

New Millennium Academy

Attendance and Truancy Program

Organization Description

New Millennium Academy (NMA) is a Hmong charter school whose mission is *to build a better life for our scholars by creating an environment of high academic achievement while preserving Hmong culture and literacy.*

NMA accomplishes this through our core values of:

- Academic Achievement
- Hmong Culture and Literacy
- Accountability
- Collaboration

NMA's vision is to inspire learners who profoundly lead meaningful lives to better our world.

Attendance Contacts

Business Director: Kevin Xiong
Parent Engagement Coordinator: Lisa Xiong

Truancy Contacts

Business Director: Kevin Xiong
Impact Coach: Rasheed Stephens
Impact Coach: La Her
Parent Engagement Coordinator: Lisa Xiong

NMA Attendance Policy

A huge part of academic achievement and success is ensuring that scholars are punctual and present throughout the school year. NMA's tardy and attendance policy ensures that teachers and administrators take proper actions to ensure parents are aware of their child's presence at school and whether or not their attendance is effecting their learning opportunities. In the event a scholar's absences exceed the stated amount, and warrant necessary intervention, NMA is prepared to work with parents to ensure a progressive action plan is put in place to support scholar's success.

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

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- Absence – K-5:** When scholar misses four hours or more in a school day, the scholar is considered absent for the entire day.
- Absence – 6-8:** When scholar misses four or more periods in a school day, the scholar is considered absent for the entire day.
- Tardiness – K-5:** When scholar arrives to school 90 minutes after the 8:30am start time, the scholar is considered tardy. Five unexcused tardiness will equal one absence. Five tardiness will equal an absence.
- Tardiness – 6-8:** When a scholar is more than 10 minutes late to four or more of his/her classes, the scholar is considered tardy for the entire day. Five tardiness will equal an absence.
- Early release – K-8:** When scholar leaves to go home within 90 minutes of 8:30am, the scholar is considered absent for the entire day.
- Excused:** The following reasons for an absence to be considered 'EXCUSED':
- Doctor/Dentist appointment
 - Illness (three or more consecutive days requires a with doctor's note to return)
 - Injury
 - Principal or Counselor approved travel (see Parent/Scholar Handbook pg. 7)
 - Extreme family emergency
 - Death in the family
 - Religious holidays
 - Suspension by school official
- (Eight 'excused' absences will equal an unexcused absence for reporting purposes)
- Unexcused:** An absence will be considered 'UNEXCUSED' if the reason does not follow the guidelines listed under the 'EXCUSED'. See examples of 'UNEXCUSED' absences in the Parent/Scholar Handbook pg. 7.
- Be@school:** be@school is a Hennepin County truancy prevention program that works with parents and scholars to develop a plan to engage the scholar back to attending school regularly.
- Child Protection:** NMA reserves the right to work with be@school officials to make any referrals to Hennepin County Child Protection if the school determines that there is neglect as it relates to a parent's involvement (or lack thereof) in their child's ability to attend

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school.

Protocols for Tardiness

Levels	Teacher's Responsibility	Dean and Parent Engagement Coordinator's Responsibility	Front Office
3 rd Tardiness	Discussion with scholar	N/A	N/A
4 th Tardiness	Make call to parent.	N/A	N/A
5 th Tardiness	Make call to parent and mark 5 th unexcused tardiness as an absence.	N/A	Monitor ongoing unexcused tardiness.
Ongoing Unexcused Tardiness	Make Referral to Dean's office	Schedule a house visit with parents.	Monitor ongoing unexcused tardiness.

Note: 8 Tardiness = 1 unexcused absence

Protocols for 'Excused' Absences

Levels	Teacher's Responsibility	Dean and Parent Engagement Coordinator's Responsibility	Dean and Parent Engagement Coordinator's Responsibility
1 st -6 th Excused Absences	Discussion with scholar	N/A	Auto phone call home
7 th Excused Absence	Send letter home to parent.	N/A	Auto phone call home
8 th Excused Absence	Make call to parent.	N/A	Auto phone call home
Ongoing Excused Absence	Make Referral to Dean's Office	Schedule a house visit with parents	N/A

Note: 8 Excused Absences = 1 unexcused absence

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Protocols for 'Unexcused' Absences

Levels	Teacher's Responsibility	Dean and Parent Engagement Coordinator's Responsibility	Dean and Parent Engagement Coordinator's Responsibility
1st and 2nd Unexcused Absence	Discussion with scholar	N/A	Auto phone call home
3rd Unexcused Absence	Scholar Support	Auto generate letter to be sent home	Auto phone call home
5th Unexcused Absence	Scholar Support/Call Home	Schedule a house visit with parents	Auto phone call home
6th Unexcused Absence	Scholar Support/Call Home	Call Home Advised Business Director to make referral to be@school	Auto phone call home
9th Unexcused Absence	Scholar Support/Call Home	Family Consultation at School Advised Business Director to make STAR referral to Be@school	Auto phone call home
15th Unexcused Absence	Scholar Support/Call Home	Advised Business Director to consult Be@school for Child Protection Referral	Auto phone call home

NMA's Attendance and Tardiness Goals

According to MDE, positive attendance behaviors directly correlate with increased academic success. At NMA, both teachers and administrators have direct responsibilities in working with scholars and parents in ensuring scholars are present and actively learning and engaged. Our goal is to ensure that we put effective policies and procedures in place to work with scholars who have active absences from class, whether that is to ensure the scholar is getting missed assignments, making sure the safety and well-being of the child is verified, or working with outside resources to put an action plan together to foster an engaged and motivated scholar in school. NMA's attendance and tardiness protocol is effective when all stakeholders are involved in the process.

Suspensions

At NMA, any In School Suspension (ISS) and Out of School Suspension (OSS) are considered unexcused absences. As such, these days will be used against scholars under the "unexcused" protocols. NMA reserves the right to expel scholars after 10 suspension days. NMA also reserves the right to expel scholars for behaviors and actions that may cause hardship to the school community. NMA abides by MDE's standards when it comes to any and all expulsions.

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