs, students will be placed on a waiting list. New Century School will give enrollment preference to a sibling of an enrolled student and to a foster child of that student's parents and then to children of New Century School staff before accepting other pupils by lot.

## **Application and Enrollment Procedures**

An application is considered to be timely if it has been marked as “received” in the main office of the school before the end of the enrollment period.

1. Each school year, the Board:

- a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions.
  - b. Published including on its website by October 1st the school's enrollment application and process applicable to the following school year.
2. Application requests: All applications received by the enrollment deadline will be equally considered. For any grade level where there are more applicants than spaces available, New Century School will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Students who submit applications after the enrollment deadline will be admitted if there are any remaining openings, or added to a waiting list.
3. Lotteries: New Century School conducts all lotteries through a method of random selection.
4. The Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade.
5. Preferences: Siblings of currently enrolled students, who submit an application by the enrollment deadline will receive preference for admission. In the event that New Century School has more sibling applicants than open spaces at any grade level, New Century School will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a waiting list. Then, children of School staff who submit an application by the enrollment deadline will receive preference for admission. In the event that the School has more children of staff applicants than open spaces at any grade level, the School will conduct a lottery among all of the children of staff applicants who met the deadline to determine admission for that grade. Children of staff who are not chosen in the lottery will be placed on a waiting list after the siblings of students currently enrolled.
6. Waiting Lists. No waiting list will carry over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.

## School-Parent Involvement Plan

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### Part I. 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, scholarcare, 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

- timely information about programs under this part.
- 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
- if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their scholars, 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. To do so, NCS will:

- Conduct conferences with parents three times annually. The parent/teacher contract will be available at conferences.
- Provide frequent reports to parents on their scholar's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their scholar'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 scholar's progress and work with educators to improve the achievement of their scholars; 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 scholars to improve their scholars'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 scholars.

- Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating scholars 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 scholars with disabilities and parents of migratory scholars, full opportunities, information and school reports in a format and to the extent practicable, in a language parents can understand.

### **Part IV. Adoption**

New Century School Parental Involvement Plan has been developed and revised with parents.

The Parent Involvement Plan will be in effect for the period of the 2023-2024 school year. The school will distribute this Parent Involvement Plan to all parents and make it available to the community.

## **School Day Policies & Procedures**

### **Office Hours**

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Families may 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.

### **Dress Policy**

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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.

Each scholar needs a pair of shoes to be worn only inside the school environment.

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.

## Arrival & Dismissal

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Scholars can take the bus or be dropped off and picked by parents/guardians. 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.

### 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.

### Dismissal

Dismissal times are as follows:

- Monday through Thursday: 2:15pm.
- Fridays: 12:00pm

The school closes at 3:45 p.m. on school days. Scholars are to be picked up no later than 15 minutes after dismissal time, unless prior arrangements have been made with school staff.

### Alternative Person to Pick Up

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

- Complete a Communication Form notifying the staff regarding who will be picking up your scholar 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 scholar, if possible, ahead of time by letting him or her know who will be picking them up.
- Prepare the authorized person 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.



## Bus Policy

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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

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 scholar 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 scholar 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 during the day -- email is not a reliable way to convey a change in transportation plans for your scholar.

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.

## Bus Stop Rules

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 the 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.

## Bus Rules

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.

### Consequences of Breaking Transportation Rules

Inappropriate behavior on the bus, or while loading or unloading the bus, will not be tolerated and will be handled as follows:

Incident	Consequence
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 the issue with the scholar.
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.

## Field Trips

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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 scholar.

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.

### **Rules for Field Trips, PE Classes, and Activity Trips**

1. General bus rules apply.
2. No dressing or undressing on the bus.
3. Throwing of equipment on the bus is not allowed.
4. Students are not to load a bus unless an adult is at the bus.
5. Students who ride a bus are to come home on their assigned bus. Students may ride home with a relative if the parent/guardian has given permission and the coach or school staff have acknowledged it. Under no circumstances may a student return with other students or anyone not designated to provide transportation of the student.
6. Teachers, coaches, and chaperones will ride the bus to and from trips. The chaperones will be responsible for all students who ride the bus.
7. Students are expected to respect the authority of staff and chaperones.

New Century reserves the right to call parents/guardians to pick up a student who has not complied with these rules. Further disciplinary consequences may include exclusion from future field trips.

## Acceleration and Retention Policy

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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 challenges and meets the scholar'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 scholar 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

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Regular attendance and punctual arrival at school are two habits that dramatically impact achievement.

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 scholars from missing out.

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.

Scholars who miss 15 unexcused consecutive school days will be unenrolled in accordance with state law.

Excused Absences Examples	Unexcused Absences Examples
Illness	Truancy
Serious illness in scholar's immediate family	Work at home
A death in the scholar's immediate family or of a close friend or relative	Work at business
Medical, dental, orthodontic treatment or counseling appointment	Babysitting or care of other family members
Court appearances occasioned by family or personal action	Missing the school bus
Physical emergency conditions such as fire, flood, storm, etc.	Sleeping too late
Official school outing	
Removal of a scholar pursuant to suspension	
Family emergencies	

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 defined as:

In Elementary School: a scholar under the age of 16 years who is absent from attendance at school (beginning in Kindergarten) without lawful excuse for seven school days

In Middle School/Junior High or High School: a scholar under the age of 16 years who is absent **one or more class periods on seven school days** or a scholar 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.

The below table outlines the steps New Century School will take for each phase of truancy.

Phase	Action
Phase 1 3-5 unexcused absences	School administration phone contact or send first notification letter
Phase 2 6-8 unexcused absences	Parent conference to review consequences In school/home visit attendance contract
Phase 3 9-11 unexcused absences	Ramsey County School Attendance Matters (SAM) Referral
Phase 4 12-14 unexcused absences	Referral for Truancy to School Attendance Matters (SAM) School Attendance Review Team
Phase 5 15+ unexcused absences	SAM Petition form submitted to Ramsey County and automatic 15-day drop from enrollment

### Scholars' Illness

When scholars are ill, they are expected to 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 at least 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.

### Calendar

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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.

## Professional Development Days

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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.

## School Closing

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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.

## Safety & Security

### Emergency Procedures

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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.

Lockdown and 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.

## Building Security

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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.

New Century School has a closed campus. Students may only leave school grounds if a high school student has earned the privilege of participating in PSEO or Concurrent Enrollment courses (as determined by the School Counseling Office).

Students who leave the campus for appointments must sign in at the office upon re-arrival.

## Family Emergencies & Issues

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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 scholar, you must inform the school in writing if that person is not already on your scholar's "Permission to Pick Up Form." **Please remember to consistently update your phone numbers and emergency contact phone numbers.**

## Family Issues

Home and school environments are inevitably linked. We are all occasionally faced with events or issues such as birth, adoption, death, divorce, depression, remarriage, chronic illness, chemical abuse, or 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 scholar's teacher. The teacher can provide vital support and understanding that might help your scholar cope during a tough time. In addition, we work with respected, local professionals who are available to lend their expertise to any situation.

## New Century School Services

### EL Services

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New Century School provides support services for scholars who are learning English. If a scholar qualifies

for EL services, parents will be notified. In accordance with Minnesota law, parents have the right to opt out of English Language services for their child.

## **Title I**

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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. A Title I committee meets twice each year to review the program. If you are interested in serving on this committee, notify the school director.

## **Counseling Services**

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New Century School employs a school counselor to support students in the areas of academics, personal and social development, as well as college and career exploration. These services include but are not limited to classroom instruction, small group meetings, and 1-on-1 consultation. If you have concerns about your scholar's academic or personal development, please contact the school counselor.

## **Technology Program**

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### **Internet Safety Policy**

Every student at New Century School receives a laptop for school use. Parents must grant permission for their child to have individual access to the internet for educational purposes and school assignments. Parent(s)/guardian(s) are made aware they may be liable for the conduct of the child if they violate internet usage while in school or while using school assigned computers.

Students are personally responsible for appropriate use of technology and the school network at all times. Access to services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. Network storage systems may be reviewed by school staff to help students follow this policy and help protect students from materials considered harmful to minors. Students may not use school technology to:

1. Access, create, send, display, or print offensive messages or pictures
2. Damage computers, systems, networks, or other technology tools
3. Violate copyright laws, including loading or copying copyrighted software for personal use
4. Use or attempt to acquire another's password
5. Trespass in folders, work, or files of another student or staff member
6. Intentionally waste limited resources (such as drive space or paper)

It is the policy of New Century School to:

- prevent user access over its computer network to, or transmission of, inappropriate material via



- Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
  - prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
  - comply with the Children’s Internet Protection Act (“CIPA”) [Pub. L. No. 106-554 and 47 USC 254(h)], with key terms defined below:
    - MINOR. The term “minor” means any individual who has not attained the age of 17 years.
    - TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
      - OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
      - CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
      - Harmful to minors.
    - HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
      - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
      - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or
      - simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
      - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
    - SEXUAL ACT and SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code. Last revised on June 12, 2018
    - Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
    - Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### Access to Inappropriate Material

- To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

#### Inappropriate Network Usage

- To the extent practical, steps shall be taken to promote the safety and security of users of the New Century School online computer network when using electronic mail, chat rooms, instant

messaging, and other forms of direct electronic communications.

- Specifically, as required by the CIPA, prevention of inappropriate network usage includes:
  - unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
  - unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

- It shall be the responsibility of all members of the New Century School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of New Century School IT Administrators or designated representatives.
- The New Century School IT Administrators or designated representatives will provide age-appropriate training for students who use the New Century School Internet facilities. The training provided will be designed to promote the New Century School commitment to:
  - The standards and acceptable use of Internet services as set forth in the New Century School Internet Safety Policy;
  - Compliance with the E-rate requirements of the CIPA
  - Student safety with regard to:
    - safety on the Internet;
    - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
    - cyberbullying awareness and response

## Student Conduct & Discipline Policy

### Development of Self-Discipline & Behavior Guidance

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Inner discipline is not something inherently present within scholars, but rather evolves under the right care and in the proper environment. As adults in our scholars’ lives, we need to be good role models while supporting the scholar through the process of developing self-discipline.

## Rules of Respect Behavior expectations for scholars, staff and parents/guardians/caregivers at New Century 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, including cursing
- 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 student's work
- Interfering with the health and/or safety of another
- Inappropriate or unauthorized use of technology
- Fighting or Encouraging/Arranging or Instigating Others to Fight

If the consequences and redirection do not have any effect on persistent unacceptable behavior, the school administration may recommend an additional 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 for the following month, when parents and staff will meet again to assess the plan and evaluate the progress.

Tier	Response
1: Behaviors are minimal and confined to the classrooms. Consequences and/or warnings are given in the classrooms by the teachers.	Teachers are to document classroom behavior using the Student Behavior Tracker Tool to create data for analysis.
2: Behaviors are non-threatening but becoming	Administration is notified to support teachers and

excessive and are disrupting the flow of classroom learning. Teachers may have exhausted all options and have lost control of the situation.	de-escalate the situation. Administration may conference with students and/or parents to clarify the expectation before scholars will be returned to the classroom. Student needs will be assessed and appropriate consequences implemented.
3: Behaviors are consistent or persistent that disrupt the flow of instruction or school functioning. Behaviors that are threatening and/or discriminatory. There is imminent danger to staff and scholars.	Administration is notified and will respond immediately to ensure the safety of scholars and staff and to secure the situation.

### PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework for building a culture and climate of a safe and respectful learning environment. PBIS is implemented in all pre-K through grade 5 classrooms. Teachers establish and teach routines and acknowledge positive behavior. Undesirable behavior is addressed through identified Action Steps.

#### Action Steps

1. Redirect with Verbal and Visual Clues (positive, direct, factual, repetitive)
2. Take a Break (in the classroom)
3. Buddy Room (assigned classroom buddy rooms)
4. Teacher Communicate With the Parent
5. Referral for Dean Intervention (targeted, planned interventions)

### Academic Honesty

Plagiarism is the practice of taking someone else’s work or ideas and passing them off as one’s own. Plagiarism and cheating will not be tolerated at New Century School. Cheating on exams is considered academic dishonesty, including communicating with another student during an exam or bringing unauthorized material into an exam room in order to gain an unfair advantage.

Falsifying data (the creation or altering of data which have not been collected in an appropriate manner) and collusion (assisting another scholar in academic dishonesty) are also considered academic dishonesty.

Any instance of academic dishonesty will result in a failing grade, loss of credit, and/or other disciplinary actions, such as detention, at the discretion of the teacher. In the event of academic dishonesty, parents will be notified.

Behaviors	Interventions
Tier 1 <ul style="list-style-type: none"> <li>● Copying others' work</li> <li>● Using the ideas or work of another person</li> </ul>	<ul style="list-style-type: none"> <li>● Redirection/reminder</li> <li>● Staff proximity</li> <li>● Verbal correction</li> <li>● Redo the work</li> <li>● Contact parent</li> </ul>
Tier 2 <ul style="list-style-type: none"> <li>● Forceful coercion of another person to allow or act in copying the work of others or using another's ideas or work</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Redo work</li> <li>● Teacher/student conference</li> <li>● Loss of privilege to work with peers</li> <li>● Restitution</li> <li>● Supervised time-out</li> <li>● Detention</li> <li>● Short-term student contract</li> </ul>
Tier 3 <ul style="list-style-type: none"> <li>● Use of physical intimidation to coerce another person to allow or act in copying another's work or ideas</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension/dismissal as determined by school administration</li> <li>● Parent notification</li> <li>● In-school community restitution</li> <li>● Student contract</li> <li>● Detention</li> <li>● Restorative conferencing with administration</li> <li>● Long term loss of privilege to work with peers</li> </ul>

## Controlled Substances

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### Drugs & Alcohol

The use or distribution of controlled substances, drug paraphernalia, or 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.

### Smoking & Tobacco Products

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

### Disciplinary Actions

If a student is suspected of possessing any of these substances on his or her personal property, a search will

be conducted. A student found to be in possession or under the influence of drugs, alcohol, or tobacco products on school grounds will face disciplinary action, as detailed below.

Drugs, Alcohol, and Tobacco Disciplinary Actions	
1st Offense	Parent conference Office referral Police notification Potential referral of scholars for chemical use assessment Out of school suspension
2nd Offense	Parent conference Office referral Police notification Potential referral of scholars for chemical use assessment Out of school suspension Potential dismissal
3rd Offense	Parent conference Office referral Police notification Potential referral of scholars for chemical use assessment Out of school suspension Expulsion

**Items From Home**

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

Scholars are encouraged to leave personal items at home. **Items such as food, candy, toys, money, 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 are not too many items on any one occasion.

## Cell Phone Policy

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Cell phone devices are not permitted to be used during school hours. Students will keep devices in their lockers from 7:15am until 2:15pm. Cell phones, personal computers, or devices will not be allowed to be used in classrooms unless express permission is given by the classroom teacher. If necessary, the phone will be stored in administrative offices until the end of the day when it will be returned to the scholar.

We request our visitors to abstain from using cell phones to avoid any disruptions in the learning environment. Staff also pledge to use cell phones only when on breaks and away from the scholars.

Electronics and Cell Phone Misuse Disciplinary Actions	
1st Offense	Confiscation of device by staff member until the end of the school day
2nd Offense	Parent contact Office referral Confiscation of device by administration to be retrieved by scholar's parent/guardian
3rd & Subsequent Offense	Parent conference Office referral Confiscation of device by administration to be retrieved by scholar's parent/guardian Loss of privilege for bringing personal electronic devices to school and school-sponsored events. Device checked-in daily with the Dean's Office

## Bullying Prohibition

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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 scholar or a group of scholars, are prohibited on school property and at school functions. Detailed information regarding the school's Bullying Prohibition Policy on the school website: [www.newcenturychool.net](http://www.newcenturychool.net), or in the administrative office.

## Harassment, Hazing and Violence Prohibition

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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.

A written report of the incident should be given to the administrator within five days of the incident. All incidents will be investigated by administration or designated personnel. Disciplinary consequences will be determined by Administration. A parent/guardian conference will be required. Repeated or severe offenses may lead to a recommendation for expulsion and/or referral to an alternative education program. If the incident is a bullying behavior, a referral will be made.

New Century prohibits hazing at all times by students, teachers, administrators, volunteers, contractors or other employees. Hazing is defined as committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated or affiliated with a student organization, or for any other purpose. Any person witnessing or experiencing hazing shall immediately report the action to school administration. Administration or designated personnel will take action as outlined in the school hazing policy. Retaliation, in any form, will not be tolerated.

Offense	Bullying	Racial or Religious	Sexual
1st	Parent contact Loss of privileges In-school detention	Parent contact Loss of privileges Detention, in or out of school	Parent contact Loss of privileges Detention, in or out of school
2nd	Parent conference Office referral In-school suspension Dean referral for skills development	Parent conference Office referral In-school suspension Ongoing social workers, counselor referral for skills development	Parent conference Office referral Out of school suspension Ongoing social workers, counselor referral for skills development
3rd & Subsequent	Parent conference Office referral Out of school suspension Ongoing social workers, counselor referral for skills development Individualized restorative process on long-term basis with progress monitoring State/county harassment reporting process	Parent conference Office referral Out of school suspension Ongoing social workers, counselor referral for skills development Individualized restorative process on long-term basis with progress monitoring State/county harassment reporting process	Parent conference Office referral Out of school suspension Ongoing social workers, counselor referral for skills development Individualized restorative process on long-term basis with progress monitoring State/county harassment reporting process



## Outdoor Environment Safety

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 scholar should come to school with the items necessary to keep the scholar 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 obtaining necessary items such as rain boots and/or suitable snow clothes. If your scholar cannot participate in this outdoor opportunity, please call the scholar's teacher and discuss the issue.

Outdoor Environment Rules
<ul style="list-style-type: none"><li>● Play safely: We do not allow pushing, pulling, hitting, tackling games, wrestling, kicking, fighting, blocking other scholars's activities, or throwing snow, ice, sand, wood chips or equipment in the play area.</li><li>● We encourage scholars to include their peers in games and activities.</li><li>● 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.</li><li>● Conflict resolution: Scholars should come to an adult if they have a problem, they cannot resolve themselves. Adults step in to mediate observed conflict.</li><li>● Scholars are expected to respect all materials, tools and equipment, and to use all playground materials for their intended use.</li><li>● 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.</li><li>● 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.</li><li>● Bushes, trees, plants, and grass: Unless scholars are gardening, they should avoid digging in, pulling on, picking at, breaking off, or hanging on vegetation.</li></ul>

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 scholar 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 scholar 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.

### Leaving School Grounds

If a student is off campus and out of sight, New Century will contact the police. The below table details the consequences for leaving school grounds without permission.

Leaving School Grounds Disciplinary Actions	
1st Offense	Parent contact Office referral Parent Pick Up of Student Truancy
2nd Offense	Parent conference Office referral Parent Pick Up of Student Truancy adding to absences will be reported according to attendance policy
3rd & Subsequent Offense	Parent conference Office referral Out of school suspension Potential dismissal Truancy adding to absences will be reported according to attendance policy

### 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 means an action taken by New Century School to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year. 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 scholar may be asked to leave the school.

“Exclusion” means an action taken by New Century to prevent enrollment or re-enrollment of a pupil. When a student’s attitude or behavior is not in accordance with school policies or principles and school

personnel are not able to help him/her correct the situation, parents will be called for a conference. If, after said conference, Administration and the school board feel the student's presence is detrimental to the school and/or school body, parents will be asked to remove the student from the school.

### Pupil Fair Dismissal Act

Public 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.

### First Aid Administration

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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 medical attention, First Aid will be administered, and parents will be 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 scholar'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 scholar. 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 scholars.

## Health & Wellness

### Illness

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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 scholars contracting the illness are greatly increased. The scholars move freely throughout the environment and share many materials; thus, germs have the potential to spread quickly.

When your scholar 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 scholar(ren):

- If you notice a change in your scholar'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 scholar home for some extra rest if she/he is overly tired or irritable.
- If your scholar 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 scholar 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 scholar to school.
- If your scholar has been prescribed an antibiotic, she/he **must** be on medication for 24 hours before returning to school.

Scholars 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 scholar 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 scholar 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

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Minnesota's school immunization law requires that all scholars 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 scholar's most recent physical exam (within six months) and must be signed by the scholar'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 scholar

and will be kept confidential.

## Special Needs

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**Please inform us upon admission of any special health needs your scholar 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 scholar 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.

## Medications

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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 scholar’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 scholar Care Plan signed by the parent and the scholar’s licensed health care provider. This includes, as needed, over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a scholar with a history of febrile seizures. These plans are to be updated every year or more often if needed.

**Self-Administration of Non-Prescription Pain Medication.** When a parent, student, and health clerk agree that self-administration of non-prescription medication is appropriate for the student, this procedure must be followed:

- A. Parent must fill out the *Self-Administration of Non-Prescription Pain Medication Form* and give to the health clerk.
- B. Student must carry the medication in its original container with no more than a supply for a

24-hour period and student **must not** share with other students.

- C. Non-prescription pain medications may only include: naproxen, ketoprofen, ibuprofen, aspirin, and acetaminophen. Medications containing ephedrine or pseudoephedrine may not be self-administered at school.

Medication will only be administered by the health clerk, office personnel, or administration after the school has received the appropriate forms.

Parents will be contacted when students are observed self-administering unauthorized medications.

### **Food Policy: Breakfast and Lunch**

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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 grain, 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 or have any peanuts at school. Parents/guardians may not pack lunches that contain peanuts.

Only clear water bottles are permitted during class.

### **Reporting of Maltreatment of Minors**

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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 scholar Protection Program or to the police. A person who is required to report and does so cannot be charged with a

misdemeanor. All suspected cases of abuse or neglect at New Century are immediately reported.

This law strives to protect scholars 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.

**New Century School Academic Policies**

**Graduation Requirements**

In order to graduate, scholars must meet the below graduation requirements:

- 24 total credits in required subject areas
  - Scholars can earn .5 credit per semester by successfully passing their classes with a grade of D- (60%) or above.
  - Please note that for scholars planning on attending college, they should complete four credits of both Math & Science.
- Service Learning totaling 50 hours by the end of 11th grade

Subject Area	Required Credits
English	4
Math	3
Social Studies	4
Science	3
Art	1
Physical Education/Health	1
World Language	2
Senior Capstone	.5
Service Learning (50 hours)	.5
Career Technical Education (CTE)	.5

College & Career Readiness (CCR)	.5
Electives	4

- One credit is equivalent to a full-year high school course that meets daily.
- All new students will have a transcript evaluation and may be subject to a math or reading assessment.
- Advanced Placement and Honors Courses may have raised grades. Middle school courses will not have raised grades.
- Students who take high school courses in middle school will receive high school credit on their transcript.
- If a student does not meet proficiency levels on district or statewide assessments, they may be placed in a remedial math or reading class.
- The number of credits required for graduation is the same for all New Century students.
- Planning for graduation: responsible planning of the educational program is an important part of a student's high school learning experience. The student's counselor will assist them as much as possible in planning so students take the courses necessary for graduation and work toward their career goals. However, it is ultimately the student's responsibility to enroll in and pass the needed courses.

If the graduation requirements are not completely met, a student may participate in graduation activities without receiving a diploma if they meet one of the following criteria:

1. They have completed all required district and statewide assessments and
2. They earn all credits required in the core subjects and are short no more than 1.0 elective credit, or
3. They earn the total number of credits required and are short no more than 1.0 credit in required core subjects (non-elective subjects).

## Required Testing

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Scholars are required to complete the following tests:

- 9th Grade: Fastbridge
- 10th Grade: Reading & Science MCA, Fastbridge
- 11th Grade: Mathematics MCA, Fastbridge
- 11th or 12th Grade: Accuplacer, opportunity to take the ACT/SAT
- Advanced Placement (AP) Tests for students in AP classes



## Grading Policy Middle School and High School

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### Grading Periods

- New Century High School operates on two semesters per school year. Each semester is approximately 18 weeks long.
- Students will receive midterm and final grade reports.
- Students will receive .5 credits for each semester course that they pass. A passing grade is D-/60% or higher.

Letter Grade	Percent	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0

Advanced Placement/Dual Enrollment and PSEO classes are awarded a .3 point bonus when calculating weighted grade point averages.

### Honor Roll

Each quarter, students will be placed on the Honor Roll according to the below criteria:

- Principal's List: 4.0 GPA
- A Honor Roll: 3.5-3.99 GPA
- B Honor Roll: 3.0-3.49 GPA

Earning a grade lower than B- in any class disqualifies a student from Honor Roll recognition.

### Honors Classes GPA Bonus

Scholars will receive a 0.5 point bonus for Honors courses.

### Class Rank

Class Rank is determined using a student's cumulative weighted GPA and is calculated at the end of each semester.

### Credit Recovery

Students who do not pass their core classes (English, Science, Social Studies, and Math) classes with 60% or above will be required to participate in Credit Recovery over the summer.

Credit Recovery options include:

- Summer School with NCS
- After School Program
- Summer School through SPPS
- Northern Star Online

Students who need to complete credit recovery should discuss the best course of action with their school counselor.

### Grading Policy Elementary School

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#### Grading will be done for these Subjects/Sections:

- |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Core Subjects:             <ol style="list-style-type: none"> <li>a. Reading</li> <li>b. Writing</li> <li>c. Science</li> <li>d. Social Studies</li> <li>e. Math</li> <li>f. Learner Behaviors in Core</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>2. Specials:             <ol style="list-style-type: none"> <li>a. Phy Ed/Health - Academic</li> <li>b. Phy Ed/Health - Learner behavior</li> <li>c. STEAM - Academic</li> <li>d. STEAM - Learner behavior</li> </ol> </li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Grading Categories & Weights:

1. Per the [homework policy](#), homework will not be graded.
2. For every **non-behavior** Core & Specials subject, these are the categories:
  - a. Formative assessments (10%)

- i. Practice, exit tickets, quizzes, learning checks along the way
- b. Summative assessments (90%)
  - i. Presentations, tests/quizzes, projects, and final evaluations of work for the quarter (Summative assessments include smaller, chunked learning. Summative does not equal comprehensive).
- 3. These are the categories set for “**Learner Behaviors**” in Core & Specials
  - a. Exhibits self-control and manages emotions (10%)
  - b. Exhibits respectful and responsible behaviors toward self, others, and property (10%)
  - c. Remains on task during independent work times (10%)
  - d. Actively participates (10%)
  - e. Follows directions (10%)
  - f. Organizes and manages materials (10%)
  - g. Asks questions and seeks information (10%)
  - h. Works cooperatively with peers (10%)
  - i. Contributes positively (10%)
  - j. Other (10%)

**Grading Expectations:**

<p>1) All teachers must enter ONE Formative and Summative academic grade PER WEEK, PER SUBJECT for EVERY student.</p> <p>Week 4 - Enter a behavior grade for every category.</p> <p>Week 8 - Enter a behavior grade for every category.</p> <p>By the end of the quarter, every student should have at least 1 behavior grade for each of the 10 behavior categories listed above.</p>	<p>2) Assignments in the grade books must look identical across grade levels.</p> <p>(ie. if I picked a third grader from both classes, they would have grades for the same assignments).</p>	<p>3) Students scoring below 60% on a summative assessment must be given an opportunity to redo or resubmit the test or project, with sufficient time to complete it, whether that’s a similar/exact version of the original assessment.</p>
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**Grading Scale**

4	85-100%	Exceeding the Grade Level Expectation
3	70-85%	Meeting the Grade Level Expectation
2	50-70%	Progressing toward the Grade Level Expectation
1	0-50%	Limited Progress being made toward the Grade Level Expectation

## Student Drivers

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A student may drive a vehicle to school under the following conditions:

1. They have possession of a valid driver's license
2. They understand that personal cars parked on school grounds are subject to search for reasonable suspicion of items or substances that violate school or state rules
3. They assume liability for damage of property on school grounds
4. They do not go to the parking lot during the school day without permission from the school staff
5. They drive safely at all times
6. They will not transport another student home. New Century is not responsible or liable for monitoring these situations.
7. All rules apply equally to students who reach 18 years of age or older prior to graduation.

## Parking Permit

In order for a student to park in the New Century parking lot, they must obtain a parking permit from the school each year. Students may apply for a parking permit in the school office.

## Schedule Changes

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Students who wish to request a schedule change must fill out the New Century High School Schedule Change Request Form, have the form signed by their parent/guardian, and submit the form to the school counselor.

Please keep in mind the following:

- No changes are guaranteed, even if a teacher has agreed to a change.
- No phone calls or emails regarding schedule changes will be accepted.
- The deadline for schedule changes is two days after the start of a new semester.
- Your schedule request may alter other periods, courses, and teachers displayed on your current schedule.
- Please fill out the form neatly. If your writing is not legible, your request may be delayed.

## Postsecondary Enrollment Options (PSEO)

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[Postsecondary Enrollment Options \(PSEO\)](#) is a program that allows public and nonpublic students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible postsecondary institutions. The cost of tuition, course fees, and textbooks is covered by the Minnesota Department of Education.

New Century students will be offered the opportunity to take PSEO classes starting in 10th Grade.

Requirements:

- CTE Courses: 10th grade student must meet or exceed 8th grade MCA Reading. Alternative options are available.
- 2.8 + unweighted GPA
- College Courses: HS Transcript showing rank at 50-75th percentile + on Accuplacer or ACT

In addition to the above, the student must meet the postsecondary institution's acceptance requirements. These requirements vary among institutions.

## Section 504

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From [MDE](#):

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law.

Section 504 protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.

Examples of physical or mental impairments that may be covered under Section 504 include: epilepsy, AIDS, allergies, vision impairment, broken limbs, cancer, diabetes, asthma, temporary condition due to accidents or illness, ADD/ADHD, learning disabilities, autism, depression, intellectual disability, traumatic brain injury, and post-traumatic stress disorder.

Examples of major life activities that can be affected by the student's disability include: learning, thinking, concentrating, reading, speaking, walking, breathing, sleeping, caring for oneself, as well as major bodily functions, including brain function, immune system function, or digestive functions. This is not an exhaustive list.

If you feel that your scholar would benefit from a 504 Plan, please contact the school counselor.

## Special Education Services

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New Century provides comprehensive special education services for all eligible students. If you have questions or need additional information, contact the main office and ask for the Special Education Coordinator.

## Appendix

### PARENT/TEACHER/STUDENT COMPACT

2023-2024

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 scholars 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 scholars 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 scholar 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: \_\_\_\_\_

## New Century High School Schedule Change Request Form

<i>Student Name</i>	
<i>Today's Date</i>	
<i>Student's Grade</i>	
<i>Student's Email</i>	

Indicate the course(s) you would like to change, including course name, teacher name, and period:

Explain the reason for your schedule change request:

Obtain the signatures of the teachers whose courses you are requesting to remove and add:

<i>Teacher signature for course you're requesting to drop</i>	
<i>Teacher signature for course you're requesting to add</i>	

By signing below, you acknowledge that:

- No schedule changes are guaranteed, even if teachers have agreed to a change.
- No phone calls or emails regarding schedule changes will be accepted.
- The deadline for schedule changes is two days after the start of a new quarter or semester.
- Your schedule request may alter other periods, courses, and teachers displayed on your current schedule.
- Please print neatly. If I can't read your handwriting, this request may be delayed.

<i>Student Signature</i>	
<i>Today's Date</i>	

FOR OFFICE USE ONLY

<i>Request Approved/Denied</i>	
<i>Schedule Updated</i>	
<i>Counselor Signature &amp; Date</i>	