



CHECK OUT FORM/EMERGENCY CONTACT

Students Name:_____ Grade:____

Student Check Out and Emergency Information:						
Haak'u Community Academy will <u>ONLY</u> allow the individuals listed below to check your child out of school. Unless indicated by court order, both parents will be able to check out the child. No one <u>UNDER THE AGE OF 18</u> will be allowed to check out your child. Per HCA Policy, a person who is listed on the sex offender list cannot be named as an emergency contact.						
For you child(ren) safety, verbal or telephone request to add another person to the check out list WILL NOT BE						
	HONORED. In an emergency, the parent or legal guardian can send or fax a signed request to the school.					
1.	Emergency procedures will be followed as outlined in the HCA Handbook. In case of an emergency, such as profuse bleeding, breathing difficulty, severe pain, suspected broken bones or head injury, and ambulance will					
2.	be called to transport the child to ACL Hospital. School Personnel CANNOT administer medications to children without a signed permission form. The school			chool		
2.	personnel can administer pr	rescription medication only if the n	nedication is provided in its original conta	ainer		
	with clear written direction provided in this packet.	s. Parents are responsible to comp	oleted the Medication Administration Form	n		
3.	In the case of a minor illness		mpt to contact the parent/legal guardian,			
	then person listed on the or their regular bus run.	der below. If no contact is made, y	our child will return to his/her classroom	until		
1 st Prin	nary Contact: Mother/Legal (Guardian				
Name:		Phone #:	Work Ph #:			
2 nd Pri	mary Contact: Father/Legal C	Guardian				
Name:		Phone #:	Work Ph #:			
**In case	e of emergency and the Primary con	tacts cannot be reached the following conta	cts are authorized to be contacted:			
Name:		Relationship to Student:	Contact Phone #:			
Name:		Relationship to Student:	Contact Phone #			
Name:		Relationship to Student:	Contact Phone #			
Namo		Palatianship to Students	Contact Phone #			
Name: Relationship to Student: Contact Pl						
Name: Relationship to Student: Contact Phone #			Contact Phone #			
Name: Relationship to Student: Contact Phone #		Contact Phone #				
Name:		Relationship to Student	Contact Phone #			
Demont /Consulting Circumstance						
Parent/Guardian Signature: Date:						





STUDENT REGISTRATION FORM

ST	UDENT INFORMATION	N			
Stude	ent First Name:	Middle Name:	Last Name:	Date of Birth:	Male □ Female □
Is stu Nam	udent a member of a Federally recognized ? e of Tribe:	Tribe? Yes No Tribal Census #:	:	Social Security #:	
Maili Addre	ing Address: ess:	City	State	Zip	
Phys Addre	cical Address: ess:	City	State	Zip	
Hom (e Phone #: (with area code)	Other Phone#: (with a	rea code)		
	OOL HISTORY: Is the current student regions School Attended:				
Scho	ol Name:	Address:	City:	State:	Zip:
	Relationship to Student (Select One)	☐ Biological or Adopti	ive Mother Legal Gua	ırdian	
Mother/Legal Guardian	First Name:	Last Name:		Email Address:	
] Gue	Address (If different from Student)	Does student reside v	vith this individual? Yes [No Phone #:	
ega	Address:	City Sta	ate Zip		
ler/I	Employment:		Work Phone #:		
Mot					
	Relationship to Student (Select One)	Biological or Adop	otive Father Legal Gua	ardian	
gal Guardian	First Name:	Last Name:		Email Address:	
ıl Gu	Address (If different from Student)	Does student reside w	vith this individual? Yes	No Phone #:	
	Address:	City Stat	te Zip		
Father/Le	Employment:		Work Phone #:		
Fat					
FAM	IILY CIRCUMSTANCES: (Are then	e any family circumstances	about which you wish the scho	ool to be aware?)	



COVID Vaccine Card:

Court Order Info:

Haak'u Community Academy School Year 20___-20____



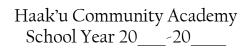
STUDENT PROTECTION An individual may be forbidden contact with the student by way of a legal process Please indicate if a legal document exists which forbids an individual from having contact with this student: Yes No If you have answered yes, please provide the school with required documentation which will be retained in the students file.				
EMERGENCY/MEDICAL INFORMATION	An emergency contact is someone who may be co	ontacted if the students parent/legal guardian		
EMERGENCY CONTACTS (NOT STUDENT'S PARI				
Emergency Contact #1:				
Home Phone of Emergency Contact #1	Other Phone	:		
()	()			
Emergency Contact #2:				
Home Phone of Emergency Contact #2	Other Phone			
()	()			
_				
MEDICAL INFORMATION				
Are there any serious medical conditions about which Diabetes				
Medical Notes:				
Is this student currently on prescribed medication:	res No No			
If yes, please list all medication:				
Does this student have any food allergies: Yes No				
If yes, please list:				
***Please provide all/any medication documentation from students health provider				
DECLARATION BY PARENT/LEGAL GU	JARDIAN			
The information provided in this document is true, correct and complete. I have identified all parents and legal guardians for this student. The individuals identified in the "parent/legal guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation				
Further, I recognize that IT IS MY RESPONSIBILITY to notify my child's school should the information change.				
Parent/Guardian Signature: Date:				
FOR OFFICE USE ONLY	Received By:	Date Entered:		
Immunizations:	Birth Certificate:	Physical Exam:		

Social Security:

State ID:

Teacher/Grade:







School Residence Verification Document

This document is intended to address the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

Presently, where is the student living? (Check	one beny			
SECTION A	SECTION B			
 ☐ In a shelter ☐ With more than one family in a house or apartment ☐ In a motel, car, or campsite ☐ With friends or family members (other than parent/guardian) 	☐ Choices in Section A – DOES NOT APPLY			
CONTINUE: IF YOU CHECKED A BOX in section A Complete #2 and the rest of this form and SIGN BE	STOP: If you checked this section, you DO NOT need to complete the rest of this form. SIGN BELOW			
The student lives with:				
☐ 1 Parent ☐ A relative, friend(s) or other adult(s) ☐ 2 Parents ☐ Alone with no adults ☐ 1 Parent and another adult ☐ An adult that is not the parent or legal guardian				
Section A, this form MUST BE completed ar	completion of this form is <u>MOT</u> required. If parent has checked nd provided in School Registrar immediately after completing. ly from the students record for audit purposes.			
Name of Student: D	Date of Birth: Social Security #: Age:			
Names of Parent(s)/Legal Guardian:				
Address: City	State Zip			
gnature of Parent/Legal Guardian:	Date:			
chool Use Only-School Administrator's determination of Sec				





SCHOOL BUS AGREEMENT

Student Safety is the most important component of the HCA bus transportation policy. School bus transportation is a privilege that can be withdrawn for unsafe behavior. To insure the safety of the children, the bus driver must be in complete charge of the bus and the occupants at all times. Students riding the bus **MUST** comply with directions given by the driver.

Stu	dents Name:	Grade:	
Phy	rsical Address:		
Plac	ce of Residence: (<i>Please give detailed description</i>))	
Par	ent/Legal Guardian Name:	Home Ph#:	Work Ph #:
1. S 2. S 3. G 4. I	erstand and will abide by the following postudents will ride only the bus to which the Students will be allowed off and, on the body permanent written requests from a chonored. All requests must be approved for that particular bus route. Disciplinary action will be enforced in accommod (ONLY 1 (ONE) bus change request per year	they are assigned. bus, ONLY at their designated stop parent and/or legal guardian for by the School Administrator for t cordance with bus conduct policy	bus changes to be the availability of space
Pare	ent/Guardian Name:P	RINT NAME	_

Parent/Guardian Signature:______ Date:_____





SCHOOL-PARENT COMPACT

Haak'u Community Academy and the parents of students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve HCA's standards.

It is the responsibility for Haak'u Community Academy to:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet student academic achievement standards
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: upon request of the teacher (s), parent(s), administration, or guidance.
- 3. Provide parents with frequent reports on their children's progress.
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: during their planning period, scheduled parent/teacher conferences, through email or phone during their normal scheduled hours.
- 5. Providing instruction in a way that will motivate and encourage students.
- 6. Providing a safe and positive atmosphere for learning.
- 7. Explaining assignments so that my students have a clear understanding.
- 8. Supplying clear evaluations of student's progress to students and parents.
- 9. Contacting the parents of the students in my class through notes, conferences, progress reports, or telephone calls to show an active interest in the success of my students.

It is the responsibility of the Parent/Guardian to:

- 1. Monitoring attendance
- 2. Ensure that your child comes to school rested, ready for school and dress for current weather conditions.
- 3. Participating, as appropriate, in decisions relating to my children's education
- 4. Support HCA and its goal by assisting and volunteering when possible
- 5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school received by my child or by mail and responding, as appropriate,
- 6. Helping my child daily in any way possible to meet his/her responsibilities, such as completing homework and encouraging appropriate behavior.
- 7. Contacting my child's teacher by notes, conferences, or telephone calls to show an active interest in my child's education

Parent/Guardian Name:	
(PRINT NAME))
Parent/Guardian Signature:	Date:





PERMISSION SLIPS

PHOTOGRAPHS AND/OR VIDEOTAPES:

These may be during regular and special school activities. These may be used in program presentations at conferences, as part of teacher dossiers for NM Licensures, staff training or to promote positive classroom management.

Parent/Guardian Signature	Date
Staff Signature	Date
DIDC MUTHIN THE ACOMA DECEDE	ATION.
vation fieldtrips. I understand that this	s permission form is v
D 4/C 1: C: 4	
Parent/Guardian Signature	Date
Staff Signature	Date
AMEDICAN OD OTHED CHI THDAL	EVENITO.
AMERICAN OR OTHER CULTURAL.	EVENIS:
	rips within the acoma reserver to partice to the partice of the particle of the





LANGUAGE USAGE SURVEY

The purpose of this survey is to ensure that your child receives the highest quality education and services to which he/she is entitled. The information you provide will be used only to assist the school in making program decisions.

Students Name:	Date of Birth	Grade Level:		
Answer each question by marking either YES or	NO box:		YES	NO
1. Does the student use a language(s) other	er than English with his/her family	y/friends:		
2. Do you use a language(s) other than Eng	glish with the student?			
3. Does the student understand when som other than English?	eone communicates with him/her	in a language		
4. Does the student read in a language(s) of	other than English?			
5. Does the student write in a language(s)	other than English?			
6. Does the student interpret for you or an	yone else in a language(s) other t	han English?		
7. If you answered YES on one or more questions 1-6, what language(s) other than English does the student use most Frequently at home? Choose the following that apply:				
☐ American Sign Language (ASL) ☐ Tiwa ☐ Keres ☐ Tewa ☐ Mescalero Apache ☐ Towa ☐ Spanish ☐ Zuni ☐ Navajo/Dine ☐ Other:				
8. Is the student transferring from another If yes, please provide location and name		YES NO		
9. Has the student received schooling/edu	cation in a language(s) other than	English? If yes, w	rhich language(s)?	
10. In what language do you prefer to rece	ive communication from the scho	ol?		
11. In what language do you prefer to communicate with school staff?				
12. Is there anything else we should know about how to best serve your child?				
Signature of Parent/Guardian: Da			ate:	
Translator:	Language:	D	ate:	





HCA Laptop, Mobile Device & Technology Equipment Policy

The Haak'u Community Academy (HCA) wants to help ensure that every student attending HCA has the necessary equipment needed to access the new virtual learning platform and classwork materials as efficiently as possible. The equipment will be assigned to the student for a duration that HCA will determine appropriate, and in which the student and parent will be notified of any changes.

Please review the rules and responsibilities of being assigned the equipment. If you do not understand a specific item, feel free to ask questions about the responsibility to care for and safe guard the equipment.

STUDENT & PARENT/GUARDIAN RULES AND RESPONSIBILITIES:

- 1) Please take necessary precautions to keep the HCA device protected from damage.
- 2) Parent/Guardian may be responsible for cost of repair (if device is not properly maintained beyond normal use) or replacement if the device is damaged beyond repair or lost.
- 3) Keep the device clean to prevent spread of virus. DO NOT use harsh chemicals or liquids that may damage the device; and always store in a safe location.
- 4) Please DO NOT allow or install any software or hardware, or change the system configurations. All software/hardware changes or installations will need to be approved and installed by the HCA-IT department only.
- 5) Contact HCA-IT department for all issue relating to the device.
 - a) If the issues are a result of regular use related to daily tasks, HCA will work to resolve the issue and return the device to the student
- 6) In the case of theft or accidental damages to the device, the student and/or parent/guardian shall immediately notify the HCA Principal.
 - a) In the case of a theft the parent/guardian must file a police report and provide a copy of the report to the HCA principal
- 7) DO NOT remove any HCA Tags or Labels on any of the devices that have been assigned to the student.
- 8) It is the student's and/or parent/guardian's responsibility to coordinate with the HCA-IT department for updates, repairs, software installation, etc.
- 9) The student is responsible for backing up all data files located on the device. The HCA-IT department is Not responsible if data becomes corrupted or accidentally deleted and /or lost.
- 10) If the student disenrolls or the device is no longer needed by the student, the parent/guardian shall Return all HCA equipment at check out from the school

I acknowledge that I have read, and understand the terms and conditions of the laptop, mobile device & Technology Equipment Policy Agreement

Student Name:	Parent/Guardian Signature:		
	· · · · · · · · · · · · · · · · · · ·	Da	ate
HCA Staff Signature:	Date:		





IMMUNIZATION PROCEDURE/REQUIREMENTS FOR STUDENTS

All New Mexico schools are required to comply with NM Department of Health Statutes and Immunization laws. Therefore, parents/guardians <u>ARE REQUIRED</u> to provide the school with an updated immunization record of their child by/at school registration. Records may be obtained from student's providing IHS hospital or private doctor including those received in Head Start.

The school health assistant will review immunization records and notify parents/guardians of children who are not up to date. Failure to provide the school with **updated required** immunizations will result in the student not being allowed to attend school. The student will be sent home from school until he/she receives the required immunization(s) for school enrollment. A referral to social services for neglect may be initiated.

Students not up to date with immunizations place themselves and others at risk for acquiring serious, otherwise preventable diseases.

To avoid having a student sent home from school, parents/guardians must assure the school that their child has had the following immunizations for school enrollment.

- ➤ Diphtheria/Tetanus/Pertussis (DPT/DTap/TD) must have 4 doses, 1 does must be on or after 4th birthday. 4 does sufficient if given after 4th birthday.
- ➢ Polio (OPV/IPV) must have 3 does, 1 does on or after 4th birthday. 4 does of IPV, OPV or any combination regardless of age acceptable if at least 4 weeks between doses
- Measles/Mumps/Rubella (MMR) must have 2 doses, 1 dose on or after 1st birthday, 2nd dose is recommended at age 4-8 years, 2nd does acceptable before 4 years with minimum of 28 days between doses
- ➤ Hepatitis B (Hep B) must have 3 doses series, 1st shot followed by 2nd shot, 4 weeks later, then 3rd shot 8 weeks after 2nd dose
- Chicken Pox (Varicella) must have 1 does, on or after 1st birthday, or record of having/had disease. Documentation must support history or lab record
- COVID-19 Vaccine As with other vaccine-preventable diseases, you are best protected best from COVID-19 when you stay up to date with the recommended vaccinations. COVID-19 card must be in student file. COVID-19 vaccines authorized:
- Pfizer-BioNTech
- Moderna
- > Johnson & Johnson's Janssen (J&J/Janssen)





HEALTH QUESTIONNAIRE

As an aide to protecting and promoting the health of your child, the school health office asks that you provide information about your child's past or current medically diagnosed health conditions. Contact the school personnel with any additional information about your child's health that you think is important for the school personnel to know. All information is confidential and will be entered into the student's health record, which will be made available only to appropriate staff, as needed.

Students Name:		DOB		Grade:		
Does your child have any	Does your child have any medically diagnosed health conditions or problems? (Please list)					
	Is your child currently on prescribed medications? YES NO If yes, please list all medications and the condition for which the medication was prescribed.					
	Does your child have any known allergies (food, drug, animals, plants, etc)? Please list all describe type of reaction to causing agent, such as rash, hives, nausea, breathing problem, etc.					
Does your child have hea	aring loss? YES	NO Does he	/she wear a hearing aid?	YES NO		
	ntact lenses/eye glasses? [st complete eye examination	_	ses in good condition?	YES NO		
Has your child had any o	of the following illnesses or c	onditions?				
Chicken Pox: YESNO Meningitis: YESNO Seizures: YESNO Speech Problems: YES:NO Frequent ear infections: YESNO Heart Problem: YESNO Tube in the ear: YESNO Rheumatic Fever: YES:NO: Migraine Headaches: YES:NO: Head Injury: YES:NO: Fainting: YES:NO: Hepatitis: YES:NO: Asthma: YES:NO: Diabetes: YES:NO:						
Parent/Guardi	an Name (PRINT)	 Par	ent/Guardian Signatur		Date	





CONSENT OF PARENT/GUARDIAN FOR SCHOOL HEALTH SERVICES

UDENT NAME:	DOB:	GRADE:
	, hereby give consent to th	he Haak'u Community Academy to
ovide school health services	s to my child by the designated staff while	e he/she attends school, as needed
	Services consists primarily of:	,
1. First Aide for Injuries		
2. Sick Care		
3. Follow-up care of illnes	sses or injuries	
4. Crisis intervention and	mental health	
5. Suspected child abuse/	'neglect	
6. Reproductive health co	ounseling (as needed)	
7. General health counsel	ing	
8. Immunization tracking	and reporting	
9. Physical examination r	ecord and health questionnaire review	
	tudents with medically diagnosed health	
	g prescribed and non-prescribed medica	ition (as per Policy & Procedure)
12. Screening for head lice		
13. Referrals to the ACL off or screening failures)	fices (as necessary, specialty clinics for fo	urther evaluation of health problems
14. Instruction in health is:	sues such as health promotion/disease p	prevention, diabetes, asthma,
	g/tobacco/alcohol prevention	
15. EMS/Ambulance service facility for emergency r	ces for urgent/emergency care and/or tr medical care	ansportation to a local health care
	pressure screening as necessary	
	ians will be notified of any referrals made	e regarding their children
******PARENTS/GUARDIA	NS MUST UPDATE TELEPHONE NUMBER	RS AS SOON AS CHANGES OCCUR
Please provide the names o	of two individuals or friends who will assu	are the responsibility of your child in case of illne
	r until you can be reached. Please notify t	
Contact #1:	Relationship t	o student:
Home Ph #:	Work Ph #:	Cell Ph #:
Contact #2:	Relationship t	o student:
Home Ph #:	Work Ph #:	Call Dh #





To the Parents and Guardians of Haak'u Community Academy Students,

In an effort to protect the health and wellness of all students, Haak'u Community Academy requires that all eligible students attending school receive the COVID-19 vaccination. It is the goal of this school and Acoma Department of Education to keep students healthy and in school. In order to prevent the spread of infections diseases, it is vital that all students are fully immunized before entering.

Haak'u Community Academy will also be implementing a "Test to Stay" approach meaning that students will be required to test 3-5 days after their last close contact with someone who tested positive for COVID-19. This mandate also includes our virtual learners. Attached is a consent form for minors to undergo COVID-19 testing at Haak'u Community Academy, if you elect to test on school premises. This is an effort to further protect students during this pandemic and to work towards keeping students with in-class learning.

Immunizations are the best defense against some of the most common and sometimes deadly infectious diseases. Please provide the school with proof of COVID-19 immunization certification or proof of medical or religious exempt.

If the school does not receive proper immunization documentation, your child runs the risk of not being allowed to attend school until after it is obtained. The school must receive immunization documentation for your child by their enrollment date.

Please contact your primary health provider to make an appointment for your child to receive the required immunization or please provide the school with the most recent documentation of the COVID-19 immunization as soon as possible.

If you have any other questions or need additional information regarding this letter please contact the Acoma Department of Education at (505) 552-6077.





CONSENT FOR MINORS UNDERGOING COVID-19 TESTING

As the parent of guarding of the minor student named below, I authorize Haak'u Community Academy personnel to collect and test a nasal sample from said students for the presence of SARS-CoV-2 in order to access and remain attending in class lecture.

The test being used is the iHealth, which is an antigen test. Antigen tests are designed to detect proteins form the virus which cause COVID-19 illness.

Furthermore, I understand the potential risks of this procedure include:

- > Possible discomfort or other complication that may happen during sample collection
- ➤ Possible false positive, false negative or inconclusive test results

Potential benefits include:

- > The result, along with other information, can help you make informed decisions about your care
- ➤ The results of this test may help limit the spread of COVID-19 to your family and others in our community and the campus community.

Each statement below should be READ AND INITIALED by either a parent or the child's guardian. Signature by a parent or the child's guardian is required.

_____I understand that in order to attend school, my child must be free from COVID-19 symptoms.

If, during the day, any of the following symptoms appear, my child will be separated from the rest of the class and moved to a supervised, secure area. I will be contacted, and my child MUST be picked up within 1 hour of being notified.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat





- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

• Any other symptom of illness, whether or not y	you baliave it's related to COVID-19 underst	ands that many of these
symptoms can also be due to non-COVID-19-relapublic health emergency. Symptoms typically apsymptom-free, without any medication, for 72 hours	ited issues, we must proceed with an abund pear two to seven days after being infected.	ance of caution during this
I understand that over the course of the	e school day, my child's temperature will be	taken.
I understand that my child will be requhandwashing procedures.	ired to wash their hands throughout the day	y using CDC-recommended
I will immediately notify the Site Point of any individual who has been diagnosed with COV infected person for at least 15 minutes starting f days prior to specimen collection) until the time	rom two days before illness onset (or, for as	oeing within 6 feet of an
I understand that, while present at schowho are also at risk of community exposure. I unthe risk of exposure to COVID-19. I understand t school safe and reducing the risk of exposure by	hat the members of my family play a crucial	nes, or practices will remove
I,, certi listed herein.	fy that I have read, understand, and agree to	o comply with the provisions
Parent/Guardian Name (PRINT)	Parent/Guardian Signature	
Student Name	Grade	