

Naatsis'Aan Community School, Inc.

Parent/Student Handbook



Approved: December 18, 2024

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School Year 2024-2025 School Staff

To’Nanees’Dizi’ II School Board Members

Willie Grayeyes
Angie Williams
Stanley Yazzie
Helen Webster

Administration

Helena Botone, Principal
Frances Stevens, Business Technician
Lorena Tomasyo, Administrative Assistant
Deidra Begay, Business Manager

Academic Department

Andrea King, Kindergarten Teacher
Nora Stanley, 1st Grade Teacher
Cheri Kee, 2nd Grade Teacher
Ella Badoni, 3rd Grade Substitute Teacher
Geraldine King, 6th Grade Teacher
Irene Pelt, 4th/5th Grade Teacher
Kendra King, 7th/8th Grade Teacher
Elivia Holiday, ESS Paraprofessional
Marjorie Nez, SPED Coordinator
Vacant, Counselor
Vacant, Librarian

Residential Department

Michael King, Residential Supervisor
Loretta King, Residential Assistant
Darlene Seitz, Residential Assistant

Food Service Department

Vacant Food Service Manager
Etta Holgate, Cook
Cryshena Pelt, Cook

FM / Transportation Department

Robertson Yazzie, Facility Manager
Roxine Yazzie, Facility Clerk
Alex Gishie Jr., Facility Technician
Jean M. Holgate, Custodian
Vacant, Bus Driver
Tina Little, Custodian

VISION

Learn Today, Lead Tomorrow

MISSION

The Naatsis’Aan Community School will empower our students to be curious about seeking a relevant and meaningful education foundation so they can become life-long learners.

The 2024-2025 Student/Parent Handbook provides guidelines for students and parents and the school community members to share a shared vision and mission for the Naatsis’Aan Community School’s hope and expectation for the students. This guideline is not all-encompassing in meeting all the various situations that may arise, but the utmost concern is for the safe well-being of students, parents, and all employees and the overall reputation of Naatsis’Aan Community. In Navajo, we say a hiłnaa a nish. Adherence to this handbook will provide an understanding for all stakeholders.

1. To increase student proficiency in math and reading by 10% in grades K-8 in Northwest Evaluation Association (NWEA) by Spring 2025.
2. The number of student discipline referrals will decrease to 10 referrals per quarter for kindergarten through 8th grades for the school year 2024-2025.
3. To increase student proficiency in grades 3 – 8 in ELA and Mathematics in BIE Unified Assessment from Spring 24-25 to Spring 2025.
4. All English Learners will increase by one level in all domains as measured by the WIDA assessment by Spring 2025.

ARTICLE 1. PHILOSOPHY OF DISCIPLINE AND RESPONSIBILITY

A student entering Naatsis'Aan Community School, Inc. (NCSI) becomes a member of the school community. For this community to function effectively, each member needs to think not only about himself/herself but about the other members of the community they represent as well. Discipline helps maintain that balance between the rights of the individuals so that the rights of all students are protected. It ensures justice and equality and recognizes the dignity and worth of everyone.

The goal of disciplinary action in the school is to assist the student in learning self-discipline of his/her behavior so that a student's actions do not infringe upon the overall standard operations of the learning process. Most of the students are mature and self-disciplined. However, for those few who are not considerate of others or do not understand the importance of their education, the following rules will be strictly enforced. **The following are examples of infractions for which a suspension, expulsion by the board, or other disciplinary action may be considered.** NCSI Administration maintains the prerogative to administer disciplinary action at any level based on the severity of the violation and the circumstances surrounding the incident.

SECTION 1.01: RESPECT (Alhaa dasti')

To properly represent NCS, students should show respect for the following:

- Respect yourself as an individual.
- Respect the rights, dignity, and privilege of other students.
- Respect the authority of parents and guardians.
- Respect the authority of school faculty and officials.
- Respect the authority of civic officials and Law Enforcement Officers.
- Respect school and private property.
- Respect school rules and regulations.

One of the most important lessons students should learn is self-discipline. While it does not appear as a subject, it underlies the entire educational process. Self-discipline training develops self-control, character, order, and efficiency. It means being prepared and willing to do whatever is required and/or necessary to achieve the task at hand.

To have an outstanding instructional program, an atmosphere of mutual respect must exist among the administration, teachers, parents, and students. Students who disrupt the learning process and become disciplinary problems interfere with the educational rights of other students. Disruptive behaviors will be addressed with appropriate disciplinary actions. You, as a student of NCS, must recognize and accept the responsibility for your actions and behavior. Parents' support in working with both children and staff will benefit all involved.

SECTION 1.02: STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities will be protected by NCSI, governed by the Board of Education, to ensure the opportunities provided by NCSI. Further, the freedom of expression, freedom of religion, freedom of the press, freedom of association, freedom of assembly, freedom of search and seizure, freedom of privacy and protection, and freedom from discrimination are an integral part of a student's

development and education in the democratic society in which we live. Students should follow the basic guidelines that govern students' rights and responsibilities.

- Students shall honor the rights of others and ensure that their educational progress is not hindered.
- Students shall use proper and acceptable language. They shall refrain from the use of any language that is vulgar, inappropriate, or obscene.
- Students shall not deface (tag) any school property.
- Students shall obey and follow the Parent Student Handbook as set forth by the tribal, state, and federal laws.
- Students shall not threaten and/or bully others on campus.
- Students shall not cheat or steal.
- Students shall keep parents and guardians informed concerning reports, progress, and functions at school.
- Students shall refrain from using inappropriate hand and gang-related gestures.

Students shall report any rights they are being deprived of through the proper channels: the teacher, Principal, and the Governing Board. Abiding by these basic life teachings will help establish a sense of integrity, which is essential for successful living.

SECTION 1.03: STUDENT RIGHTS

- To ensure that the rights of all students are protected, the following rights and responsibilities have been identified. Each student at NCSI is entitled to a comfortable, safe, and secure atmosphere in which to follow his/her educational pursuits.
- Each student has the right to be treated with dignity and respect and to expect a reasonable degree of privacy.
- Each student is entitled to an education to meet his/her needs and level of capability.
- Each student has the right to freedom of inquiry and expression concerning school and community affairs.
- Each student has the right to practice his/her own cultural values, language, traditions, and religion.
- Each student has the right to expect that school policies and actions will not discriminate based on gender.
- Each student has the right to freedom from unreasonable search and seizure of his/her person or property.
- Each student has the right to make his/her own decisions, where applicable.
- Each student has the right to freedom of speech and expression, including symbolic expression, such as posturing and gesturing, so long as the symbolic expression does not unreasonably disrupt the educational process or endanger the health and safety of others. Such as obscene, threatening, or disrespectful gestures.
- Each student has the right to due process concerning disciplinary actions, which may lead to suspension or dismissal from school, per the Student-Parent Handbook.
- Each student has the right to freedom of the press, except where materials in student publications are vulgar, slanderous, or obscene.
- Academic performance shall be the criterion for academic grades.

- Students shall not be subjected to unreasonable or excessive punishment and shall have the right of appeal in disciplinary matters, per the Student-Parent Handbook.
- Each student has the right to discuss their grade, if questionable, with their teacher.
- Each student has the right to be informed of school regulations, policies, procedures, and the consequences for violating them.
- Students, parents, or legal guardians have the right of access to his/her child's records concerning academic, social, and disciplinary behavior and expect that these records will be confidential.

SECTION 1.04: STUDENT RESPONSIBILITIES

NCS students have the following responsibilities:

- To attend all classes each day except when ill or properly excused and to allow other students the freedom to learn without upsetting the classroom environment.
- Not to bring to the school alcoholic beverages, drugs, weapons, stolen property, or any illegal item or substance.
- To be sure that decisions made do not violate school policy or all applicable laws, nor infringe upon the rights of others.
- To express opinions and ideas respectfully so as not to offend others and to understand that others are allowed to express their opinions and ideas.
- To understand that they may not write untruths that will harm a person's reputation.
- To report to staff that they have been treated unfairly when having concerns and to expect or receive intervention and follow-up.
- To not disrupt the work of other students or staff members.
- To not harm themselves or others.
- To follow classroom, school, and/or dorm and bus rules.
- To do their very best on their schoolwork and homework.
- To have their school supplies in class each day (notebook paper, pencil & textbooks).
- To practice the values of the Six Pillars of Character Counts daily.

ARTICLE II. ATTENDANCE/ACADEMIC POLICIES

This policy applies to all students in grades K-8 and does not apply to *dormitory attendance* policies found in the NCSI Residential Student Handbook, which is separate from this handbook.

SECTION 2:01 EXPECTATIONS OF STUDENT ATTENDANCE

All students shall comply with federal, state, and BIE attendance laws. Truancy or tardiness from a specific class or school is discouraged. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee before specified dismissal times without official permission. Failure to abide by the expectations of student attendance will be considered educational neglect.

SECTION 2:02 DEFINITIONS

Excused Absences: Excused absences are considered absences because the child is not physically in school. An excused absence is when there is an acceptable reason for a child to not be in school. A student must return with a doctor's statement or appointment slip, which is submitted to the registrar. Excused absences still affect attendance rates, sports eligibility, and eligibility for awards.

The following will be regarded as excused absences:

- Clinic, hospital, or dental appointments,
- Family illness,
- Death of an immediate family member (i.e., mother, father, brother, sister),
- The Student is sick at home with a doctor's statement,
- Traditional or religious ceremonies,
- Students will be marked PRESENT if the bus is not able to get to the designated pick-up and drop-off area due to inclement weather and impassable roads. Parents and Bus Drivers need to contact the Registrar immediately.

Unexcused Absences: An unexcused absence is when a student is not in school and the Parent/guardian has not provided written documentation to verify the absence.

The following will be regarded as unexcused absences:

- Absent for unknown reason.
 - Babysitting siblings, relatives, or neighbors
 - Not wanting to come to school.
 - Family trips
 - Oversleeping
 - No transportation for students to come to school.
3. Truancy: Defined as any student absent without prior administrative or parental knowledge and/or consent. This will be counted toward unexcused ten-day absences.
- Chronic Absence: Automatically referred to Navajo Nation Prosecutor per Áłchíní Bi'beehaz'anii Act of 2011.
- Chronic absence is defined as missing so many school days for any reason that a student is academically at risk, missing 10% or more of the total school days.
- Missing so many school days for any reason that a student is academically at risk, missing 10% or more of the total school days.
 - C.H.I.N.S. (Children In Need of Supervision): Being subject to compulsory school attendance, is consistently absent or tardy from school, pursuant to Title 10 NNC, §118.

SECTION 2.03: SCHOOL HOURS

Classes will begin promptly at 8:00 a.m. and will dismiss at 3:00 p.m. Monday, Tuesday, Wednesday, Thursday, and Friday. Every Wednesday is early release at 1:00 PM. to allow for Teachers and Staff Professional Learning Community meetings. (PLC).

During inclement weather, the school will operate on a two-hour delay schedule. Notification will be made through Remind (communication platform for education), Facebook, Telephone, ClassDojo, or text message, KTNN, 660 AM, and KXAZ, 93.3 FM.

SECTION 2.04: MASTER SCHEDULE (2024-2025)

All instructional times are considered sacred and “uninterrupted,” so please avoid late arrivals (tardies) and early checkouts during these times. The 2024-2025 Master Schedule is located at the end of this handbook.

7/30/24, 11:29 AM Master Schedule SY 2024-2025 - Google Sheets

NCS Daily Schedule SY 202-

	k	1st	2nd	3rd	4th	5th	6th	7th	8th
7:30-7:55	PICK UP STUDENTS FROM CAFETERIA AND MORNING MEETINGS								
7:55-8:00									
8:00-8:05									
8:05-8:10									
8:10-8:15									
8:15-8:20									
8:20-8:25									
8:25-8:30									
8:30-8:35	CULTURE (60min.)	WHOLE GROUP READING (60 min)	WHOLE GROUP READING (60 min)	Whole Group Math (60 min)	Whole Group Math (60 min)	Whole Group Math (60 min)	Whole Group Math (60 min)	WHOLE & SMALL GROUP MATH (60 min)	WHOLE & SMALL GROUP MATH (60 min)
8:35-8:40									
8:40-8:45									
8:45-8:50									
8:50-8:55									
8:55-9:00									
9:00-9:05									
9:05-9:10									
9:10-9:15									
9:15-9:20				SML GROUP (30min)	SML GROUP (30min)	SML GROUP (30min)	SML GROUP (30min)	MATH INTERVENTION (30min)	MATH INTERVENTION (30min)
9:20-9:25									
9:25-9:30									
9:30-9:35	WHOLE GROUP READING (60min)	CULTURE (60min.)	CULTURE (60min.)						
9:35-9:40									
9:40-9:45									
9:45-9:50						PE. (30 min)	PE. (30 min)		
9:50-9:55									
9:55-10:00									
10:00-10:05									
10:05-10:10				WHOLE GROUP READING	WHOLE GROUP READING			WHOLE & SMALL GROUP READING (60 min)	WHOLE & SMALL GROUP READING (60 min)
10:10-10:15									
10:15-10:20	RDG Intervention (30 min)	SMALL GROUP READING	SMALL GROUP READING						
10:20-10:25									
10:25-10:30									
10:30-10:35									
10:35-10:40				SMALL GROUP READING	SMALL GROUP READING	WHOLE GROUP READING (60 min)	WHOLE GROUP READING (60 min)		
10:40-10:45								READING INTERVENTION (30 min)	READING INTERVENTION (30 min)
10:45-10:50	Writing Block (40 min)	WHOLE GROUP MATH	WHOLE GROUP MATH						
10:50-10:55									
10:55-11:00									
11:00-11:05									
11:05-11:10									
11:10-11:15				WRITING	WRITING	SMALL GROUP RDG	SMALL GROUP RDG	WRITING (30 min)	WRITING (30 min)
11:15-11:20									
11:20-11:25									
11:25-11:30									
11:30-11:35									
11:35-11:40									
11:40-11:45								PE. (30 min)	PE. (30 min)
11:45-11:50									
11:50-11:55									
11:55-12:00									
12:00-12:05	D.E.A.R. (15 min)								
12:05-12:10		SMALL GROUP MATH	SMALL GROUP MATH						
12:10-12:15									
12:15-12:20				CULTURE (60min.)	CULTURE (60min.)				
12:20-12:25									
12:25-12:30									
12:30-12:35	Whole Group Math (60 min)							D.E.A.R. (15 min)	D.E.A.R. (15 min)
12:35-12:40		WRITING	WRITING						
12:40-12:45									
12:45-12:50								SOC (40 min)	SOC (40 min)
12:50-12:55									
12:55-1:00									
1:00-1:05				D.E.A.R. (15 min)	D.E.A.R. (15 min)				
1:05-1:10									
1:10-1:15									
1:15-1:20									
1:20-1:25	MTH Intervention (30min)	PE.	PE.						
1:25-1:30									
1:30-1:35				SOC/SCI (35 min)	SOC/SCI (35 min)	CULTURE (60min.)	CULTURE (60min.)		
1:35-1:40									
1:40-1:45		D.E.A.R. (15 min)	D.E.A.R. (15 min)					SCI (40 min)	SCI (40 min)
1:45-1:50									
1:50-1:55									
1:55-2:00									
2:00-2:05	SOC/SCI (40 min)								
2:05-2:10		SOC/SCI (35 min)	SOC/SCI (35 min)						
2:10-2:15				PE.	PE.	CONT. SOC/SCI (30 min)	CONT. SOC/SCI (30 min)		
2:15-2:20									
2:20-2:25									
2:25-2:30		RDG INTERVENTION (20 min)	RDG INTERVENTION (20 min)	RDG INTERVENTION (20 min)	RDG INTERVENTION (20 min)	RDG INTERVENTION (20 min)	RDG INTERVENTION (20 min)	CULTURE (60min.)	CULTURE (60min.)
2:30-2:35	PE. (30 min)								
2:35-2:40									
2:40-2:45									
2:45-2:50									
2:50-2:55	Clean & Dismissal	MTH INTERVENTION (20 min)	MTH INTERVENTION (20 min)	MTH INTERVENTION (20 min)	MTH INTERVENTION (20 min)	MTH INTERVENTION (20 min)	MTH INTERVENTION (20 min)		
2:55-3:00									
3:00 PM									
3:00-5:00									

Bus Monitoring (Support Staff)
Tutoring/Extracurricular Activities

SECTION 2.05: OFFICE & SCHOOL HOURS

The school/office hours are 7:30 a.m. to 5:00 pm on all school days. Students staying after school and sports practices will be at 3:30 – 5:00 p.m. Monday through Thursday. The office will be closed during holidays and approved closures. All school staff will be attending Professional Development, as indicated on the 2024-2025 School Year Calendar.

Please do not drop your child(ren) off before 7:30 a.m., for there is no one on campus to supervise your child(ren). Buses will depart promptly at 3:10 p.m. The Navajo Nation Department of Child Protective Services and Kayenta Police Department will be contacted for students who are still at the school after 4:00 p.m. for non-school-related events. If you know that you are going to be late, please contact the school and make arrangements with the registrar or delegated person next in line. Patterns of consistencies with late pickups will be noted and may render notification to the Navajo Nation Department of Child Protective Services and Kayenta Police Department.

For all approved after-school events, including sports, times of operation will need to be adhered to. Notification to appropriate offices/departments will be followed.

SECTION 2.06: ABSENCES

The goal of NCS is for all students to have 100% attendance. The Bureau of Indian Education requires students to have 95% attendance. Therefore, a student who misses 10 or more days will automatically be dropped from NCSI, as a requirement from the Bureau of Indian Education. For students to be eligible for participation in sports, field trips, and activities, they must maintain a 95% attendance rating or better. Perfect attendance will be rewarded at the end of each quarter.

When a student has:

- For three (3) consecutive unexcused absences, an absence referral form will be completed by the teacher and/or Registrar, and the parents/guardians will be notified by the Principal.
- Five (5) consecutive unexcused absences will require a parent/student/administration conference and will result in referral to Social Services and the Juvenile Prosecutor's Office.
- Ten (10) consecutive unexcused absences will result in being dropped from NCSI enrollment.

Any assignments which are missed due to an excused absence must be made up. It is the student's responsibility to consult with the teacher for make-up assignments.

Attendance is due from the teachers by 8:15 a.m. Any student reporting after 8:15 a.m. will be counted as tardy. **Three (3) tardy (s) are equal to one (1) day of unexcused absence.**

SECTION 2.07: ATTENDANCE COUNT

Absent all-day	If checked out between 8:00 – 11:00 am
Absent half a day	If checked out between 11:00 a.m. – 2:30 p.m.
Present all day	If checked out after 2:30 p.m.

SECTION 2.08: TARDIES:

Students shall arrive at school and be in the classroom of their assigned class by 8:00 a.m. Habitual tardiness, according to federal, state, and BIE laws, is truancy and will be treated as such.

Tardy Procedures: When a student is tardy, they must report to the office and obtain a tardy slip. The student is tardy whether the tardy is excused or unexcused. **Three (3) tardies equal one (1) day of unexcused absence.** Excessive tardiness will be addressed on an individualized basis.

1. The following are excused tardies:
 - Road conditions related to inclement weather (snow, ice, mud)
 - Medical treatment/appointment
 - School-related business away from the classroom
2. The following are examples of unexcused tardies:
 - Unknown reason
 - Loitering in hallways, gym, library, playground, bathrooms, etc.
 - Overslept
 - Missing Bus and/or no reliable transportation.

If a student is frequently tardy, the teacher or Registrar will complete a referral to the Principal.

SECTION 2.09: EXCESSIVE ABSENCES / TARDIES

1. Corrective Plan for Excessive Absences. The school will send a letter to the parents/legal guardians notifying them of their child's ten unexcused absences in any reporting period from school and notification to Social Services. If a student accumulates five unexcused absences in any reporting period, the school will request a conference with the student, parents/legal guardians, and counselor to discuss the circumstances that may be affecting the student's education. On the eighth absence in any reporting period, the student will be recommended to move into the NCS's Residential Program. In addition, he/she will be referred to Social Services for intervention.
2. Excessive Consecutive Unexcused Absences. Consecutive unexcused absences over three days will result in a parent/legal guardian contact/conference or home visit arranged by the Principal/Teacher or School Registrar, in which parents will be requested to return the student to school immediately. Attendance contracts will be issued and implemented immediately. After 10 consecutive unexcused absences and attempts by the school to complete the above steps, the student will be dropped from NCSI by the Principal, and the matter will be referred to the Navajo Nation Judicial system per the Alchíni Bi'beehaz'anii Act of 2011. This is also a Bureau of Indian Education requirement that needs to be followed through the NASIS system.
3. Excused Absences for School Activities. School-sponsored activities, including field trips, athletic activities, and other school-sponsored activities, are considered excused absences, but students are responsible for all coursework missed. It is the responsibility of the student to obtain assignments and extra credit work from his/her teachers before or after such activities so the student does not fall behind in class.

4. Make-up Work. Students are responsible for obtaining make-up work from their teachers for excused absences and/or suspensions. As a rule, students will have the same number of days for make-up work as they have been absent and/or suspended.

SECTION 2.10: APPEAL PROCEDURE POLICY

1. The student must submit in writing a request to appeal the non-credit status. This document must be signed by a parent/guardian.
2. The student must obtain verification of attendance, progress reports, and discipline clearance from the Counselor and Registrar. This information must be submitted with the appeal request.
3. The request for the appeal must be submitted no later than December 18 for the Fall Term and May 20 for the Spring Term.
4. A decision will be given to the Principal.

SECTION 2.11: PROMOTION AND RETENTION POLICY

The purpose of this policy is to establish uniformity and consistency in determining whether a student should be promoted or retained. To ensure each student receives an academically and psychologically sound grade placement.

The following criteria will serve as the basis for decisions regarding student promotion. The teacher evaluation of the student will include the accomplishment of the objective at the following minimum level.

- Students should meet at least 75 percent of the cluster standards (Reading, Writing, Mathematics, Social Studies, Science, Navajo Culture, and PE) taught through the State Standards/BIE One Plan for their grade level to be certified for promotion by the teacher.
- All students from Kindergarten to 8th grade need to obtain satisfactory performance on all required State Assessments. All Promotions will be at the teachers' approval and recommendation.
- NCS's philosophy embraces the concept that each student should be encouraged to develop his or her knowledge and skills to the greatest extent possible and in accordance with State Academic Standards. In many cases, students can progress through their classes within the normally allotted time.
- When a student falls behind in mastering current grade level standards, a student can benefit from an additional year in the same grade to master the necessary skills to be successful.
- Navajo Culture and Language is legally required by the Department of Dine Education for all students attending Tribally Controlled Grant Schools, including NCSI.

Parents/guardians will be notified in writing by the end of the second quarter that the student's current academic performance is at risk, and grade-level retention will be considered. Parents are required to

meet with the Principal and teacher to set up an academic plan for the student. A follow-up parent conference will be held at the end of the third quarter to determine if the student will be retained for the next school year.

The remediation programs, academic improvement contracts, and promotion policies NCSI shall be aligned with BIE One Plan content standards and based on the following:

- Northwest Evaluation Association (NWEA)
- Pearson Access
- WIDA (World Class Instructional Design and Assessment)
- Formative/Summative Academic Assessment
- Student performance in school
- Attendance

When academic skills have been successfully met, the student will advance to the next grade level. If the student has not successfully met the criteria, the student will not be promoted to the next grade. To advance to the next grade level, a student must master 75% or more on the yearly report card average of Reading and Mathematics skills identified in the curriculum structure of NCSI. NCSI will consider the educational needs and well-being of each child. The Student Study Team (SAT) and the principal will make the final decision. Considerations will include:

Attendance

Class grades

Assessments:

- NWEA
- Progress Monitoring
- BIE Uniform Assessments
- The teacher made assessments.

SECTION 2.12: PROCEDURES FOR RETENTION

1. Assessment at beginning, middle, and end for K-8th grade students
2. Review of student yearly progress and growth by Child Study Team (CST)
3. Documentation of parent notification that their child is at risk by the end of the second quarter, if possible. (Note: If the 3rd quarter grades fall below 80% for K- 8th Grade students, parent notification will be given at that time.)
4. A conference shall be held with the parent or guardian to discuss and set up a remediation program to assist the student in attaining yearly progress. The written plan shall include:
 - a. Timelines
 - b. Academic expectations
 - c. measurements to be used to verify that a student has overcome his academic deficiencies.
5. Recommendations of retention from CST

6. Review and concur/deny retention by CST and principal.

Remediation programs and academic programs may include but are not limited to, tutoring, extended days or week programs, summer programs, and other research-based models for student improvement. Summer school attendance is not a means to avoid retention.

SECTION 2.13: HOMEWORK POLICY

The purpose of homework is to provide practice or review of skills previously taught. All students are required to complete homework. Homework at NCSI directly impacts the daily lesson and transfer of learning. It is the student's responsibility to write all assignments and the parent's responsibility to check their child's assignments. Homework plays a very important part in our curriculum.

NCSI considers homework to be an essential part of the academic program. It is designed to accomplish the following objectives:

1. Students prepare for the next lesson.
2. Students review and reinforce previous lessons.
3. Students extend their knowledge and expand on concepts.
4. Students analytically or creatively synthesize information and
5. Students learn the value and skills of time management and pacing for achieving long-range goals, as well as solid learning habits.

Homework will include written and non-written assignments. Assignments are given at the discretion of the teacher of each course of study. This includes daily assignments, research projects, book reports, independent study, and team assignments. Homework left at home is to be delivered to the front office staff during the school day and may be accepted at the individual teacher's discretion. In addition to specific homework assignments, students should review class notes before the next class and on weekends.

For homework to be effective, parents—play an important role. They should provide a proper environment free from distractions. While we encourage parents to show an interest in the subject matter of homework assignments, students must maintain independence of thought, process, and product. It is the responsibility of the student to find out his/her homework when he/she is absent. In cases of prolonged illness (more than 2 days), parents can request to pick up homework for students who will be out of school with an appropriately documented excuse.

SECTION 2.14: GRADING SYSTEM

At the end of the 3rd week of each quarter, the teachers will inform the parents or guardians of the progress of the student by sending a progress report home by U.S. Mail service so the parents can help their students advance and/or request tutoring assistance for the student and encourage their child to make improvements.

Grades 3rd – 8th

A+: 97 - 100

A: 94 - 96

A-: 90 - 93

B+: 87 - 89
B: 84 - 86
B-: 80 - 83
C+: 77 - 79
C: 74 - 76
C-: 70 - 73
D+: 67 - 69
D: 64 - 66
D-: 60 - 63
F: 59% and below

Grades Kindergarten – 2nd

E – Excellent
S – Satisfactory
NI – Needs Improvement
U – Unsatisfactory
I - Incomplete

ARTICLE III. ADMISSION REQUIREMENTS

SECTION 3.01: STUDENTS RESIDING WITHIN NCS ATTENDANCE BOUNDARIES

- **Age Requirements. Eligible students must be 5 years old by December 31 and not older than 14 at the beginning of a school year for eighth-grade students.**
- **Requirement: All Kindergarten students must be toilet trained to maintain the health and wellness of the students and staff. Exception will be made for special needs students with developmental delays and health-related issues.**
- **Documentation.** Students or parents/legal guardians must provide or complete all the following documentation for admission. If a child is considered to be Homeless and meets the criteria for being homeless, the school will work with parents/guardians to obtain the documents below:
 - a. Transcripts from previous schools attended (if applicable).
 - b. NCS Enrollment forms.
 - c. NCS Residential Program Enrollment forms (if applicable).
 - d. McKinney-Vento Homeless Application Form (if applicable).
 - e. Current health and immunization records.
 - f. Parental consent for health services.
 - g. Day Student transportation and release (Student check-out) form.
 - h. Home Language Survey Form for WIDA Assessment.
 - i. School lunch/meal application.
 - j. Student Photo Release Consent Form.
 - k. Birth certificate.

- l. .
- m. Special education status: IEP(if applicable).
- n. Sports Physical Examination form (if applicable).
- o. Tribal enrollment number (if applicable).
- p. Certificate of Indian Blood (CIB, if applicable) or documentation.
- q. Certified copy of court order naming legal guardianship (if applicable) or temporary legal guardianship.

SECTION 3.02: STUDENTS RESIDING OUTSIDE NCS ATTENDANCE BOUNDARIES

NCS was established primarily for Navajo students within the attendance boundaries of the Navajo Mountain community/chapter.–Students who live outside the community or who have been attending another school will be required to meet the following conditions and requirements before being admitted to NCS.

- a. Native American Students. Native American students may petition the Principal-for permission to attend NCS. The petition must include an explanation of why the student’s current school does not meet his/her academic needs. The Attendance Boundary Waiver must be completed by the parents/guardians, and the Governing Board must approve the Boundary Waiver before admittance to NCS.
- b. Non-Native American Students. In addition to all the following requirements, non-Native American students shall be admitted upon payment of tuition equal to the amount established by ISEP allocations, whichever amount is applicable. The Governing Board has the discretion to waive tuition for dependents of its employees.
- c. Discipline Record. If the student is transferring from another school, he/she is required to be in good standing, as verified by the previous school concerning his/her discipline status.

SECTION 3.03: ADMITTANCE AND TRANSFERS / BEHAVIOR RELATED

If a student lives within the NCS attendance boundaries and has been expelled or long-term suspended from NCS for disciplinary infractions and/or has had numerous disciplinary violations at his/her previous school (including NCS) for violence, fighting or major disruptions of the educational environment, he/she **may** be admitted to NCS if, in addition to those requirements set forth, the following conditions met before enrollment and during the school year. If NCS learns that the student meets the above conditions after enrollment, he/she will be required to complete the following steps before he/she will be permitted to remain at NCS. The conditions in this section will be required for continued enrollment at NCS.

- a. Written Approval. Based upon the student’s enrollment packet for admission and an independent assessment, and if the Principal agrees in writing to allow the student to attend NCS; and,
- b. Behavior Contract, Counseling, and Follow-up. The student, parent/legal guardian, and NCS must enter a behavior contract wherein the parent/legal guardian and student commit and agree

to ongoing, verifiable counseling. **The parent and the student must comply with the behavior contract and participate in ongoing counseling throughout the school year.**

SECTION 3.04: STUDENTS TRANSFERRING TO ANOTHER SCHOOL

Students transferring from NCS to another school must pay all financial obligations at the Front Office (Administrative Assistant) before credit for the previous semester's work is awarded. Parents/legal guardians must provide a telephone number and forwarding address before withdrawing a student.

Whenever a student transfers to NCS after August 6th, whether the student is from within the NCS attendance boundaries or outside, the student must complete all requirements as outlined in Paragraph 1. B above and is subject to the restrictions of Behavioral Related Transfers as outlined in section b above.

SECTION 3.05: ACADEMIC ACCELERATION

By the belief that all children are entitled to an education matching their particular needs, students who can exceed the grade-level indicators and benchmark set forth by the standards must be afforded the opportunity and be encouraged to do so.

NCS believes that such students often require access to advanced curricula to realize their potential contribution to themselves and society.

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. We believe that all students should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

NCS provides students with opportunities for possible accelerated placement through individual subject acceleration and whole-grade acceleration. A teacher, administrator, counselor, school psychologist, or a parent or legal guardian of the student may submit referrals for possible accelerated placement to the school principal.

Copies of referral forms for evaluation for possible whole-grade acceleration and individual subject acceleration are to be made available at the time of the requests.

SECTION 3.06: RELEASE OF STUDENT RECORDS

- The Family Educational Rights and Privacy Act (FERPA) affords parents of minor students and students 18 years or older certain rights concerning the student's education records. **NCS follows the Family Educational Rights and Privacy Act (FERPA), and the School cannot disclose minor students' information without the written consent of the parent or legal guardian.** These rights include:
 - The right to inspect and review the student's education records.
 - The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.

- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student’s records unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including the health of medical personnel and law enforcement unit personnel); a person or company contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- The following is designed as “directory information,” which may be disclosed without prior written consent: a student’s name, address, telephone number, grade, date of enrollment, transfer, withdrawal, achievement awards or honors earned, weight, and height, photograph, and parent’s name.

Parents have the right to submit a written request to the school office directing the school not to release any directory information concerning their child to third parties. Examples of third parties include SCRT, school clubs and organizations, and the media.

SECTION 3.07: WITHDRAWAL OF STUDENTS

It is strongly discouraged to withdraw students during the school year because the withdrawal impedes their learning as well as their social and emotional stability at the current school.

- If you find it necessary to change schools during the year, please notify the office as soon as possible. You will be required to complete a withdrawal form. If any, fees are required to be paid in full, and school materials must be returned before withdrawal.
- You must provide the school with the address of the new school and a forwarding address. Your child’s records will be sent within 2 weeks upon receiving a request for records from the new school.

SECTION 3.08: INTERVENTION

The 3-Tier Model implements three levels of reading and math intervention (primary, secondary, and tertiary) to ensure that student reading and math needs are addressed.

Primary (Reading & Math Intervention)

Tier 1 is comprised of three main elements:

1. A core reading and math program grounded in scientifically based reading and math research. The programs and classroom instruction address the critical elements in both reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension) and math (oral counting, number identification, missing numbers, quantity discrimination, and mathematical computation).
2. Progress monitoring of all kindergarten through eighth-grade students. Students are administered a benchmark test at least three times per year (fall, winter, and spring) to

determine instructional needs. Subsequent progress monitoring probes are then administered by classroom teachers to all students who scored below the initial benchmark. The data that is collected serves to guide the reading and math instruction provided by the teachers.

3. NWEA is a progress monitoring system based on direct, frequent, and continuous student assessment. The results are reported to students, parents, teachers, and administrators via a web-based data management and reporting system to determine the response to intervention (RTI). The NWEA system components provide one comprehensive progress monitoring and RTI Solution.
4. Ongoing professional development provides teachers with the necessary tools to ensure every student receives quality reading and math instruction. Professional development workshops are designed specifically for all grade levels and contain three key elements:
 - a. Progress monitoring and its use in guiding instructional decision-making.
 - b. Elements of a successful reading and math program include oral language development, phonological awareness, alphabetic principle, word study, spelling, fluency, listening comprehension, reading comprehension, written expression, oral counting, number identification, missing numbers, quantity discrimination, and mathematical computation.
 - c. Features of effective instruction include grouping, mastery teaching, and scaffolding learning.
5. The Primary intervention is provided by the classroom teacher to all students in the general and special education classrooms. It is designed to serve the majority of the students in a school and to reduce the number of children who later become at risk for reading and math problems.

Tertiary

Tier III is designed for students with low reading and math skills and a sustained lack of adequate progress when provided with primary and secondary intervention. Tutoring at this level is more intensive and includes more explicit instruction that is designed to meet the individual needs of struggling readers. The group size is smaller, and the duration of daily instruction is longer.

ARTICLE IV: DRESS CODE & PROHIBITED ACCESSORIES

SECTION 4.01: OVERVIEW

The NCS Administration and Governing Board respect a student's right to choose his or her dress or appearance. We strive to be the best school in the state, and we expect our students to look and act accordingly. We do not intend to dictate the type of clothes to be worn to school but occasionally find it necessary to say what shall NOT be permitted. We expect students to wear appropriate school clothes. However, NCS will require that students adhere to standards of dress that are compatible with the requirement of a positive school environment. All students are expected to be groomed and dressed appropriately for school and school activities. If, in the finding of the Principal or NCS staff, a

student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the Principal or the designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. The student dress code educates and reinforces appropriate dress attire for the work environment beyond NCS.

SECTION 4.02: POLICY

A. All students are expected to adhere to the following guidelines.

1. Shorts, skirts, and dresses should be no shorter than 3 inches from the top of the knee cap. This applies to slits in dresses and skirts.
2. Sleeveless shirts, tops, and dresses that do not cover the top of the shoulder (i.e., spaghetti straps, halters, etc.) are not allowed unless worn with a top that has sleeves.
3. Shirts and tops should be long enough to cover the midriff when sitting or standing, and shirts, tops, and dresses must cover the back and chest area.
4. **Sagging pants and pants worn below the hipbone, and pajamas are not allowed.**
5. Appropriate undergarments are required and are not to be visible, whether sitting or standing.
6. Clothing is not to be sheer, mesh, have holes, or be designed in such a manner as to reveal the body or undergarments.
7. Neither oversized clothing (jackets, pants, shirts, pajamas, etc.) nor tight-fitting clothing (i.e., knits, spandex bicycle pants, or overly tight pants, jeans, skirts, shirts, and dresses) is allowed.
8. Slogans are not allowed to promote alcoholic beverages, tobacco, and the use of controlled substances, depict violence, are sexual, are gang-related, are cult-related, are disruptive, or are demeaning or degrading to a particular group or individual. This includes, but is not limited to, jewelry, bandannas, tee shirts, etc.
9. Appropriate footwear should always be worn. Shoes having laces must be laced, tied, and worn appropriately.
10. Clothing must be worn appropriately (i.e., nothing inside-out, backward, rolled up pant legs, unfastened bib overall, etc.)
11. Belts, when worn, must be buckled properly and worn at the waistline. **Excess belt material may not be hanging.**
12. Hats, caps, hoods, kerchiefs, sweatbands, and sunglasses will not be worn inside the school building unless they are part of an approved uniform or costume. Hoods will not be worn over the head.
13. Tattoos that display drugs, alcohol or tobacco products, or gang or sex-related words or images are not seen at any time.

14. Chain, spiked accessories, and belt buckles with concealed weapons are not permissible. Belts may not hang down as a “tail” from the belt loop.
15. Body and facial piercing, other than the ear lobes, is not permissible.
16. Colorized contact lenses are not and will not be permissible due to hygiene and health concerns.
17. Public display of affection violates good taste and is unacceptable at the school (e.g., kissing, embracing, inappropriate touching, and hickies).
18. Body Adornment and Accessories are Not Allowed.
19. No body sprays, mist, perfume, or cologne may be brought onto school grounds or any extracurricular school activity. Students are allowed to wear a light scent of cologne, perfume, or body spray applied at home before coming to school. This is due to allergic reactions and causes headaches, which disrupts the teaching.
20. **Clear Backpack Policy.** Students are required to carry transparent backpacks, allowing school staff to easily see the contents of the bag. This is implemented as a safety measure to prevent students from bringing prohibited or illegal items onto school grounds. A clear plastic, vinyl, or PVC backpack and no larger than 12” x 6” x 12”.

B. Students **are not allowed** to have inappropriate adornment and/or accessories, such as:

1. Tattoos, body piercings, and spiked/studded jewelry.
2. Bandanas and hairnets.
3. Belts and/or chains that extend more than 6 inches beyond the buckle.
4. Dark glasses/Sunglasses.

SECTION 4.03: CONSEQUENCES

All students will follow the violation standards below as closely as possible, but each K-8th grade will have the option of supplementing age-appropriate consequences for dress code violations as deemed necessary. All incidents of dress code violations will be documented in NASIS.

1st Offense. Verbal warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parents must be notified that the dress code policy has been violated. Remind Parents of Student/ Parent Handbook Acknowledgement they signed in reference to the student dress code.

2nd Offense. Written warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, the student spends a day in ISS (In-School Suspension). Parents must be notified that dress code policy has been violated and the next violation will result in further consequences.

3rd Offense. 1 Day Out-of-School Suspension (OSS) and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. A meeting with the Parent,

Student, and school official to review the Student Dress Code policy to reach a consensus. Parents must be notified of Out-of-School Suspension (OSS) placement.

SECTION 4.04: PROHIBITED PERSONAL ITEMS

Due to the importance of learning and the concerns for safety and security, the following personal items are prohibited on the school campus. Electronic devices will only be allowed upon school approval (e.g., field trips). The school will not be held liable for any loss, stolen, or damaged devices:

- Skateboards, scooters, bicycles, and rollerblades.
- Electronic devices such as radios, pagers, iPods, iPads, and video games are not permitted on school campuses at any time.
- Cell phones are not allowed on campus; **if a cell phone is brought on campus, it must be turned in to the teacher before class instruction. See section 6.09.**

Disciplinary Action for Prohibited Personal Items

- **1st Offense.** Verbal warning, confiscation of an item, and the parent will be notified that Section 4.04 Prohibited Personal Items Policy has been violated. Remind Parents of Student/ Parent Handbook Acknowledgement they signed about the prohibited personal items.
- **2nd Offense.** Written warning, confiscation of an item, and parent must pick up the personal items. If neither of these options is available, the student spends a day in ISS (In-School Suspension). Parents must be notified that Section 4.04 Prohibited Personal Items policy has been violated, and the next violation will result in further consequences.
- **3rd Offense.** One (1) day Out-of-School Suspension (OSS), confiscation of personal items, to be held in the school safe and returned at the end of the semester. A meeting with the Parent, Student, and school official to review the Prohibited Personal Items Policy. To reach a consensus, parents must be notified of Out-of-School Suspension (OSS) placement.

ARTICLE V. SEXUAL HARASSMENT

Sexual harassment is an unwelcome advance that is sexual. Such conduct is strictly prohibited at NCS, whether by staff members, students, or visitors to NCS. Sexual harassment doesn't need to be an overt act or for a person to ask for sexual favors. It can also be when someone's inappropriate behavior interferes with a student's school performance or creates an environment in a school setting that is intimidating, threatening, hostile, or offensive to students and staff. This behavior can adversely affect students' right to learn and enjoy their experience at NCS. The NCS will address all sexual harassment complaints occurring on school grounds, taking place during school hours, at school events, or on school trips. (See glossary for more information)

SECTION 5.01: EXAMPLES OF SEXUAL HARASSMENT

Some examples of sexual harassment are as follows (but not limited to the following):

- a. If someone directs or implies that you should perform a sexual favor in exchange for something, you are entitled to (e.g., a good grade or the right to participate in athletics).
- b. Sexual advances or propositions.
- c. Repeated offensive sexual flirtations.
- d. Continued or repeated comments about a person's body, his/her orientation, or any parts thereof.
- e. Sexually offensive language or jokes.
- f. Displays on lockers, notebooks, etc., of sexually suggestive pictures or objects.
- g. Cyber harassment (texting, internet, and electronic devices)

SECTION 5.02: REPORT AND ACTIONS FOR SEXUAL HARASSMENT

Students who believe that they have been sexually harassed should immediately report the incident to the Counselor, an adult staff they trust, or the Principal.

The school Principal/designee will investigate complaints of sexual harassment on time, and a SCAN report will be submitted to appropriate authorities immediately. All information gathered will be kept strictly confidential. If the complaint after investigation is determined to be valid, appropriate disciplinary action will be imposed. If students are not sure whether someone's behavior is sexual harassment, they should ask school personnel.

SECTION 5.03: DISPLAYS-OF-AFFECTION POLICY

Public displays of affection (e.g., kissing, embracing, inappropriate touching) violate the norms of good taste and are unacceptable at school and school-sponsored activities. Students who ignore this code of behavior will face disciplinary action, according to Section 16.01: Level I Misconduct Areas and Section 16.02: Consequences for Level I Violations.

ARTICLE VI. COMPUTER AND MEDIA LAB USAGE POLICY

SECTION 6.01 – OVERVIEW

Technology is used as a tool that influences the future of students by enhancing the learning environment through research, development, implementation, utilization, and interactions. It is integrated into the classroom, the workplace, and the general school environment in every effort to maximize learning, educational production, and teaching.

The NCS board is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the NCS, the purposes of the Navajo Region District Office, and the Office of Indian Education Programs. Students, staff, parents, and community members must acknowledge their understanding of the general policy as a condition of receiving an account or using the network. Acceptable uses of the technology equipment and network (Internet) are activities that support teaching and learning.

Users are encouraged to develop uses that meet their individual needs and that take advantage of the network's functions: sending and receiving e-mail, blogging, creating and hosting home pages, chat room and bulletin board communications, administrative and other functional purposes, access to educational resources and other appropriate non-commercial activities.

Each year, a new acceptable use policy will be required to gain access to the network. A completed acceptable use policy includes parent/guardian, student, and sponsor (teacher) signature.

The sponsor/teacher representative is responsible for teaching proper techniques and standards of participation, for access to appropriate sections of the network, and for assuring that the student understands that if they misuse the computers or network accounts, they will lose their access privileges. The parent or guardian is ultimately responsible for the behavior of the student and should review this policy with care and consideration.

All users must abide by the acceptable use policies of other networks.

SECTION 6.02: ACCEPTABLE USE

To prevent unauthorized and inappropriate access to computer networks, websites, or home pages, all students and their parents/legal guardians are required to sign an "Acceptable Use Policy Agreement" form yearly and place it on file with the IT Technician and/or school administrator/designee, which will detail the rules for using the school's internal computer network and its Internet/World Wide Web (www).

SECTION 6.03: UNACCEPTABLE USE

Students are prohibited to do the following:

- a. To access, copy, download, delete, or alter others' files without proper permission.
- b. To engage in plagiarism, copyright violations, invasion of privacy, or unauthorized access.
- c. To engage in any activity that could result in damage to computer files, systems, or facilities or which violates NCS's rules and policies.
- d. To view and/or print inappropriate websites deemed as pornographic or offensive.
- e. To download lyrics, photos, or movies that are inappropriate.

- f. To share/give their log-in computer access to other students.
- g. To modify or rearrange keyboards, mouse, individual key caps, monitors, printers, or any other parts attached to the computer.
- h. Violating the rights of privacy of students, parent/community members, and employees of NCS.
- i. The use of profanity, obscenity, or other language that would be inflammatory, degrading, or in any way inappropriate.

- j. No user shall access, transmit, or re-transmit material that advocates or promotes violence or hatred, in general, or against individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another in keeping with the mission of NCS.
- k. To transmit threatening, obscene, or harassing materials or to interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited to the propagation of computer worms and viruses and the use of the network to make unauthorized entry to any other machine accessible via the network.
- l. The use of computer and network resources and Internet access in violation of international, federal, state, or local laws or regulations and licensing agreements, including but not limited to the illegal copying of software, is prohibited.
- m. Download to internet stations' hard drives. Patrons may, however, download to storage media such as USB drives and the cloud as the equipment allows.
- n. The use of personal software, attaching equipment to the Library's computers or network, or modifying the operating system or network configuration.
- o. No user shall commit or attempt to commit any wrongful act involving the use of the network that disrupts the operation of the network within NCS, or any other network connected to the Internet, including the use or attempted use or possession of computer viruses.
- p. No user shall use the electronic (i.e., Facebook, TikTok, Instagram, Twitter, Snapchat, YouTube, WhatsApp, Telegram) communication system for harassment or bullying, electronic or otherwise. Harassment/ Bullying is defined as the persistent annoyance or disruption of another user or the interference of another user's work. Harassment includes but is not limited to, the sending of unwanted mail.
- q. No video/voice recording of staff and students.

SECTION 6.04: USE OF THE SCHOOL'S INTERNET

Student use of the school's Internet system is a privilege. The use of the internet is for educational purposes, which expands students' research resources and provides materials that may not be found in the school library. Misuse of the Internet will result in a student's loss of Internet privileges as determined by the school administrator/designee.

SECTION 6.05: NOTICE OF MONITORING OF INFORMATION AND DATA

NCS reserves the right to examine and delete any data stored on its hard drives.

SECTION 6.06: MODIFICATION POLICY

NCS reserves the right to modify this policy at any time.

SECTION 6.07: PARENT AND COMMUNITY MEMBER COMPUTER/NETWORK USAGE

Parent and community member computer usage is encouraged and supported. Technology and network usage cannot disrupt the learning environment; therefore, priority will be given to students and staff members of NCS.

Parents are encouraged to use the technology at the Computer Lab or Parent Center with prior arrangement, and users will sign in and out before and after using the computer.

Commercial activities and excessive printing are not allowed. Parents and community members will understand that if they misuse the computer(s) or network account(s), they will lose their access privileges.

To be issued privileges, parent/community members must fill out the NCS Acceptable Use Policy Form every year. The person whose name appears as the account holder is ultimately responsible for their behavior and should review this policy with care and consideration.

SECTION 6.08: COMPUTER LAB ACCESS PASS

Students must have a written pass from their assigned teacher to utilize the computer lab (location and purpose).

SECTION 6.09: SPECIFIC SOCIAL MEDIA/SOCIAL NETWORKING POLICIES.

A. Use of social media or Social Networking During Instruction.

Unless you have been given express permission to utilize social media or social networking sites for the school or education, your use of any social media or social networking from workplace computers at any time is disallowed by this policy.

B. Social Networking on Personal Devices (Examples: cell phones, iPods, tablets, pc)

Unless otherwise expressly allowed, there will be no communication through social media or social networking activity from personal devices during work time. When employees are on work breaks and lunch, activity is allowed only from devices that do not use this organization's network. During these times, it is especially important to adhere to the remainder of this policy for an understanding of the potential consequences of posting information about our school, its programs, clubs, students, parents, faculty, school board, and volunteers and to further ensure such use is strictly limited and does not go beyond lunchtime or break time.

C. Under no circumstance should offensive comments be made about students or colleagues (including administrators) or the school in general. Do not comment on or forward unsupported information and rumors. Negative comments about people could also amount to cyberbullying and could be deemed a disciplinary offense. Your posts and comments should help build and support the school community. Always think through any negative consequences before you share school-related matters. There is no "un-send" button on our devices.

D. The Media

If a member of the media or non-traditional online media (can include bloggers) contacts a staff member, volunteer, or other agent of the school about the business of the school (e.g., programs, services, students, parents, clubs, policies, practices, or additional business information of any kind), the individual must contact the principal and immediate supervisor for direction before any response.

E. Use of School Name or Logo

You may not promote or sell any product or service online or off which would represent the School or bear the School motto, mascot, or logo without specific written permission of the principal and board of the school.

The main purpose of this policy is to protect our students, staff, families, board members, and community while ensuring the orderly operation of the School. This policy will be enforced to accomplish these purposes.

ARTICLE VII. STUDENT HEALTH & WELLNESS

SECTION 7.01: OVERVIEW

If you have any questions concerning the health and wellness of a student, please contact the Principal or the Administrative Assistant. The "Consent for Health Care Services" form needs to be completed during the registration process of all students.

SECTION 7.02: MEDICATION

Students are not allowed to have over-the-counter (OTC) or prescribed medicines in their possession while at school. Medications include over-the-counter (OTC) medicines, such as Tylenol, antacids, cough syrup, throat lozenges, as well as prescription drugs. **School staff and teachers are not permitted to administer medication to students without Medication Administration Certification.**

Only students requiring prescribed asthma treatment medications (inhalers) or anaphylaxis emergency treatment medication (epi-pen) may carry these medications with them while at school and may self-administer them while at school or during a school-sanctioned activity. The school Principal and classroom teacher must know that the student has these medications and knows how to use them correctly. The parent/legal guardian will provide the Principal with a written statement that their child has permission to carry and self-administer this medication. Also required is a written statement from the health care provider who prescribed these medicines, which states:

- a. The student has been instructed in correctly and responsibly using the medication.
- b. The student has demonstrated the skill level necessary to use the medication and any necessary device to administer such medication.

This authorization is only effective for the current school year for which it is granted and must be renewed by the parent/legal guardian each subsequent school year. If it becomes necessary for a student to receive medication (both prescription and non-prescription) during the school day, the Principal may administer this medication. After a "Medication Release" form has been completed and signed by the parent/legal guardian, the medication will be submitted to the Principal in the original/manufacture's container or prescription bottle.

SECTION 7.03: ILLNESS AND INJURY

Illness: Students must not be sent to school if they have a fever (100 F or above), vomiting, diarrhea, and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for twenty-four hours without the benefit of any medication.

If a student becomes ill at school, they will be sent home immediately. **If your child is ill, please do not send them to school.** If a child returns to school and remains ill, parents will be notified. If you and the other people on your emergency contact list are unavailable and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

Any other policies and procedures regarding other illnesses or injuries shall also be reserved and effective immediately upon Board approval.

SECTION 7.04: FIRST AID

NCS does provide limited emergency First Aid to students who become ill or injured while at school. Staff members should exercise their best judgment regarding the movement of an injured student. An accident report must be completed within 24 hours, regardless of injury severity. If broken bones or internal injuries are suspected, the student will not be moved. A messenger will be sent to the office for assistance. For other injuries, a teacher or staff member will escort the student to the main office. If a student suffers an injury or has an accident severe enough to require medical treatment elsewhere, an accident report must be completed and submitted to the supervisor, and emergency personnel will be called. Accident reports are available in the main office.

All medication must be delivered to the school office by an adult. No medication is to be transported by students. No students are to administer medication to themselves.

SECTION 7.05: INJURIES AND ACCIDENT REPORTS

Whenever a student, employee, or visitor incurs an injury due to an accident or whenever there are damages to federal or personal property, an Incident/Accident Report and BIE-Critical Incident or Death Reporting Form must be completed within 24 hours. For further information, contact the Principal at (928)672-2335 x 201. Failure to report any accident/ injury within 24 hours will result in disciplinary action and/or up-to-prosecution.

SECTION 7.06: EMERGENCY MEDICAL FORMS

Parents are required by federal and state law to fill out an Emergency Medical Authorization Form. These forms are kept on file in the office and used in emergencies. **This form will be available during the registration day. You must fill it out completely, noting any health conditions, medical concerns, or current medications, and sign and return it to the school office.** All information on this form will be used to guide our intervention in the case of an illness, injury, or emergency at school. Parents are responsible for notifying the school, in writing, of any changes to the information on the Emergency Medical Authorization Form.

SECTION 7.07: HANDWASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is NCS's policy that students and staff will wash their hands at various times throughout the day, including but not limited to after using the restroom, before and after eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions.

SECTION 7.08: HEALTH REGULATIONS

Your child must meet federal, state, and county health regulations for school entrance. A UNHS, IHS or other healthcare provider/nurse checks health records annually and will send you a reminder of the required immunizations your child still needs.

Student(s) will not be allowed to enroll at the school without a current Immunization Record. Written statements of objection to immunizations due to parent or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an **Emergency Medical Authorization Form**. These are kept on file in the office and used in emergencies.

NCS wishes to cooperate fully with students, parents, and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours.

Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students.

According to federal and state law, all medications must be kept locked in a cabinet and administered by school personnel.

All prescribed medication must be in its original container, which clearly states the child's name, the medical facility's name and contact information, the medication name, the amount given, and the times per day. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian. This is critical to the health and safety of all children.

In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers) if the physician deems it medically necessary for the student to carry medication with him/her if they are labeled and contain instructions.

Elementary students are not permitted to carry or to self-administer non-prescription medication. Medication forms to administer medication are available in the school office and expire at the end of each school year.

A parent note is required for cough drops. Cough drops must be supplied by the parent or guardian. Occasionally, it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or, if the student is under a physician's care when the physician authorizes the child to return to school, parents should have alternate childcare available, as some viral illnesses can persist for five to seven school days.

In cases of communicable disease, a letter will be sent home informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, you must call the office if you find your child has been diagnosed with a communicable disease.

SECTION 7.09: HEAD LICE

If your child has head lice, it is the parent's responsibility to take immediate action to cleanse. Students will be taken home immediately, depending on the severity of the condition. The front office and Principal will make the final decision on re-admittance to school. Parents neglecting immediate medical attention of their child /children will be reported to social services. Headlice and nits must be removed completely before returning to school.

SECTION 7.10: HEALTH & DENTAL SCREENINGS

From time to time, students will be screened for serious health concerns, including but not limited to hearing, vision, height, weight, and dental. Health and dental screenings may also be conducted during the school year. A permission slip will be sent home for parent permission in advance of the screening. Parents may decline the services by notifying the front office in writing.

SECTION 7.11: PERSONAL HYGIENE

Students with serious, contagious illnesses or infections such as Bronchitis, ringworm, lice, pink eye, Impetigo, or open sores will be immediately taken home, and a Community Health Representative (CHR) will be notified. Offensive personal hygiene will be forwarded over to the residential department for accommodation.

SECTION 7.12: MEDICAL CONCERNS ~ ALLERGIES

All school personnel must know of any type of food allergy your child has, such as stings or foods. This information should be provided to the front office or School Registrar, which will see to it that the appropriate personnel are notified. If your child is transported to school by bus, the bus driver should also be provided with this information, and with appropriate supporting documents from the family's physician, accommodations can be made.

Food Service must have a statement from your physician documenting the specific food allergy and acceptable substitutes to make accommodations within the School Breakfast and Lunch Program.

SECTION 7.13: PERSONAL AND PHYSICAL SAFETY

All federal employees are required to report written and oral threats alleging violence against the government, government facilities, or government personnel to the Federal Protective Service. In addition, all violence, threats, harassment, intimidation, or other disruptive behavior by federal employees are also to be reported to the Federal Protective Service. Federal employees are required to maintain the integrity of federal records, which is subject to criminal prosecution.

ARTICLE VIII. FOOD POLICY

SECTION 8.01: COMPLIANCE WITH THE CHILD NUTRITION AND WIC REAUTHORIZATION ACT OF 2004, U.S.C. § 1751

In compliance with the Child Nutrition Act, NCS will increase physical activity opportunities and physical education by integrating physical activities into the classroom setting. Student involvement in other physical activities is encouraged.

SECTION 8.02: ENHANCE NUTRITION PROMOTION

The school will improve and maintain the nutritional quality of foods and beverages provided by food services in the following manner.

1. School Meals: Meals served at the school through the National School Lunch & Breakfast programs will:
 - a. To provide the most nutritious and wholesome meals.
 - b. Be appealing and attractive to students.
 - c. Be served in clean and pleasant settings.
 - d. Meet, at a minimum, nutrition requirements established by local, state, and federal rules and regulations.
 - e. Offer a variety of fresh fruits and vegetables.
 - f. Serve only low-fat (1% and 2%) and fat-free milk.
 - g. Ensure that three-fourths of the served grains are whole grains.
 - h. Work to increase freshly prepared meals on site and decrease the number of processed foods.
 - i. Be reviewed by the Food Service Supervisor, nutritionist, and a representative from the NCS Wellness Team (NCSWT).
2. Enhance Non-Food Service Nutrition Promotion. Nutrition education and promotion at the NCS Food Service will teach, encourage, and support healthy eating habits by the students and parents. The school and its food service program will:
 - a. Will include, but not be limited to, such school-sponsored events as sports games, dances, or performances. Foods and beverages offered or sold at school-sponsored events outside the school day will meet the national nutrition standards for meals for foods and beverages sold individually.
 - b. Vending machines on site are currently not in operation. When any vendors are selected in the future, the school will choose those that offer the healthier choice, serve only low-fat milk and/or water, and offer nutritional snacks that meet or exceed national or state standards.
3. Hot Cheetos, Hot Takis, and Energy drinks are not allowed on campus or at school-sponsored events.

SECTION 8.03: LOCAL WELLNESS POLICY PROCEDURE

The Wellness Team will create, strengthen, or work within the Team to develop, implement, monitor, review, and, as necessary, revise the school's nutrition and physical activity policies. The Team will serve as a resource to NCS sites for implementing these policies. The Wellness Team will consist of individuals representing the school, community, parents, students, representatives of the school food

authority, members of the School Board, school administrators, teachers, health professionals, and members of the public.

1. Breakfast. The school will arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break or recess. Food Service will notify parents and students of the availability of the School Breakfast Program. The school will encourage parents to provide healthy breakfasts, either at home or at school, for their children through newsletter articles, take-home materials, and other means that will encourage parent/ child interaction by developing menus, reading recipes, and helping with clean-up at home.
2. Free and Reduced-Price Meals. Food Service will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price school meals provided meals at no charge to all children, regardless of income, to promote the availability of school meals to all students.
3. Summer Food Service Program. Food Service will sponsor the Summer Food Service Program, sponsored by the state of Utah, for at least 4 weeks between the last day of the school year and the first day of the following school year, and preferably throughout the entire summer vacation.
4. Mealtimes and Scheduling. The school will schedule meal periods at appropriate times, e.g., lunch should be scheduled from 11:20 a.m. to 12:30 p.m., except for early release days. The school provides 15 minutes of recess after lunch for grades K-8 and implements this if feasible.

Other materials to help implement this policy will be located at the Principal’s office and made available by the school’s Wellness Team.

SECTION 8.04: MONITOR FOR CONTINUED IMPROVEMENT

The school will ensure compliance on an annual basis with established school-wide wellness policies and procedures through the assistance of the “NCS Wellness Team” (NCSWT) and the Principal. Refer to NCS Food Service Policy and Procedures 2023/2024.

ARTICLE IX. STUDENT CHECK-OUT

SECTION 9.01: OVERVIEW

Parents/guardians must check out the student through the front office. For security reasons, the office staff will contact the teacher via telephone or radio to send the student to the office. No student will be checked out to anyone under the age of 21 or not on the specified checkout list.

Before leaving the school campus for any reason, students must be checked out by their parent, guardian, or other responsible adult designated on the enrollment form. If a student is in the residential, he/she must also be checked out with the Residential Supervisor. Additions or deletions to those listed on the enrollment form need to be made in person by the legal parent/guardian in the front office.

Written notes for changes in transportation arrangements or authorized adults to check out students will need to be turned in to the administrative office. **Checkout requests by telephone are not acceptable and will not be honored.**

Students who are not checked out through the front office will need to ride the bus home. Students may not get in an unauthorized vehicle in the parking lot or wait on the playground for their parents. Parents are strongly encouraged **NOT** to check out their child during the READING and MATH BLOCKS. Tardy is also discouraged as much as possible.

SECTION 9.02: SPECIAL EVENTS CHECKOUTS

For safety reasons, teachers are not to release any student unless the parent/guardian brings them the proper checkout form. All staff members are to follow the proper checkout procedure. Students will not be checked out from field trips without the written consent of the parents/guardians.

Teachers are required to submit a morning attendance report on NASIS by 8:10 a.m. and an afternoon attendance report by noon. In addition, teachers should keep a manual record of daily attendance, including tardies, etc. Also, attendance records should be kept for specialty classes. The registrar will keep a master attendance roster and will provide a monthly attendance report to teachers. Teachers should cross-check their records with the printout to ensure accuracy. Return the printout to the registrar by the specified date, regardless of accuracy. Discuss any inaccuracies with the Registrar.

Students with significant absences or attendance patterns should be referred to the Principal. Teachers should notify the registrar in writing when a student displays attendance issues (2 consecutive absences, two consecutive tardies, etc.). The registrar or liaison will contact the parent/guardian to discuss the importance of attendance with the family.

SECTION 9.03: EARLY CHECK-OUT OF STUDENTS

Students are checked out through the school office. They are not allowed to wait in front of the building or enter cars unless accompanied by an adult. These rules are necessary to ensure student safety. **You must come to the office to sign and check out your child.**

You must send a note each time there will be a change in your child's dismissal time or procedure. We will ask to see the identification of any person we do not know and will not release a child to a babysitter or friend without prior authorization. **We will follow the child's normal routine without a note from the parent.**

For other emergencies, early dismissals will be announced through radio, emails, phone calls, and other means of communication, so all students will be transported home immediately.

SECTION 9.04: PHOTO RELEASE

Highlighting achievements in our schools is an integral part of reporting responsibility to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect and protect your privacy, and for this reason, NCS has designed a Photo Release that needs to be signed and returned to the school office.

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ARTICLE X. STUDENT FIELD TRIPS

SECTION 10.01: OVERVIEW

Educational field trips are an important extension of our school curriculum. They will be used as an activity to introduce, enrich, and/or culminate learning experiences. Field trips are also used as a reward for extra efforts and achievements. For your child to benefit from these activities, appropriate behavior from all students is necessary. **NCS reserves the right to prohibit students from attending field trips because of unsatisfactory academic performances, disruptive behavior, and truancy.**

Parent permission forms will be signed in advance. Students will travel by school vehicles. Students will be released during the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or faculty in charge of the trip. Parent chaperones are required to remain with the class throughout the trip, including riding on the bus, eating with students, and communicating with the teacher(s).

The expectations in terms of desired accomplishments and the times allotted to meet them will be given to the students in advance. An educational field trip will be developed with consideration of:

- The educational objectives and opportunities for learning experiences.
- The age level of the students taking the field trip.
- The distance of travel.
- The length of time involved in the activity. Safety and liability issues are a primary concern when planning a field trip. This policy includes sports, extracurricular activities, and classroom trips.

All school rules and the dress code apply to field trips. Overnight field trips should be planned for three (3) months since they must be approved by the School Board. Request packets, with all supporting documents, for field trips must be available at the time of the monthly board meeting and must be on the agenda. **Last-minute requests will not be granted.**

Field Trip requests include:

- Field Trip Request Form
- Food Request (including snacks)
- Itinerary
- Class Roster: must include student names, ages, parent/guardian names, home address, parent emergency contact number, date of birth, IHS chart number, census number, a sample of the parent permission form for each student for each specific trip, and the signature of the staff sponsor.
- Chaperone List

When planning a field trip, the following need to be taken into consideration:

- Ages of students
- Distance of travel

- Duration/Time for the activity

On the bus, adults must be dispersed throughout the students to provide adequate supervision. At least one adult should be situated in the front, one in the middle, and one in the back of the bus. The bus driver and/or sponsor will create the seating chart. All students and adults will be given an assigned seat before travel begins. The assigned seat is in effect for the entire trip.

Overnight trips require the use of a Student Field Trip packet and approval from the government. Board. The school sponsor(s) have the FULL responsibility of ensuring that all forms are submitted, and all policies are followed through with. Parent and committee sponsors should not at any time have the sole responsibility of making all decisions. Due to safety/liability issues, the student's age will be considered. The procurement process will require three (3) signatures. The Requesting Sponsor, Business Technician, and Principal are required for approval. If any of these required signatures are not obtained, the field trip will not take place.

Staff sponsor(s) are expected to coordinate financial details with the Business Technician after they have made the tentative arrangements. Parent sponsors/representatives may assist in obtaining the following information:

- Vendor Name
- Address
- Phone number
- Email Address
- Estimated costs, including gratuities, meals, admissions, and any other expenses per student.

When a school credit card is used, admission fees are paid for students, staff, chaperones, and student meals. However, staff members and chaperones are required to purchase their meals. If the school has provided sack lunches, the staff members may consume those meals free of charge. NO parent sponsor(s) or representative(s) will be given the school-issued credit card or allowed to make purchases with it. These are the sole responsibility of the staff sponsor(s), Business Technician, or another designee.

School sponsor(s) are responsible for communicating trip details to parents/guardians. This communication will include a permission slip with specific details such as departure/return times, location, date, and if spending money is needed. All students must have a signed permission slip on file to attend the trip. If no signed permission form is on file at the time of departure, the student will be taken home. Copies of the originally signed permission slips are to be left in the main office for reference.

Unscheduled stops are not permitted on any trip. Restrooms and meal stops will be considered when trips are planned.

SECTION 10.02: TIMELINE FOR REQUESTING A FIELD TRIP

Day Trip – One month ahead of the planned trip (minimum amount of time). Principal approval is required.

Overnight Trip – 3 months ahead of the planned trip (minimum amount of time). Principal and Governing Board approval is required.

SECTION 10.03: CHAPERONES

All chaperones who have regular contact with or control over students must first complete **fingerprint and background check** as required by the Indian Child Welfare and Family Violence Prevention Act at 25 U.S.C. § 3201 *et seq.*, including compliance with 25 C.F.R. § 63.10 *et seq.* and the Crime Control Act of 1990 at 42 U.S.C. § 13041. Trip sponsors must submit a list of chaperones and (date of background check packet submission) with the Field Trip request packet.

SECTION 10.04: STUDENT RATIO

Student-Chaperone ratio:

- 5 to 1 for grades Kindergarten through 4th
- 7 to 1 for grades 5th through 8th.

Bus drivers are NOT allowed to be a chaperone.

SECTION 10.05: COMMUNICATION

Every trip sponsor will carry a personal cell phone so that all staff and sponsors will remain in contact with other school personnel for any emergency.

SECTION 10.06: DISCIPLINARY MEASURES

All students are expected to always comply with the school student handbook while on school-sponsored trips. If a severe or extreme offense occurs, the parents of the student will be contacted immediately, and the student will be sent home. Liability ends upon checkout. On ALL field trips (day and/or overnight), shortening and returning the group back will be decided on a case-by-case situation. The safety of ALL students, staff, and chaperones will be the main determining factor.

SECTION 10.07: STUDENT CHECK OUT FROM THE FIELD TRIP

No student will be allowed to ride in any vehicle except the vehicle provided by the school for an activity. If, upon completion of the activity, a parent wishes to check a student out and take them home, parents or legal guardians will be required to sign a check-out form. Upon doing so, NCS is released of the student's liability upon proper check-out. All remaining students, staff, and chaperones that depart NCS on a field trip must return to NCS unless PRIOR APPROVAL is made with the Principal.

SECTION 10.08: FIELD TRIP VEHICLE AND USAGE

- School buses of the appropriate size will be used on all school-sponsored activity trips.
- At no time will a bus be overloaded. School bus maximum capacity will be determined by the trip driver, who will take into account the age and size of passengers.

SECTION 10.09: SUPPORT VEHICLES

- Support vehicles used to carry excess luggage, sack lunches, etc., will at no time be used to transport students, sponsors, or chaperones other than to acquire necessary medical or other emergency assistance.

SECTION 10.10: PASSENGERS, LUGGAGE, FOOD, VEHICLE TOOLS, ETC.

- Aisles and exits will always remain clear.
- Items will not occupy needed seating space, and the driver's compartment will always remain unobstructed.
- Luggage, duffle bags, and suitcases will be secured in the proper compartments.
- Items carried by passengers will always be kept under their control and either carried on their laps or secured between seats.
- Emergency equipment, tools, and vehicle maintenance items will be securely stored or fastened if carried inside the bus.
- For the safety of passengers, meals will not be served while the bus is in motion. If a meal must be served while en route, that meal will be taken at a location where safe parking is available.

SECTION 10.11: USE OF PRIVATE VEHICLES

The use of private vehicles is not authorized for the transportation of students involved in a school-sponsored activity.

SECTION 10.12: BUS EVACUATION DRILLS

Emergency evacuation drills and/or adequate instruction are required and conducted at the beginning of the school year and/or before departure on every activity trip (if not conducted within a reasonable time). Sponsors and chaperones will participate in this procedure to acquire basic knowledge of evacuation procedures, location, and basic knowledge of vehicle controls.

SECTION 10.13: ADDITIONAL PASSENGERS

The school is liable for all passengers riding in school vehicles; therefore, no passengers aside from school staff, enrolled students, or parents and school board members who are serving as chaperones will be allowed in school vehicles at any time.

SECTION 10.14: COMMERCIAL CARRIERS (TRANSPORTATION)

- The goal of any field trip is for the students to gain practical experience, test their skills in communication, mathematics, and scientific knowledge, and reinforce cognitive skills.
- The second goal for field trips is to experience and test their social skills in self-directed, self-controlled, self-esteem, interpersonal skills, etiquette, and awareness of social stratification and cultural differentiation.
- Parent chaperones are not to bring under-school-age, or non-NCS enrolled students with them if assisting with the trip. Parent chaperones will help supervise and manage assigned

students while on the bus and at the trip location. **Parent chaperones need to stay with the student for the duration of the planned trip.**

- The trip supervisor will assign chaperones to students.
 - All federal regulations will be adhered to for parents and volunteers who chaperone field trips.
 - The classroom teacher will have ultimate responsibility before, during, and after a class field trip.
 - Any deviation or need to deviate from the trip itinerary must be reported immediately to the Principal with justification and explanation to receive approval.
 - Bus drivers will contact the administrative office by phone or radio upon arrival and departure from the trip location.

Extra and co-curricular activities include all activities carried on outside of regular class time. While extra and co-curricular activities add to a student’s educational experience and enrichment, they are considered a part of academics. Therefore, participation in extra and co-curricular activities is a privilege earned by a student’s ability to succeed academically. (See the “Activities” section in this manual for more information.).

ARTICLE XI. SCHOOL VISITORS

All visitors are required to sign in at the front office and must wear a “VISITOR” badge during the visits. Visitors must not disturb students during classroom instruction.

Unauthorized visitors will be asked to leave the school premises by staff, school security, and/or notification to law enforcement agencies if necessary. If the unauthorized visitor refuses to leave, soft lockdown procedures will go into effect.

SECTION 11.01: HOSTILE VISITOR POLICY

Visitors, parents, legal guardians, and other community members are always welcome at the school. However, abusive/threatening language or behavior against any student, teacher, staff member, or school administrator will not be tolerated. Hostile visitors will be asked to leave the school premises by staff, school security, and/or notification to law enforcement agencies if necessary. If the hostile visitor refuses to leave, soft lockdown procedures will go into effect. If a parent or visitor does not honor this policy, the Principal may seek a solution through legal and/or other course of action deemed necessary.

SECTION 11.02: SCHOOL DELAYS & CANCELLATIONS

Whenever the Principal determines that the start of school must be delayed or canceled for the safety of students and staff due to weather conditions or other circumstances, any school cancellations or delays will be announced through KTNN and your local news stations. The following procedures will be followed:

1. Late Start/Two-Hour Delay. The school will start at 10:00 a.m. rather than at 8:00 a.m. due to bad weather, road conditions, or both. Decisions on school delays will be made by 5:30

a.m. by the Principal or designee. If a Two two-hour delay has been called and upon further assessment, the Principal or designee may cancel school for the entire day, and notification will be sent out no later than 8:00 a.m.

2. Early Dismissal/Half Day. The decision for early dismissal will be made as soon as possible. In the event of early dismissal, all after-school activities will be canceled. Students will be dismissed at 1:00 p.m.
3. School Cancellation. The decision for school cancellation will be made by 5:30 a.m. by the Principal or designee.
4. Game & Practice Cancellation. Based on weather/road conditions, the Principal/designee and the Transportation Supervisor will determine if games and/or practices will be canceled. Considerations are for the safety of students and staff.
5. Media/Radio Announcements. School delays, cancellations, or early dismissals will be announced over local radio stations and other social media or web announcements.
6. Emergency School Closing and Delays.-In the event of inclement weather, school delays, and closings will be communicated to each household by way of a phone call, letter home, radio announcement, and Social Media. Delays and school closures information will be reported to the following local television stations and radio stations (KTNN, KNDN, 98.7, 93.3, and 102.9).
7. School-sponsored events and activities. In the case there is an early dismissal/half day due to inclement weather, all scheduled school-sponsored activities shall be canceled. Considerations are for the safety of students and staff.

ARTICLE XII. FIRE ALARMS

Two fire drills are required and held during the first four weeks, the first month of school, and one fire drill each month for the remainder of the school year. When the fire alarm is set off, all students, faculty members, and visitors are required to evacuate from the school building and proceed to their designated area immediately.

SECTION 12.01: FACULTY MEMBERS

Faculty members must do the following during fire drills:

- a. Instruct and assist students on how to exit the building *via* a safe route and to conduct them in a safe and orderly manner.
- b. Turn off all lights.
- c. Close all windows and doors.
- d. Escort students to designated areas away from the building.
- e. Take class attendance and submit a roster to the administrative assistant/designee.
- f. Report missing students immediately to the administrative assistant.

SECTION 12.02 OTHER EMERGENCY EVACUATIONS

For emergency evacuations, *other than fire drills*, students and faculty are to follow the COOP plan

(natural disaster, lockdown, bomb threat, explosive and environmental threat).

SECTION 12.03: FALSE FIRE ALARM

Pulling false fire alarms is prohibited. This is a Level III offense, and student violators will be dealt with according to school discipline policy.

ARTICLE XIII. STUDENT RECOGNITION & AWARDS

Students will be recognized for outstanding achievement in many areas. The school will recognize and award students who excel academically and in co/extra-curricular activities. Areas considered for recognition and awards include, but are not limited to, the following:

SECTION 13.01 RECOGNITIONS FOR ACADEMICS

To qualify for the honor roll, a student must have no grades below 80% (B-) in all his/her subjects.

- A. Special Recognition Awards (K-8)
 - 1. Perfect Attendance - 100% attendance
 - 2. Only one tardy per grading period
 - 3. Best in Content Areas
 - 4. Number 1 student in each class in these areas: English, Mathematics, Science, Social Studies, Arts, Navajo Culture, and Physical Education
 - 5. Best in Character
 - 6. Best Parent Involvement
 - 7. Courtesy, Respect, Caring, Compassionate, Responsibility, Trustworthiness, Citizenship, Fairness, Loyalty, and Integrity

- B. Student of the Month/Year
 - 1. Good academic standing
 - 2. Excellent attendance
 - 3. Good behavior (No discipline referrals)
 - 4. Actively engaged in school activities

- C. Special Awards: NWEA and Pearson Access

- D. Excellent Residential Award (Dormitory)
 - 1. Good academic standing
 - 2. Attendance- 95%
 - 3. Excellent attendance - 100%
 - 4. Good behavior (No discipline referrals)
 - 5. Actively engaged in school activities
 - 6. Best Parent Involvement
 - 7. Residential Student of the Month
 - 8. Courtesy, Respect, Caring, Compassionate, Responsibility, Trustworthiness, Citizenship, Fairness, Loyalty, and Integrity

SECTION 13.02. TYPES OF RECOGNITION AWARDS

- a. Letters to Students & Parents.
- b. Plaques, Certificates, and Medallions.
- c. Field Trips/Educational related
- d. Special Luncheons/dinners/banquets.
- f. Other awards determined appropriate and allowable by the Principal.

SECTION 13.0. RESIDENTIAL AWARDS

The Dormitory staff may do special awards for the residential students.

- a. Field trips, movies, picnics, cookouts, pizza parties, fishing, camping, and roping events.

ARTICLE XIV. REPORTING INCIDENTS OR SUSPECTED INCIDENTS OF CHILD ABUSE AND NEGLECT

NCS must comply with existing federal laws on reporting incidents or suspected incidents of child abuse or neglect, including (PL 101-630) “Indian Child Protection and Family Violence Prevention Act” of 1990 and Public Law 101-647, Crime Control Act, which includes immediate reporting of child abuse and immediate removal, (*Immediate is defined as occurring at once, happening right away, instantly, with no delay.*) of any individual suspected of child abuse or neglect from contact with or control over children. NCS must report incidents or suspected incidents of child abuse and neglect that have occurred, which are occurring, or which may occur, to **Michelle Begay** through a SCAN Report, to local law enforcement, and/or the local child protection services or to the *Indian Country Child Abuse Hotline 1-800-633-5155*.

- All school employees are aware that they are required to immediately report (*no later than 1-3 hours from the time the incident is brought to their attention*) incidents or suspected incidents of child abuse or child neglect occurring, which have occurred, or which may occur to Michelle Begay through a SCAN Report, their local law enforcement agency, to child protective services or the *Indian Country Child Abuse Hotline*.
- All school employees are aware that failure to report suspected child abuse or neglect may subject the school employees to a fine or jail sentence and/or administrative penalties as prescribed by law.

ARTICLE XV. CODE OF CONDUCT / DISCIPLINE /CONSEQUENCES

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

NCS will strive to succeed in accomplishing acceptable behavior in students without sacrificing student rights. The school-wide student discipline policy will be the foundation for all departments. NCS has adopted a unique program to help our school maintain positive behavior expectations. The school will always use an office referral form to determine the actions to be taken in managing behavior issues. Depending upon the incident, parents/guardians may be contacted.

A violation of any rules will be recorded in NASIS and may result in disciplinary actions, including but not limited to Out-of-School Suspension, Expulsion, compensatory payment of damages, assigned work, loss of credit for assigned work or tests, isolation, loss of privileges, written notice to, or conference with parents, assigned work or loss of bus privileges and field t. Students shall be given the right to appeal under NCS policy and procedures.

SECTION 15.01: ACADEMIC DISHONESTY

Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. The use of electronic translators without permission is a violation of this rule. Repeated violations may fail in academic subjects.

SECTION 15.02: ATTENDANCE

No student shall fail to comply with BIE and tribal attendance laws, including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee before specified dismissal times without official permission.

SECTION 15.03: ASSAULT

Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:

- a) Fighting/Violence
- b) Serious Bodily Injury
- c) Threats of fighting, violence, or serious bodily injury

SECTION 15.04: BUS RULES

(See Transportation/Bus Regulations & Rules section)

SECTION 15.05: CAFETERIA RULES

1. Treat everyone with respect.
2. Pay for all food.
3. Eat in the cafeteria.
4. Always speak quietly.
5. Pick up trash and put it in the proper container.
6. Ask permission to leave your seat or to leave the cafeteria.
7. Do not throw food.

8. Do not take food or drink outside of the cafeteria.
9. Stay in your assigned seats.

See Food Service Policy & Procedures.

SECTION 15.06: CYBER-BULLYING

Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school, it does not matter where the offense originates, even if it is off grounds. If the effect of such acts makes a transition to school grounds, it is under our best judgment to take appropriate action.

SECTION 15.07: DAMAGE OF PROPERTY

Students shall not cause or attempt to cause damage to school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action.

SECTION 15.08: DANGEROUS WEAPONS AND INSTRUMENTS

Immediate expulsion of students associated with the following: possessing, handling, transmitting, or concealing any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity will be initiated. Referral to appropriate agencies (Navajo Nation Department of Behavioral Health & Mental Health Services/ IHS Mental Health and/ or private services providers) for assessment and possible treatment will be recommended. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as the perpetrator. Specific violations include but are not limited to:

- Use, possession, sale, or distribution of a firearm
- Use, possession, sale, or distribution of any explosive, incendiary, or poison gas
- Use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary, or poison gas (including knives and any other object with a blade and a handle)
- Use, possession, sale, or distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives.

SECTION 15.09: DISRUPTION OF SCHOOL

Students shall not cause disruption or obstruction to the normal operation of the school.

SECTION 15.10: EXPULSION

If all attempts to modify student behavior are unsuccessful, or a serious violation of the school behavior code is committed, the student will be expelled for a long-term expulsion by the principal.

SECTION 15.11: FAILURE TO OBEY INSTRUCTIONS / INSUBORDINATION / DISRESPECT

No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals, or other authorized personnel during any time when he or she is properly under the authority of such school personnel. No student shall fail to provide information or supply false information when it is requested.

SECTION 15.12: FORGERY / CHEATING

Students shall not misrepresent a signature on any document or misrepresent it as their own.

SECTION 15.13: GENERAL MISCONDUCT

Students shall refrain from throwing objects or being abusive or excessively disruptive in their behavior. Respect the rights and feelings of others.

SECTION 15.14: GROSS MISCONDUCT

Repeated violations of the Code of Conduct

SECTION 15.15: HARASSMENT / BULLYING

Students shall not harass other students, school employees, persons who are guests of the school, or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic, or religious nature that are deemed offensive.

SECTION 15.16: HAZING (INITIATIONS)

Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced to become part of a group or activity or to avoid harm.

SECTION 15.17: INTIMIDATIONS / THREATS

Students shall not intimidate or threaten through verbal, written, technological, **bodily gesturing, or any other non-verbal** or any other means to make statements that state spiritual, psychological, physiological, and sociological harm that may come to another person or the institution. Bomb threats will result in expulsion from school.

SECTION 15.18: NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS

Students shall not possess, use, transmit, conceal, or make arrangements to sell, purchase, or use the mentioned items immediately before, during school, or at any after-school functions. Look-alike

drugs and drug paraphernalia are included and will be dealt with accordingly. Specific violations include but are not limited to:

- a) Use, possession, sale, or distribution of intoxicating alcoholic beverages
- b) Use, possession, sale, or distribution of drugs other than tobacco or alcohol

SECTION 15.19: OBSCENE LANGUAGE/MATERIALS/ACTIONS/GESTURES

Students shall not use obscene, vulgar, or profane language, make inappropriate gestures/actions, or possess vulgar materials.

Common sense and safety are the general rules regarding student behavior on the playground.

- Students are to always show respect to the adult on duty.
- Students shall not use obscene, vulgar, or profane language or gestures.
- Running is not permitted when entering or leaving the building.
- All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, pagers, and electronic games or devices are not allowed on the playground.
- The throwing of stones, snowballs, dirt, etc., is never permitted.
- There are to be no fighting or rough games that include tackling, pushing, or shoving.
- Swings and slides are used only in a safe manner. No standing up, lying down, climbing up the slides, jumping off the top of the slides, or doubling up is permitted.
- Students are not to retrieve balls or other items that go outside the playground.
- Students are not to run through or otherwise disrupt someone else's game.
- Jumping from the playground equipment is never permitted.
- Students are never to re-enter the building or leave the playground without the permission of the person on duty.

SECTION 15.20: TECHNOLOGY MISUSE / ABUSE

Computers/technology is provided for student use for teacher-assigned work in courses or programs at the elementary school. (See Technology Usage Policy)

SECTION 15.21: THEFT

Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.

SECTION 15.22: TOBACCO

Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited.

SECTION 15.23: UNAUTHORIZED OR UNSUPERVISED AREAS

Students may not be in areas for which they have not been authorized or unsupervised areas.

SECTION 15.24: OTHER VIOLATIONS

Other conduct violations that are not covered in the above rules will be dealt with in a case-by-case situation.

SCHOOL RULES AND BEHAVIOR EXPECTATIONS

AREA	BE SAFE:	BE RESPECTFUL:	BE RESPONSIBLE:
Cafeteria	<ol style="list-style-type: none"> 1. Walk. 2. Keep your hands and feet to yourself. 3. Go to the end of the serving line. 4. Use two hands to carry your tray. 5. Remain seated. 6. Use table manners. 7. Keep all food on trays. 8. Eat only your own food. 9. Sit with feet on the floor, bottom on bench and facing table. 	<ol style="list-style-type: none"> 1. Say please and thank you to the cafeteria staff. 2. Use table manners. 3. Talk in a quiet voice. 4. Clean up after yourself. 5. Dispose of gum before entering the cafeteria. 6. Only approved food and beverages are allowed according to the USDA guidelines. 	<ol style="list-style-type: none"> 1. Stay with your class. 2. Follow directions. 3. Clean up after yourself. 4. Use table manners. 5. Place trash, trays, and utensils in the proper place. 6. Get adult help for accidents and spills.
Playground	<ol style="list-style-type: none"> 1. Walk to and from the playground. 2. Stay in the designated areas. 3. Be aware of activities around you. 4. Play appropriately – keep your hands and feet to yourself. 5. Use equipment properly: no “Hands In For Not It” on the equipment, swing forward and backward only, uses the slide ladder. 6. Only one person at a time on a swing and down the slide. 	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself. 2. Use appropriate language. 3. Do as told by an adult immediately. 4. Share the equipment. 	<ol style="list-style-type: none"> 1. Stay in the designated area unless you are given permission to leave. 2. Be aware of activities around you. 3. Listen to the adults immediately.
Hallways/Common Areas	<ol style="list-style-type: none"> 1. Stay to the right. 2. Walk facing forward. 3. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Hold the door open for the person behind you. 2. Respect hallway displays. 3. Follow directions. 4. Do not interrupt classrooms. 	<ol style="list-style-type: none"> 1. Have the pass in your possession.
Restrooms	<ol style="list-style-type: none"> 1. Keep water in the sink. 2. Walk. 3. Keep hands and feet to yourself. 4. Wash your hands. 5. No more than 4 students at a time. 	<ol style="list-style-type: none"> 1. Knock on stall door before opening. 2. Give people privacy. 3. Use a quiet voice. 4. Keep the area clean. 5. Flush the toilet. 6. No more than 4 students at a time. 	<ol style="list-style-type: none"> 1. Flush the toilet. 2. Turn off the water. 3. Use doors, toilets, sinks, and hand dryers appropriately. 4. Dispose of paper products appropriately. 5. No more than 4 students at a time.
Assemblies/Special Events	<ol style="list-style-type: none"> 1. Sit quietly and properly in bleachers/chairs. 2. Follow directions. 3. Keep hands, feet, and objects to yourself. 4. No food, drink, or gum. 	<ol style="list-style-type: none"> 1. Sit on bottom. 2. Use manners. 3. Applaud appropriately. 	<ol style="list-style-type: none"> 1. Arrive and depart on time. 2. Stay in assigned area.

Gym	<ol style="list-style-type: none"> 1. Sit properly in bleachers. 2. No food, drink, or gum in gym during instructional time. 3. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Demonstrate sportsmanship. 2. Return equipment to the designated area. 	<ol style="list-style-type: none"> 1. Follow directions. 2. Encourage participation. 3. Arrive and depart on time.
Library	<ol style="list-style-type: none"> 1. Use quiet voices. 2. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Check out and take care of books and materials. 	<ol style="list-style-type: none"> 1. Return books on time.
Computer Lab	<ol style="list-style-type: none"> 1. Use quiet voices. 2. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Use computers gently. 2. Visit approved sites only. 	<ol style="list-style-type: none"> 1. Follow directions.

ARTICLE XVI. LEVELS OF MISCONDUCT AND CONSEQUENCES

SECTION 16.01: LEVEL I MISCONDUCT AREAS

1. Misconduct. Behavior/conduct that creates a willful and significant interference with the educational process. Misconduct may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misconduct may occur on school property, a school bus or vehicle, at a bus stop, or an activity, athletic, or social event. The Principal or his/her designee will use discretion in the processing of student referrals. Misconduct includes, but is not restricted to, the following definitions:

- a. The use of profane language or gestures that are disruptive but not directed at school personnel.
- b. The willful refusal to identify oneself upon request from school personnel.
- c. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
- d. The refusal to follow a reasonable directive issued by authorized school personnel.
- e. The theft of minor items such as school supplies.
- f. The wearing of clothing that is disruptive to the educational process or in poor taste. (See dress code section.)
- g. Signing or tagging to establish territory on school property.
- h. Making hand gestures to signal affiliation or action.
- i. Public display of affection violates good taste and is unacceptable at the school (e.g., kissing, embracing, inappropriate touching, and hickeys).
- j. Procession and use of a phone. No phones are allowed.

2. Tardiness (Grading Period). An interruption of the educational process is caused by arriving in class after the normal starting time. Students should make every effort to be in class, seated, and ready for work when class begins at 8:00 a.m. Students who are not in their classes will be considered tardy unless they have a signed hall pass. Students will receive a “clean slate” at the beginning of each quarter. School tardy policies cannot result in long-term suspension.

3. Tobacco Policy. The usage of tobacco products by smoking, chewing, dipping, or the possession of tobacco products on one's person while at school, on school property, on a school

bus/vehicle, or at a school event is prohibited. This also includes Vapes.

4. Truancy. A student is found to be truant when absent from class or school without the prior knowledge and consent of the parent/legal guardian. The school official must receive written or verbal verification within 24 hours of the absence from the parent/legal guardian. Students charged and found truant will not receive credit for class work missed due to the absence. Any work missed during truancy will be counted as a zero (0) for grading purposes. Note: The student may be referred to the Navajo Behavioral and Mental Health Services.

SECTION 16.02: CONSEQUENCES FOR LEVEL I VIOLATIONS

- a. 1st Offense: Verbal warning with written documentation in NASIS. Principal/designee-student conference, parent/legal guardian notification, and logical consequences appropriate to the conduct. A daily check-in with the designated administrator.
- b. 2nd Offense: Parent/legal guardian notification and mandatory conference, and the student will be referred for counseling. Referral to the Child Study Team for review and consideration of intervention options/school conduct contract. Apply appropriate behavior modification. The student will serve one day of in-school suspension.
- c. 3rd Offense: Parent/legal guardian notification and mandatory parent/legal guardian conference, then three (3) day in-school suspension and referral to the Behavioral and Mental Health Services, and truancy violations will be referred to the Judicial System. Apply appropriate behavior modification.

NOTE: In cases of ongoing, persistent offenses, the Child Study Team or the local conduct contract may stipulate that a student may be referred to a Hearing Committee, which will provide an opportunity for a hearing with the student and parent/legal guardian to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Committee will have the prerogative of long-term suspension at this hearing.

SECTION 16.03: LEVEL II MISCONDUCT AREAS

1. **Abusive Language/Gestures.** The usage of inappropriate language or the usage of insulting language/gestures, or the use of profanity directed toward school personnel.
2. **Aggressive Confrontation.** The act of verbally or physically confronting another student in a disruptive manner, including, but not limited to, spitting, intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student - however, no punches are thrown.
3. **False Report.** A student who makes a false report of child abuse or neglect in bad faith or with malicious purpose against another person- a minor student, school personnel, or other adult community member.
4. **Fighting.** The act of physically confronting another student in such a manner where punches are thrown, but the fight does not result in serious bodily injury.

5. **Forgery.** The act of falsifying a person's name or altering any school document and/or fraudulent use of school documents, such as passes, etc.
6. **Indecent Exposure.** The intentional act of exposing one's private body parts in public.
7. **Physical Assault.** The act of inflicting bodily injury of a serious nature upon another student. This would include using part of your person, including, but not limited to, the following: fists, head, elbow, foot, knee, or teeth.
8. **Sexual Harassment.** Behavior (including gestures) or words (oral or written) that are directed at student or school personnel because of his/her sex that is uninvited, unwanted, or unwelcome, which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is unwelcome or inappropriate. A student who has initially welcomed the conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for such subsequent conduct to be deemed unwelcome. Examples include, but are not limited to:
 - a. Comments about body parts or rating a person's body.
 - b. Spreading of sexual rumors, stories, or jokes.
 - c. Using sexual orientation as an insult.
 - d. Staring or pointing at a person's body parts.
 - e. Making obscene gestures.
 - f. Displaying of sexual materials.
 - g. Verbal sexual advances, including subtle pressure for sexual activity.
 - h. Repeated or persistent unwelcome requests for dates, meetings, or other social interactions.

Note: If sexual touching occurs, the Sexual Harassment policy on page 25 can be enforced.

9. **Threats.** Threatening other students, school personnel, or visitors to the school with physical harm, harassment, or intimidation either by spoken or written word or by gesture or expression. If the severity is high, refer to level IV. Misconduct Areas.

SECTION 16.04: CONSEQUENCES FOR LEVEL II VIOLATIONS

1. **1st Offense:** Principal/designee-student conference, then Parent/legal guardian notification with the mandatory conference. At the Principal's/designee's discretion, referral for counseling and/or notify appropriate law enforcement agency. Suspension, out of school, not to exceed one (1) day per incident, and/or other disciplinary action to be administered at the discretion of the Principal/designee. This action may include a Child Study Team referral.
2. **2nd Offense:** Parent/legal guardian notification and mandatory conference. Then, refer to the Child Study Team for review, intervention options, and/or a school conduct contract, and not to exceed three (3) days out-of-school suspension, depending on severity.

3. 3rd Offense: Parent/legal guardian notification and mandatory conference, then five (5) days out-of-school suspension and referral to the appropriate Behavioral and Mental Health Services.
4. 4th Offense: Parent/legal guardian notification with Principal/designee discretion in notifying appropriate law enforcement agency and referral to the Hearing Committee, who will provide an opportunity for a hearing with parent/legal guardian and student present to discuss the possibility of long-term suspension for the remainder of the current semester with the option of extending the period of long-term suspension through the succeeding semester. The student shall be suspended for a maximum of seven (7) days out of school suspension or until the hearing, whichever is longer.

SECTION 16.05: LEVEL III MISCONDUCT AREAS

1. **Disruptive and Dangerous Tactics.** Offenses that are considered dangerous or disruptive. Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks or explosives, riot, walk-outs, strikes, setting off fire alarms, and discharging fire extinguishers are all included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.
2. **Extortion.** The unlawful taking of money or property from a person by use of a threat or using force.
3. **Theft.** Taking something without permission from another student, teacher, school building, or school premises and/or knowingly having stolen property, goods, or contraband.

SECTION 16.06: CONSEQUENCES FOR LEVEL III VIOLATIONS

- a. 1st Offense: Parent/legal guardian notification and mandatory conference and mandatory referral to the Social Services (may include placement in an alternative setting) and five (5) days out-of-school suspension with a mandatory parent/legal guardian conference for reentry with a school conduct contract.
- b. 2nd Offense: Parent/legal guardian notification and mandatory conference, notification of appropriate law enforcement agency, and then referral to the Hearing Committee with recommendation for conduct contract and/or long-term suspension/Expulsion for the remainder of the year.

SECTION 16.07: LEVEL IV AREAS REGARDING ALCOHOL & DRUGS, VIOLENCE

1. **Sexual Attack.** The act of abusing the personal rights of another student by the imposition of sexual acts. Various forms of touching may be interpreted as attacks.
2. **Drunkness & Disorientation.** Student speaking or acting abnormally resulting from the usage of drugs or consumption of intoxicating (alcoholic) beverages or inhalants.

3. **Possession of Drugs/Alcohol/Counterfeit Drugs/Any Substance with Intoxicating or Addictive Effect.** The possession of marijuana, hallucinogenic drugs, other abuse-prone illegal drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of drug paraphernalia that has or might be used to ingest drugs.

Definition of possession:

- a. On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned locker, including a backpack.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a student's person while under sports/activity season 24-hour policy.

Definition of counterfeit drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of a substance with intoxicating/addictive effect:

- a. Substances such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills are used to produce an intoxicating effect.
- b. Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

Note: Such prescribed medications are to be kept in the front office and taken under the supervision of school personnel. Use of alcohol, drugs, counterfeit drugs, or any substance with an intoxicating, addicting effect is prohibited.

4. **Use of Alcohol, Drugs, Counterfeit Drugs, or Any Substance With an Intoxicating or Addicting Effect.** The use of marijuana, hallucinogenic drugs, other abuse-prone illegal drugs, counterfeit drugs, or substances with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of use:

- a. Using before attending school, then attending school.
- b. Using before attending a school activity, then attending the school activity.
- c. Using while at school.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity in which the school is sponsoring or in which the school is taking part.
- e. Using while under sports/activity season 24-hour policy.

5. **Sale or Distribution of Drugs, Alcohol, Counterfeit Drugs, or Substance With**

Intoxicating/Addictive Effects. Sale or distribution of marijuana, hallucinogenic drugs, other abuse-prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

Definition of sale or distribution:

- a. The act of selling drugs or alcoholic beverages for money or compensation.
 - b. The act of distributing drugs or alcoholic beverages without compensation.
 - c. The act of distributing drugs or alcoholic beverages while under sports/activity season 24-hour policy.
6. **Bullying & Hazing/Intimidation and Threats.** Any willful act done by a student, whether individually or in concert with others, to another student to subject such student to bullying, humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame, or disgrace. Note: This section will include cyberbullying and the use of high-tech electronic devices (cell phones, iPods, computers, etc.) for intimidation/threats.
7. **Physical Assault.** An actual attack on school personnel or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or offensive physical contact administered upon or directed to the body of another, including, but not limited to:
- a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or,
 - b. Restraining or restricting physical movement through physical contact or attempting to do either.
8. **Athletic/Activity Drug & Alcohol Policy (K-8) (Usage, Possession, Sale, or Distribution)**
- a. *Philosophy:* Athletics and other non-academic activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom environment. Participation in these programs is a *privilege* offered to and earned by students. Because student participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.
 - b. The following applies when students who are members of the school's athletic or activity programs violate this drug and alcohol policy. This policy applies to participants during each sport and other activity season and requires 24-hour compliance, on and off campus.

NOTE: "Confirmed Offense" is defined as an eyewitness report by a school employee, information substantiated by a police report, a statement of self-incrimination, or other credible evidence.

SECTION 16.08: CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREA 1-5 ABOVE

The following provisions apply when a student violates any or all substance abuse policies.

Any offense: Parent/legal guardian notification and mandatory conference, notification to the appropriate law enforcement agency, and then refer the student to the Hearing/Discipline Committee /Principal with a recommendation of long-term suspension/expulsion for one year (365 days).

SECTION 16.09: CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREA 6-7 ABOVE

The following provisions apply when a student violates any or all substance abuse policies.

Any offense: Parent/legal guardian notification and mandatory conference notification to the appropriate law enforcement agency. The student will be suspended for a minimum of five (5) days. Upon the student's return to school, a contract shall be agreed to by the student, parent(s)/legal guardian, and school that provides for the following:

Alternative educational setting:

- a. Student is required to enroll in a drug/alcohol counseling program with the recommendation that parent(s)/legal guardian attend with the student, as requested by the drug counselor. The duration of the counseling sessions shall be determined by the counselor.
- b. Violation of the contract or a second infraction of this policy shall result in long-term suspension.

If a student is expelled, then the student shall enroll in and complete a drug counseling program before returning to school the following school year. Students who have not completed the program before their next allowable enrollment date may be allowed to enroll, provided they are showing good faith by working towards the completion of a counseling program. However, if a student does not complete the program or drops from their counseling program, then the student will be dis-enrolled until the time when the counseling program is completed.

SECTION 16.10: CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREA 8 ABOVE

- a. 1st Offense: Parent/legal guardian, student, coach/sponsor, and administrator/designee conference:
 - i. Students involved in an athletic or other activity program will forfeit their privilege of participation for the duration of the current sport or activity season or thirty (30) school day period, whichever is longer. Students will also forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease after the school year.
 - ii. "On Campus" violations or infractions occurring "to, from, or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities. Appropriate discipline recommendations will be made consistent with

substance abuse policies.

- iii. Students will be required to abide by the drug and alcohol counseling program requirements.
- b. 2nd Offense: Parent/legal guardian, student, coach/sponsor, and administrator/designee conference:
- i. Students involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for one (1) year from the date of the second offense. Students will also forfeit their eligibility for all relevant awards, honors, or letters.
 - ii. "On Campus" violations or infractions occurring "to, from, or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities. Appropriate discipline recommendations will be made consistent with substance abuse policies.
 - iii. Students will be required to abide by the drug and alcohol counseling program requirements.

Counseling must be completed before the student is allowed to re-enroll.

SECTION 16.11: OTHER PROVISIONS

Criminal and Delinquent Acts

Certain acts may be determined criminal and delinquent and forwarded to the attention of the local law enforcement agency, family or district court system, or other human/social service departments. This action is at the discretion of the school administration (unless covered specifically by NCS policy) and may be carried out in addition to sanctions imposed within the school system. These acts include but are not limited to:

1. Willful interference with the educational process of the school by committing, threatening to commit, or inciting others to commit any act that would disrupt, impair, interfere with, or obstruct the lawful mission, processes, or procedures of the school.
2. Arson.
3. Assault and/or battery.
4. Property theft or damage.
5. Criminal libel.
6. Criminal trespass.
7. Unlawful assembly or disturbing lawful assembly.
8. Extortion.
9. Larceny, robbery, or burglary.
10. Illegal sale, possession, or use of (1) Alcoholic beverages. (2) Firearms or other deadly weapons, including explosives or flammable fluids.
11. Sale, possession, or use of, without prescription, a drug or controlled substance.

12. Use of solvent for intoxication.
13. Use of a telephone/cell phone to terrify, intimidate, threaten, harass, annoy, or offend.

If a criminal and delinquent act is committed by a student and this act is not identified in a specific policy, the school administrator/designee will refer the student(s) to the Hearing Committee to decide whether the student(s) will be allowed to remain in school or be placed on suspension for a period of time compared with other acts of similar nature.

Larceny, Burglary, and Criminal Damage to School or Personal Property

1. Larceny consists of stealing anything of value belonging to the school, school personnel, or other individuals on school property or at a school function.
2. Burglary consists of unauthorized entry of any vehicle, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
3. Criminal damage to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.
4. Any student who commits larceny, burglary, or criminal damage to school or private property, the parents/guardians, and the student shall be liable to the school or owner for full restitution of the property or payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value as determined by the school. If such a student shows the financial inability to pay the school or individual owner the fair market value less salvage value, an installment payment plan shall be established. However, if the student is financially unable or unwilling to restore the value, the student may be subject to a hearing for possible long-term suspension or until compliance begins.
5. Any student who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misconduct or other specific offenses under these policies and may be so cited. This process may include referral to Social Services and local district court if the act is judged criminal and/or delinquent. The school administrator/designee will decide whether the student will be allowed to remain in school or be placed on suspension for a period of time compared with other acts of a similar nature.

Weapons-Free School Policy

The Governing Board and school administrators recognize that the presence of weapons in school not only creates unacceptable risks of injury or death but also creates a climate that undermines the educational purposes of the school. It is, therefore, the school policy to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property. This policy is enacted to implement the requirements of the Gun-Free School Zones Act of 1990 (18 U.S.C.//921-924), and the Gun-Free Schools Act of 1994 (20 U.S.C./7151), and it is the intention of the Governing Board and the school that this Weapons-In-School policy be interpreted to conform to provisions of those referenced laws.

Definitions

Weapon: For this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. A "look-a-like" object that resembles a gun or other object that has a potentially violent use is also prohibited under this policy. No student shall bring a weapon into the NCS land lease area or onto the school campus, nor carry or keep any weapon within the NCS land lease area or on the school campus, or while attending or participating in any school activity, including during transportation to or from such activity. (Under the Gun-Free School Act, a "school zone" means: (1) In, or on the grounds of, a public, parochial, or private school; or (2) Within 1,000 feet from the grounds of a public, parochial, or private school.)

This policy shall be enforced according to the NCS "Student Search and Seizure Policy." To enforce school policies, impose school discipline, and provide a safe and enriching school environment, the NCS will, at times, conduct searches of students, lockers, and other school areas and facilities for contraband(s), which includes any substance material or object prohibited from being on school property (or in the possession of any student, staff or visitor to the school), under school policy or federal or state law, including drugs, alcohol, fireworks, and weapons. The school reserves the right to conduct appropriate searches of people and property.

Firearm: For this policy and compliance with the Federal Gun Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

Penalties for Weapons Violations

1. Any student found to violate this policy shall be subject to discipline, including long-term suspension and expulsion by the principal.
2. Any student found to violate this policy due to possession of a firearm will be dealt with in the following procedure: As defined in this policy, shall, at a minimum, be expelled from school for not less than one year (365 days), provided that the Principal may modify such penalty in appropriate cases at their discretion.
3. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA):
 - a. Under the provisions of 20 U.S.C. /1415(k) of IDEA, a child with a disability who is determined to have brought a weapon to the school may be placed in an interim alternative educational setting as specified by the IEP team.
 - b. If the parent/guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings unless the parent/legal guardian and school officials agree otherwise.
 - c. 1st and subsequent Offenses: Parent/legal guardian notification and notification to the

appropriate law enforcement authorities or appropriate juvenile authorities and to the Principal with a recommendation of expulsion for one year (365 days).

Possession of Weapons Other than Firearms

Any Offense: Parent/legal guardian notification and notification to the appropriate law enforcement agency and referral to the principal with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester, depending on the nature of the offense.

Threat or Attack with a Weapon

Any Offense: A threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, firearm, ice pick, razor (sharp-edged blades), or any substance used with the intent of inflicting bodily harm. Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of school transportation. Possession of a weapon will be dealt with under the Weapons in School Policy.

Threat to Use a Weapon

Any offense: Parent/legal guardian notification and notification of the appropriate law enforcement agency and then refer the student to the principal with a recommendation of long-term suspension for one year (365 days).

Application to Special Education Students

Special Education students are required to follow the Code of Conduct in the Student-Parent Handbook, and any discipline will be by the student's behavior plan or applicable federal, state, or tribal laws.

ARTICLE XVII. STUDENT HEARING PROCESS

SECTION 17.01: GENERAL DUE PROCESS RIGHTS

When a student is being considered for expulsion, a student hearing must be held in accordance with the due process procedures outlined in the BIE Code of Student Rights and Responsibilities. This hearing must be held within five (5) school days.

Students have the right to:

- Be notified in writing of the charges before the student hearing.
- An impartial and fair hearing.

- Counsel of own choice at own expense.
- Cross examines witnesses.
- Review evidence before the hearing.
- Remain silent.
- A decision that is based solely on the evidence presented at the hearing.
- A record of the hearing.
- Administrative review and appeal.
- Have information related to the charges removed from the record if found not guilty.

If the student or parents do not agree with the decision that is made by the hearing panel, they may appeal to the principal within ten (10) school days.

If the student or parents wish to appeal the principal's decision, they may appeal to the Governing Board within ten (10) school days by filing a written notice of appeal with the school principal. The Principal will form an internal hearing/discipline committee to hear the student's case and will decide the future enrollment of the student.

SECTION 17.02: CONSEQUENCES OF EXPULSION

In the event of an expulsion, the student will not be permitted to re-enroll at NCS for one (1) calendar year. Re-enrollment after one (1) academic year (180 days) will be subject to verification by the parent and the student of appropriate interventions for improvement in the areas of need. In cases of sexual abuse and/or severe injury or harm to another student or employee, the expulsion will be permanent.

ARTICLE XVIII. PROCEDURE TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made, it will be referred to the principal for investigation and possible solutions. An employee who is the object of a complaint will be informed promptly and allowed to present the facts as he/she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To expect that all parties will participate cooperatively to resolve concerns.
- To expect that most concerns will be handled without resorting to this procedure beyond Step 1
- To ensure that the system has a procedure to receive citizen's concerns in an orderly fashion to achieve the best possible educational program for students.

Step No. 1 - Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the principal with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the Principal has been notified of the concern (subject to change by mutual agreement).

Step No. 2 - Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step No.1, or the complainant or the teacher is unwilling to meet independently of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five (5) calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

Step No 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the Governing Board in writing to be placed on the agenda at the next regular duly called meeting. The staff member has the right to be at all meetings, with or without a representative, as he/she so determines.

Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten (10) calendar days of the meeting with the reasons stated.

Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3.

SECTION 18.01: SUSPENSION GUIDELINES

- Parents will be notified of the suspension and may be asked to take the student home.
- The student may not attend school through the length of the suspension.
- Students will be allowed to make up classroom work, tests, etc., missed while serving a suspension.
- Parents will be notified of the student's rights to appeal.
- Suspensions may cross semester lines and may be carried from one school year to the next.

ARTICLE XIX. OTHERS

SECTION 19.01: FUNDRAISING

All fundraising for student activities or trips will be the sole responsibility of the involved school sponsor and parents.

Due to budgetary reasons, incentive field trip expenses will have to be raised to cover expenses, including entry fees to theme parks, student meals, student lodging, etc. Buses and gas will be the ONLY approved items that the school will fund.

Fundraising activities will not interfere with or supersede any academic priorities. Any school-based organization that wishes to raise funds is required to have an approved Plan of Operation before fundraising on or off the school campus. All funds raised will need to be turned in to the Business Office on the next business day. This pertains to events that are done on and off the school grounds. At no time shall any funds be kept in the classroom, at home, in a car, or in personal bank accounts. If there are any items, such as t-shirts, cups, and novelty items, purchased with school funds, they cannot be resold for profit, nor are they to be stored at home. All extras will need to be kept at the school.

Sponsors must keep a copy of financial transactions for their records and accountability. All deposits and withdrawals require prior approval and receipts. Requests to withdraw funds must be made a minimum of seven business days in advance. Withdrawal depends on the availability of the Business Technician.

All receipts and unused funds must be returned to the School Business Technician for proper accounting and audits. Money spent with school funds is the responsibility of the sponsor. Sponsors will be held accountable for funds if receipts are not returned to the school business technician for accountability on time (seven business days).

All money or funds that are raised must be counted and verified by the signatures of three (3) people:

- A school employee
- Activity sponsor
- Business Clerk

A receipt must be filled out, signed, and given, along with the money, to the treasurer of the organization and deposited the following business day. Failure to follow these guidelines will result in disciplinary or criminal action.

Organizations and individuals are **not** allowed to sell to students during school hours, nor will they be allowed to sell out of their classrooms. Fundraising activities are to take place after school hours. This includes baking/food preparation. Baking and food preparation is not to be done during instructional hours. An organization that violates these rules **will** forfeit their profits.

All fundraising must be planned one (1) month and must have student council and administrative approval.

SECTION 19.02: TELEPHONE USAGE

School phones are strictly for school business only. All incoming personal/business calls by students are prohibited. Students needing to call their parents will be allowed to do so with the teacher's permission.

SECTION 19.03: LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. Please remember to label your child's clothing. Parents are encouraged to check the office for missing items. Items not claimed will be offered to current students and/ or given to a charitable organization.

SECTION 19.04: MEAL PRICES

Parents, siblings, community members, and visitors may purchase meals at the cost of:

- Breakfast \$ 4.00
- Lunch \$ 4.00
- Milk 0.75 a carton.

SECTION 19.05: MULTI-CULTURAL AWARENESS

NCS welcomes and is committed to increasing awareness of and sensitivity to cultural, religious, and traditional diversity in our school community.

SECTION 19.06: PHOTO RELEASE

During the school year, NCS often can photograph students in a variety of school-related activities. Student recognition programs, academic programs, and extracurricular activities are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and calendar. The school reserves the right to deny media requests for student interviews at any time.

SECTION 19.07: TEST SECURITY & STANDARDIZED TESTING

- Each year, all students are required to take several "standardized" tests, these include state achievement tests, norm-referenced tests, and benchmark assessments. These include the following: WIDA, Pearson Access, COGNIA Science, and NWEA. All these tests are considered "secure". The tests must be kept locked up when not in use, and students should refrain from discussing test items or otherwise divulging information regarding the contents of these tests- even after the test is given.
- Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the school principal for disciplinary action.

SECTION 19.08: TEXTS/LIBRARY BOOKS

- To ensure the longevity of textbooks, they are to be treated with care. At the discretion of the principal, parents may be assessed for replacement costs for damaged or lost books.

SECTION 19.09: WORKPLACE VIOLENCE POLICY

- It is NCS's policy to promote a safe environment for all employees. No acts of violence, threats of violence, harassment, intimidation, or other disruptive behavior of any sort will be tolerated. It is the responsibility of the school to provide a safe environment for the students and staff. Any acts of violence from staff towards each other, supervisors, students, and or the public will not be tolerated. Likewise, no threats toward any NCS employee or student from a parent, student, or community member will be tolerated. Swift and appropriate action will be taken to eliminate such behavior and to ensure a safe learning and work environment.

SECTION 19.10: SCHOOL CAMPUS & PASSES

Students are expected to be in the class or activity to which they are assigned. Excessive movement between classrooms and in the hallways can be disruptive to the learning environment. Loitering or disrupting classes may result in disciplinary action.

The following areas are *always off-limits to all students*:

1. Teachers' lounges & restrooms.
2. Confidential record rooms.
3. Unattended classrooms and offices.
4. Areas behind school buildings.
5. Unsupervised Areas around the school campus.
6. Vehicle parking lots.
7. Employee (parent) work site.

SECTION 19.11: SCHOOL'S RIGHT TO SEARCH

The staff and principal of NCS reserve the right to check students' backpacks, desks, or personal property brought upon school grounds for reasons of health, safety, or violations of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks or backpacks. The student will be asked to turn their pockets inside out and take their shoes off. A female student will be searched by two female staff. A male student will be searched by two male staff. If a parent is a staff member, the parent/staff member will not participate or interfere with the search.

SECTION 19.12: SUSPENSION & EXPULSION OF DORM STUDENTS (SAME AS DAY STUDENTS)

The residential program is a privilege and not a right. A student may be removed from the residential program based on a discipline or safety concern but could still attend school as a day student. This type of removal from the residential program will be handled on a case-by-case basis.

It is necessary to have a policy for a residential student who violates rules at the residential or the school:

1. If a student is suspended from the residential program (short-term or long-term), he/she may continue to attend NCS if he/she is in good standing at the school and has transportation to and from the school.
2. If a residential student is placed on long-term suspension or expelled from the Dorm program for a major violation, he/she will also be suspended or expelled from the school.
3. If a residential student is suspended/expelled from the school (short- or long-term), he/she will also be suspended/expelled from the residential school at the same time.

ARTICLE XX. PARENT INVOLVEMENT

SECTION 20.01: SCHOOL COMMUNITY RESOURCE TEAM (SCRT)

The SCRT here at NCS provides valuable support services to many aspects of the school's operation. New SCRT officers are elected at the start of each new school year, operate under the SCRT Bylaws, and are readily available at the front office. For more information, please contact the SCRT president or the Principal.

SECTION 20.02: SCHOOL COMMUNITY RESOURCE TEAM (SCRT) BYLAWS

The SCRT Bylaws/Handbook will be revised and distributed by the newly elected SCRT members for the upcoming school year.

SECTION 20.03: PARENTAL INVOLVEMENT & PARTICIPATION

NCSI recognizes that you are your child's first teacher. Research shows the top indicator of student success in school is the level of parent involvement in their child's education. Parental involvement is vital to your child's development. Your commitment to parental involvement will make a difference in your child's success.

Parents are encouraged to observe only their child's academic performance in the classroom setting. If the observation involves regular contact with or control over NCS students, a background check is required. (See section 20.07). Parents must sign in at the school's front office and get a visitor's pass. Observations can only be honored if the teacher is present and makes prior arrangements with the teacher and principal.

The following are ways that parents can get involved at NCS:

- Attend monthly Governing board meetings
- Attend School Community Resource Team meeting
- Attend parent/teacher conferences.
- Attend appropriate parent workshops and training.
- Be a guest speaker on the expertise of traditional cultural views, positive family values, and so forth.
- Observations can only be honored if the teacher is present and makes prior arrangements with the teacher and principal.
- Parent / Family Learning Nights
- Adult Education Nights

SECTION 20.04: PARENTAL RESPONSIBILITIES

- Required to provide these documents for enrollment: Certificate of Indian Blood, Birth Certificate, updated Immunization, and Social Security Card.
- To read and abide by all policies and procedures of the Student/Parent Handbook.
- Follow up on your child/children's vision, dental, and medical appointments.
- Inform the school of any infectious diseases and medical conditions. Parents should inform the school if their child is under-prescribed medication.
- Pick up their child/children after any extracurricular activity or field trip unless prior arrangements are made.
- Keep their child/children dressed for the weather conditions.
- Make sure someone is home when your child/children come home from school. If the bus driver determines no one is home, the child/children will be kept on the bus and taken back to the school. It is the parent's responsibility to pick up their child/children. If your child/children are not picked up by 5:00 p.m., Social Services and/or the Police Department will be informed.
- Pay for damaged school or personal property that your child/children are responsible for. Communicate with the teacher To effectively serve a child, the parent/guardian is kept informed about your child/children's academic progress, homework assignments, behavior, and academic support.
- Update names for authorized adult persons to check out child/children. Written notes will not be accepted for changes in transportation arrangements. **Telephone calls are strongly discouraged and not accepted after 2:00 p.m. on full days and noon on early dismissal.**

SECTION 20.05: PARENT AND FAMILY INVOLVEMENT

NCSI believes that parental involvement is an important part of the educational process. Educational policies will accommodate new teaching methods and budget modifications in the best interest of all stakeholders. To provide the best possible services, an organization must have parental assistance to design a program best suited for local needs. NCSI has an open-door policy, so communication is clear and effective between the parents and the school. Parents have the right to report any issues to the school administration regarding their child.

By Public Law 114-95, enacted in December 2015, NCS has committed itself to the following:

- Consistent with section 1116 of the ESE, the School will work to ensure that the parent and family engagement policy meets the requirements of section 1116 of the ESEA and include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
- The School will notify parents of the existence of family engagement in education programs and the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parent and family engagement requirements, to the extent practicable, the School.
- Involve parents in professional development for teachers, principals, and other personnel.
- Provide literacy training for parents to understand data in these areas: Common Core State Standards (CCSS), Partnerships for Assessment of Readiness for College and Careers (PARCC), Stanford Achievement Test (SAT 10), Northwest Evaluation Assessment (NWEA), World – Class Instructional Design and Assessment (WIDA), to improve their child/children academic achievement.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents and concur through SCRT.
- Arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with the participating children whose parents are unable to attend such conferences at school to maximize parental involvement and participation.
- Provide information related to school and parent programs. Meetings and other activity notices will be for parents of participating children in a format and, to the extent practicable, in a language the parents can understand. Parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- Educate teachers, pupil services personnel, principal, and other staff with the assistance of parents, on the value and utility of contributions of parents, and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent’s programs and build ties between parents and the school.
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.

- Parents will be invited to share their input and evaluation of the Parent Involvement and Family Engagement program and policies through the parent committee meetings and surveys.

SECTION 20.06: PARENTAL HEALTH & WELLNESS

Parents and staff are valuable resources to our student achievement and well-being. Throughout the year, the school will provide the following programs:

- Cultural Activities
- Fitness Center
- Parent & Staff Literacy Night
- Nutrition
- First Aid/CPR
- Safety Awareness
- Anger & Stress Management
- Parenting Skills
- Parent Resource Center
- Health Promotion Activities
- Prevention Awareness

SECTION 20.07: VISITORS, VOLUNTEERS & CHAPERONES

All visitors and volunteers must check into the office and obtain a visitor badge from the office for safety purposes. Visitors and volunteers who have dedicated a minimum of four (4) hours of service to NCSI may receive one free meal. All volunteers must provide a copy of the most current food handler's permit before any volunteer work within the cafeteria.

Parents are encouraged to volunteer and/or chaperone school-sponsored student activities. If parents would like to volunteer, they must confirm with the school principal. Fingerprint and background checks must be cleared and filed at school before working directly with the students. A chaperone's primary responsibility is to assist a school employee in supervising the students.

Volunteering for more than three days at the school requires the following:

- School Employment Application
- Background check.
- Attend a safety orientation provided by the transportation department.

Parents or volunteers who chaperone for a student activity or field trip are not allowed to bring non-NCS enrolled children. All chaperones and volunteer services will be evaluated by the sponsor of the activity and included in the final event report.

Sexual Offenders are not allowed on school property, school-sponsored events, and school housing.

ARTICLE XXI. SPECIAL EDUCATION

SECTION 21.01: INTRODUCTION AND OVERVIEW

The Individuals with Disabilities Education Act (IDEA) is a federal law that guarantees that children with disabilities receive a free appropriate public education alongside their non-disabled peers. Congress passed the law in 1975 after finding that 1.75 million children with disabilities were entirely excluded from the public school system and that 2.2 million were in programs that did not meet their educational needs. Although the law has been amended and revised throughout the years, the basic requirements have remained unchanged.

The IDEA covers eligible students with disabilities ages 3 to 21. To be eligible, the student must have one of several listed impairments and, as a result, need special education. Special education means specially designed instruction to meet the unique needs of the child. Each student has a written individualized education program (IEP), which is devised by a group of people, including the parent. Students with disabilities must be educated in the regular educational environment to the maximum extent appropriate. Parents have the right to enforce the IDEA by requesting a “due process hearing” and making appeals to court. Students with disabilities enrolled in schools funded by the Bureau of Indian Education are entitled to the benefits and protections of IDEA. In addition to the IDEA, other laws affect your child’s right to an appropriate education, such as:

SECTION 21.02: SECTION 504 OF THE REHABILITATION ACT (504)

Section 504 prohibits discrimination based on disability in programs receiving federal funding. Some students who do not qualify for special education services under the IDEA may still receive services under Section 504 if they are considered a “qualified individual with a disability.” To be qualified, the student must have a physical or mental impairment that substantially limits one or more major life activities, such as reading, playing, or moving between classes, or a condition that requires medication, such as diabetes; a record of such impairment; or is regarded as having such impairment. Section 504 requires that all qualified students have an equal opportunity to participate in activities and services at school, including school clubs, after-school programs, sports, and other extracurricular activities.

SECTION 21.03: AMERICANS WITH DISABILITIES ACT (ADA)

Title II of the ADA protects qualified individuals with disabilities from discrimination based on disability in the services, programs, or activities of all State and local governments. The anti-discrimination prohibition extends to all activities of State and local governments, including those that do not receive Federal financial assistance. All public schools must comply with the ADA.

SECTION 21.04: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights to their children’s educational records, which transfer to the student when he or she turns 18. Parents or eligible

students have the right to inspect and review the student's educational records and the right to correct inaccurate or misleading information contained in educational records. Generally, The school must have written permission from the parent or eligible student to release information from a student's files.

SECTION 21.05: STATE LAWS AND REGULATIONS

Each state receiving IDEA funds is entitled to create its own rules for implementing the law. The state can do more than federal law requires but can never do less. In Arizona, the Arizona Department of Education is responsible for enforcing the IDEA. In Colorado, it is the Colorado Department of Education. In New Mexico, it is the New Mexico Public Education Department. In Utah, it is the Utah Office of Education. Bureau of Indian Education-funded programs are enforced through that agency. For more information, please contact the appropriate entity:

Arizona: Exceptional Student Services
1535 West Jefferson Street, Suite Bin 24
Phoenix, Arizona 85007
Telephone: (602) 542-4013 or (800) 352-4558

TTY: (800) 842-4681
Facsimile: (602) 542-5404

www.ade.state.az.us/ess

BIE: Division Performance and
Accountability
Bureau of Indian Education
1011 Indian School Road NW (Room 332)
Post Office Box 1088
Albuquerque, New Mexico 87104-1088
Telephone: (505) 563-5255
Facsimile: (505) 563-5281
www.oiep.bia.edu/bie

SECTION 21.06 DUE PROCESS RIGHTS

Students with an Individualized Education Plan (IEP) who are subject to discipline will be assessed by the Special Education Department with a Manifestation Determination protocol.

ARTICLE XXII. TRANSPORTATION POLICY

The NCS's Transportation Department adheres to the regulations of the "School Transportation and Support Services Division" of the Arizona Department of Education. Furthermore, this manual is considered a school bus transportation policy since it is required, reviewed, and approved by the NCS Governing Board.

The State of Arizona's "Standards for Providing Transportation for Eligible Students" provides the basic policy to guide the NCS's Transportation Department in providing safe and efficient transportation for all students.

The School Board and the Transportation Department also recognize the roles that the community, parents/guardians, and the education staff play in the safe transportation of NCS students.

SECTION 22.01 STUDENT BUS CONDUCT

Riding an NCSI bus is a privilege, which means that a student's bus riding privileges may be suspended for violations of Student Bus Conduct. To maintain a safe and orderly environment and to ensure safe travel on school buses, **bus drivers have supervision authority** over students when they are on a school bus. Bus drivers are responsible for maintaining a safe environment for all students and for driving safely and responsibly. This means that students must promptly obey bus drivers' requests, or disciplinary action may occur. When students engage in violent or extremely disruptive activity or do not comply with the rules, the NCSI's Transportation Department has the right to revoke a student's bus-riding privileges. Students must obey the following rules:

1. Be at Assigned Bus Stops on Time. Students will be picked up and dropped off at their designated stops. Students must be at their assigned bus stop at least five minutes before the bus is scheduled to arrive. Bus drivers will wait for late students for 3 minutes.
Use Assigned Seating on Assigned Buses. Students must use their assigned seats in their assigned buses. (Assigned seating is required by state law and the Transportation Department.) Changes in assigned buses will only be permitted by a bus change slip with a signature by the Principal/Transportation Manager.
2. Walk Safely to Meet Your Bus. Students who walk to meet their buses must walk on the left side of the road facing traffic, except on divided roadways.
3. Crossroads Safely. Students who must crossroads to get on or off the bus must first wait until the driver signals them to cross, and then must cross at least ten feet in front of the bus so the drivers can see them. At no time should a student cross behind the bus. Students must look both ways before crossing to the opposite side of the road.
4. Wait for Your Bus In a Safe Area. Students must wait in a safe area, clear of traffic and away from where the bus stops. Students should wait in an orderly line and avoid horseplay. When loading or unloading, students must get clear of traffic areas as soon as possible. Bus drivers may submit an Incident Report for improper behavior at bus stops.
5. Teachers, Coaches and School Administrators May Also Enforce Bus Discipline. Teachers, coaches, and school administrators are also authorized to enforce student discipline whenever they are on a bus.
6. Be On Good Behavior. Students must remain seated, not walk around on the bus, not change seats, not carry on unnecessary conversations with the bus driver while the bus is in motion, and not get on or off the bus while the bus is in motion.
7. Keep Bus Aisles Clear. Students must keep bus aisles and exits clear by keeping their personal belongings in the seating areas and remaining seated.
8. Keep the Bus Driver's Area Clear. Students are not permitted in front of the passenger seating area while the bus is in motion, must stay out of the driver's seat, and must not tamper with any equipment.
9. Always obey the Bus Driver. Students must be courteous to bus drivers and obey their instructions.
10. Help Keep Your Bus Clean. Students must cooperate with bus drivers in keeping buses clean. Students must never toss trash or other items out of bus windows, whether the bus is in motion or not, or attach any items to buses. (Trash containers are provided on all buses.)
11. Respect Your Fellow Students. Students must be courteous and respectful to their fellow students.
12. Violent Activity Is Forbidden. Violent activity, roughhousing, or very disruptive conduct is not permitted on buses.

13. Use Acceptable Language. While on the bus, students are expected to converse in a normal tone of voice, not to use profane or offensive language or obscene gestures, and to be quiet when requested by the driver, such as when the bus is at a railroad crossing when emergency equipment is in the area or other times when required by the bus driver.
14. Food and Beverages Are Not Permitted. Students may not eat or drink on the bus (including popcorn and sunflower seeds) unless approved by coaches or supervisors of the Activities Program.
15. Dangerous Objects Are Forbidden on Buses. Firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on buses.
16. Keep Your Personal Belongings Secure. All personal items carried by students must always be under their control, either on their laps or between seats. No contraband or oversized items are allowed.
17. Animals Are Not Allowed. Students are not allowed to bring any animals on buses, including insects, frogs, or snakes. *Exception:* Animals authorized by an Exceptional Children IEP (for example, Seeing Eye Dogs) are allowed upon approval. Students are prohibited from touching service animals.
18. Keep Clear of Windows and keep them Closed. Students must not extend their hands, arms, head, feet, or any object out of windows and must keep bus windows closed unless bus drivers allow them to be opened.
19. Do Not Damage Buses. Any damage to buses must be reported to bus drivers, and drivers will report it to the proper school official. Damages done to school bus property may result in the denial of transportation privileges unless restitution is made.
20. Controlled Substances Are Forbidden. Use or possession of tobacco, drugs, alcohol, or controlled substances in any form is forbidden on school buses.
21. School Activity Trips. On school activity trips, school buses shall only transport NCS students and staff and other passengers approved by the school.

SECTION 22.02: TRANSPORTATION RULES, REGULATIONS, & CONSEQUENCES

The transportation department is committed to the belief that the safety of the children is a priority. It is our privilege and pleasure to furnish our students with the safest transportation possible as they travel between home and school and on school-related trips. To protect all students riding NCS buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility. The following bus regulations and rules are considered recommended guidelines to correct behaviors that could create an unsafe environment. Riding the bus is a privilege, not a right.

SECTION 22.03: AFTER SCHOOL TRANSPORTATION

It is the school's responsibility to transport students to board-approved school activities (i.e., field trips, off-campus events, etc.). However, it is the responsibility of parents to transport their child/children to after-school activities that are not required by the school (i.e., club-related activities, family nights, movie nights, etc.). Please note that bus drivers will not drop students off anywhere other than their regular stops without signed authorization to do so.

SECTION 22.04: BUS RULES

All students are to understand that the bus driver always oversees the bus. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal. To that end, the following conduct rules are called to your attention:

- Students must arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. The bus will not wait more than three (3) minutes. The bus driver will wait for students **only if** they are making an effort to get to the bus.
- Students must wait quietly in a location clear of traffic and at least ten (10) feet away from the bus stop.
- Student behavior at bus stops must not threaten the life, limb, or property of any individual.
- Students will load and unload the bus at designated bus stops.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
- Students must be courteous and respectful to fellow students and the bus driver.
- Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
- Unnecessary confusion diverts the driver's attention and might result in a serious accident.
- Students must not use profane or abusive language.
- Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons or on approved field trips, where multiple teacher supervisions and chaperones are on the bus.
- Students must not use tobacco or related products (e.i., vaping) on the bus.
- Students must not use or have in their possession alcohol or drugs on the bus.
- Students must not throw or pass objects on, from, or into the bus.
- Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
- Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.

- Students must not extend any part of their bodies out of the bus windows.
- Students must leave or board the bus locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.
- If a student misses the bus, the parent/guardian is expected to take their child/children to the next designated bus stop or the school.
- Do not cut in front of the bus to stop it. This action might cause an accident.
- A written statement is required if parents/guardian wants their child to get off/on the bus at a different location. The statement must include who, where, and when this is to take place. **Telephone requests will not be honored.**
- Parents are encouraged to submit written suggestions, problems, and concerns to the Transportation Department supervisor. The letter should address the facts and suggest actions that would resolve the issue. The rights of all the other parents should be considered while making recommendations to resolve the conflict.
- Students will not be dropped off at the parents' workplace. There will be NO EXCEPTIONS.
- The student will be responsible for personal items carried on the bus.
- The transportation department assumes no responsibility for the loss or damage of any of the students' items left on the bus.
- Parents, with authorization from the principal or department head, may ride the bus for school-related business. Children under the age of five will not be allowed to ride the bus.
- The student is responsible for making sure they have used the restroom or procured all personal belongings before boarding the bus. Once the students are on the bus, they will not be allowed to get off and go back into the building.

SECTION 22.05: INFRACTIONS RESULTING IN ADMINISTRATIVE ACTION

Level I (Minor) Infractions

Level I behaviors are those that disrupt the driver's concentration or behavior that may cause harm to the student or others. Some other Level I infractions include:

- Loud talking (at any time)
- Moving around the bus or out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness on the bus
- Disrespect to other students or driver

- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering or throwing objects from the bus
- Any other infraction of the building's student behavior code of conduct.

Level II (Major) Infractions

Level II behaviors are those that are severe or that directly or indirectly endanger the student or other students, the driver, or the public.

- Three repeated Level I (Minor) Infractions
- The threat of violence to the driver or other school employees
- Harassment of other students
- The use of profanity directed at the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, firecracker, cherry bomb, sparkler, etc.)
- Fighting/Assault
- Possession of a weapon
- Possession of alcohol or drugs
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

Administrative Responsibility Before the 1st Written Report

The principal will ensure that each student receives a copy of the Parent/Student Handbook (with bus Regulations and Rules) at the beginning of each school year or upon enrollment (for a new student).

Driver's Responsibility Before the 1st Written Report

The first (1st) Level I infraction will result in a warning to the student from the driver. The second (2nd) Level I infraction will result in a phone call to the parent or guardian by the driver and a possible move of the student's seating assignment. The third (3rd) Level I infraction will result in a written conduct report. Level II infractions will result in a written conduct report without warning.

Principal's Responsibility upon Receiving Written Conduct Report

All bus conduct referrals written by the driver shall be submitted to the Transportation Department supervisor; a copy will be sent to the principal. The principal will render consequences appropriate

to the infraction. Consequences issued by the principal are generally by the consequences chart below but are subject to the decision of the principal and may depend upon the situation, circumstances, and/or the student. After rendering appropriate consequences, the principal will inform the parent/guardian of the report and consequences administered to the student. A copy of the written conduct report, including the principal's comments and/or actions, will be returned to the transportation supervisor. The Transportation Department supervisor will inform the driver of the disciplinary action taken.

SECTION 22.06: CONSEQUENCES FOR LEVEL I & LEVEL II BUS REGULATIONS & RULES INFRACTIONS

Number of Infractions	Level I	Level II
First Written Report	Principal Action	Principal Action
Second Written Report	Principal Action	3 days off bus up to expulsion from bus
Third Written Report	3 days off bus	
Fourth Written Report	Expelled from bus	

Parent/Guardian Responsibilities for Assisting the Bus Driver

To provide quality transportation services to children, the parent/guardian is expected to assist in the following:

Ensure that their children know the proper rules of conduct while riding the bus.
 Respond immediately upon notification to a parent meeting involving an offense of the school discipline policy involving their child/children. Depending on the severity of the offense, the student may/may not be allowed to ride the bus until the parent meeting has taken place.

Report any unsatisfactory transportation service by writing a letter to the Bus Driver.
 The letter needs to have the date, place, and name of the driver and outline what service is not being met with a suggestion for a reasonable solution.

The Principal and/or transportation supervisor will respond within two days of the receipt of the letter. Every effort will be made to resolve concerns/problems.
 Parents are required to attend one Parent training on "Bus Safety" at NCS. Parents are encouraged to speak with the Bus Driver about additional safety rules that will apply.

SECTION 22.07: STUDENT DISCIPLINE FOR VIOLATIONS OF BUS CONDUCT

The following disciplinary procedures may be imposed when students fail to follow the Code of Conduct. While progressive penalties are described below, school administrators may use their judgment in issuing discipline based on the circumstances of each violation.

Financial Liability

Students or their parents/guardians are financially responsible for all damage caused to a school bus by students. In cases of significant damage to a school bus by a student, the student who caused the damage may be reported to the police.

Penalties for Minor (Level I) Violations of the Code

Misbehavior of students while traveling on a school bus, either to and from school or at an established school bus stop, including, but not limited to, very disruptive behavior, not obeying a driver's request, roughhousing, throwing objects, verbal abuse, shall be dealt with as follows:

- a. 1st & 2nd Offense. Warning by a written discipline slip and a letter mailed home.
- b. 3rd Offense. Two-day suspension from bus transportation, including field trips, after-school activities, and athletic events.
- c. 4th Offense. Five-day suspension from bus transportation, including field trips, after-school activities, and athletic events.
- d. 5th Offense. Suspension from bus transportation for the remainder of the school year, including field trips, after-school activities, and athletic events.
- e. Last Two Weeks of School. Incident reports written during the last two weeks of the school will carry over to the next school year.

Penalties for Fighting

Fighting on a school bus or at the bus stop is considered violent behavior and will not be tolerated. Violence endangers students and creates a very dangerous situation on a moving bus since the driver is distracted and must pull off the road to stop the fight. Penalties are:

- a. 1st Offense. Five-day suspension from all bus transportation, including field trips, after-school activities, and athletic events.
- b. 2nd Offense. Ten-day suspension from all transportation, including field trips, after-school activities, and athletic events.
- c. 3rd Offense. Suspension from all bus transportation for the remainder of the school year, including field trips, after-school activities, and athletic events.

Penalties for Severe (Level II) Violations of the Code

Destructive or dangerous behavior such as physical harm to another student (not fighting), physical harm to a bus driver or assistant, or serious damage to a bus is considered the most serious code violations and may result in the following penalties:

- a. 1st Offense. Automatic suspension of bus transportation privileges either for five days, the remainder of the semester, or the remainder of the school year, depending upon the severity of the infraction.
- b. Severe violations may lead to criminal charges.

Please Note: Suspension from school bus transportation *does not mean* that a student is suspended from school. Instead, it means that the parent/guardian is responsible for transporting the student to and from school during the suspension period, as well as for transporting the student to and from field trips and athletic events.

SECTION 22.08: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

To provide for the safety of all students and to assist the Transportation Department, we request that parents/guardians take the following responsibilities:

1. Make Sure Your Child Obeys All Bus Rules. Please cooperate with school officials and bus drivers regarding the appropriate conduct of your child at the bus stops, while on the bus, and while walking to or from bus stops or school.
2. Have Your Child At Bus Stop on Time. Be sure that your child is at the designated bus stop at least five minutes before the bus is due.
3. Follow Missed Buses Carefully. If you are following after a missed school bus to get your child on board, do not pull up right behind the bus because the driver may not see you. And remember that students may only board or exit a bus at designated sites.
4. Watch Your Child In Bad Weather Conditions. Provide close supervision for your child when unusual weather or traffic conditions warrant precautions when the child is going to and from the bus stop or while waiting at a bus stop.
5. You Are Financially Liable. Parents/guardians shall be held financially responsible for any damage to buses caused by their children.
6. You Must Escort Children In Kindergarten and First Grade. If your child is in Kindergarten or the First Grade, a parent/guardian or designee *must meet the child at the bus stop*. Unless arrangements have been made with the driver, the driver is required to wait three minutes for someone to meet the child. If, at the end of that time, no authorized person is there to get the child, the child may be kept on the bus and returned to the school. If there is no authorized person at the school and the Transportation Department has not been contacted by a parent/guardian or designee, the child will be taken to one of the following agencies:

NCS is requesting cooperation and assistance in the enforcement of school bus safety rules. This will help to ensure everyone's safety while going to and from school.

SECTION 22.09: INVOLVEMENT OF TEACHING STAFF

Teachers must follow safety rules whenever they are assigned bus duty. When loading and unloading students, the following procedures will be adhered to:

1. The school bus loading zone is separated from the general traffic.
2. When loading and unloading on the street, school buses will stop parallel to the curb nearest the school building.

SECTION 22.10: SAFETY ALERT

Students and parents must be aware that certain clothing can be dangerous when getting on and off a bus. Children have been injured, sometimes seriously, when their clothing became caught in bus handrails, doors, or other areas. So be careful of jackets, sweatshirts with drawstrings, backpack straps, scarves, and other loose clothing.

SECTION 22.11: DORMITORY BUS RESTRICTIONS

The NCS bus assigned to pick up and return students at the NCSI Dormitory is restricted to transporting only. Those students reside at the dormitory and may not be used by students who are temporarily or permanently suspended from the dormitory or by any “day students” attending NCSI. The reason for this policy is for the safety and security of the dormitory and the enforcement of its discipline policies.

SECTION 22.12: INCLEMENT WEATHER

In case of severe inclement weather, the buses will travel on main routes only. Parents of bus riders are encouraged to contact the transportation supervisor to find out about the main routes. Parents are responsible for meeting the buses on the main routes when roads become impassable.

Naatsis’Aan Community School Student/Parent Handbook Agreement Form

Home Room Teacher Agreement:

- I will give my best effort every day.
- I will foster an inclusive classroom/school community that is physically and emotionally safe, reflective of high expectations, and celebratory of individual and classroom accomplishments.
- I will respect and celebrate diversity.
- I will provide regular, timely, honest, clear, and individualized communication in a manner agreed upon by the parent and teacher (newsletter, email, meeting, phone call, etc.).
- I will engage students in relevant, challenging, hands-on instruction that is aligned with the state curriculum, involves 21st Century Skills (research, collaboration, leadership, self-assessment, technology, etc.), and promotes joy for learning.
- I will communicate and model my expectations for student learning and behavior.

x _____
Home Room Teacher Signature

Parent Agreement:

- I will encourage my child to give his/her best effort every day.
- I will regularly communicate with my child’s teacher in a manner that is open, timely, and honest.
- I will work with my child to ensure a system for homework completion and assignment (and/or daily school experiences) review/discussion with an adult.
- I will see that my child is punctual and attends school daily.
- I will notify the teacher of any changes/circumstances that might impact my child’s learning.

x _____
Parent Signature

Student Agreement: (If same household)

- I will give my best effort every day to complete class and homework and to participate in class.
- I will work with my teacher to make sure I am always challenged.
- I will use words that are kind and respectful.
- I will be friendly and helpful to everyone.
- I will follow directions wherever I am.
- I will ask my teacher or another adult at school for help if I need support with my schoolwork, my feelings, and/or my peers.
- I will be punctual and attend school daily.

Student Signature(s):

x _____

x _____

x _____