

Siyo Nigada,

We are excited to announce that New Kituwah Elementary is going to begin accepting students again for in person instruction on Monday, January 11, 2021! Please know that we are going to be on a modified schedule. This schedule will consist of in person instruction three days per week (Monday- Wednesday) and one remote instruction day (Thursday). We are taking extensive safety and sanitation measure to protect students and staff during our return to school. In this packet of information, you will find the following documents:

- NKA- Elementary remote attendance policy. This policy was approved on December 2, 2020 and outlines how student attendance will be taken during remote instruction. This policy is effective immediately.
- An additional copy of our COVID attendance policy approved before the start of the 20-21 school year. This policy is based on current CDC guidelines.
- What to expect this school year. This document outlines what to expect for your child this school year. It includes safety measures, pick-up and drop off procedures and changes for your child during his/her school day.
- How to safely wear and take off a cloth face covering.
- A COVID screening form and screening flow chart that we will be using, as recommended by the CDC.

We look forward to seeing all our student back and ready to learn! Please remember that we are happy to answer any questions that you may have.

The logo for the Cherokee Nation, featuring the word "CHEROKEE" in a stylized, bold, black font.

Crystal Carpenter

Principal , New Kituwah Academy Elementary

828-359-6410

[cryscarp@nc-chokeee.com](mailto:cryscarp@nc-chokeee.com)

## Attendance Status:

### 1. On-site Instruction Days

- a. To be counted present during on-site instruction days, a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal.
- b. As student must be in his/her assigned area at the beginning of the school day and the beginning of each class otherwise the student will be recorded as tardy.

### 2. Remote Instruction Days:

To be counted present during remote instruction days, either of the following two statements must be true:

- a. Student completes the student's daily assignments, whether online or offline; and/or a student is present in synchronous live, real-time instruction.
- b. Student has a daily check-in or a two-way communication in a manner acceptable to the school with the student's homeroom/grade level teacher or a school representative to discuss student progress, academics, grade level instruction and/or assignments.

3. A student's failure to log into a particular online program or lesson on a given remote instruction day shall not be grounds to mark the student absent for the day so long as the student meets one of the other attendance requirements described hereinabove. A teacher may subsequently change a student's attendance status from absent to present based on evidence of student engagement submitted within one week (7 calendar days) of the date the assignment became available. Please note that our current attendance policy will apply to this remote working policy as well. Below is our current, board approved, attendance policy.

## ATTENDANCE POLICY

- A. Students are expected to attend school daily, Monday through Friday (excluding holidays, weekends, and other days NKA is deemed closed). Classroom instruction begins at 8:00 a.m. The parent/guardian has the legal responsibility to ensure that a child attends school regularly. Time spent on learning in the classroom cannot be replaced. Once enrolled in NKA, the attendance policies shall be enforced for grades K-6.

Regular attendance by each student is mandatory. When a student is absent from school, a written excuse signed by the parent/guardian or doctor should be presented to the Classroom Teacher within three (3) days of the student returning to school for re-admission to classes. If no note is presented to the Teacher, an unexcused absence is marked. A parent/guardian or valid doctor's/dentist's/legal note must be presented to the Classroom Teacher within three (3) school days of the student's return. Upon receipt of the written excuse, the teacher shall mark the absence as excused.

### Excused Absences:

1. Illness:
  - Student must present a doctor's note after two consecutive days of absence.
  - For a prolonged or ongoing diagnosed illness or injury the parent/guardian must provide medical documentation to the Principal. This diagnosis may require NKA to implement a 504 plan for the student. It shall be the responsibility of the student and/or the parent/guardian to arrange for making up work.
2. Students sent home by the Principal.
3. Medical or dental appointments. Students must submit appropriate information to the teacher.
4. Subpoena from the court system as a witness or victim. Student must submit the proper documentation to the teacher upon returning to school.
5. Death in the immediate family: father, mother, legal guardian, grandparents, aunt, or uncle. Prior approval from the Principal may be granted for extenuating circumstances.
6. Religious observance.
7. Educational events off campus with prior approval from NKA Principal.
8. Any other circumstance may be recognized as an excused absence at the discretion of the NKA Principal.

- B. NKA students may not miss more than fifteen (15) days per school year.
- After 10 total absences (excused or unexcused), a doctor's note is required for the absence to be considered excused.
  - No more than 10 school days per year will be considered excused by a parent note presented to school.



- Parent or doctor's notes must be submitted to your child's homeroom teacher who will code the absence.
  - Parent phone calls to the office explaining an absence will not be enough to excuse the absence. A note must be sent to your child's homeroom teacher.
1. When a student reaches 8 total absences (excused or unexcused) a letter will be sent to the parent/guardian with a copy of our current attendance policy.
  2. When a student reaches 10 total absences (excused or unexcused) the parent or guardian will receive a phone call from the principal regarding the student absences. We will work with the parent/guardian to determine the reason for the absences and problem solve a way for the student to be at school consistently and in a timely manner.
  3. When the student reaches 12 total absences (excused or unexcused) the parent/guardian will receive a phone call to schedule a conference with the principal and possibly a truancy officer. We will work to create an attendance plan to improve student attendance.
  4. When the student reaches 15 total absences a home visit will be conducted by a truancy officer, social worker and/or counselor. There will be a referral to juvenile services or to the District Attorney.
- C. Staff must document early departure in the attendance office for students participating in extra-curricular activities. Staff in charge of trips requiring early departure from school shall be required to turn in a list of all students participating on any given day prior to leaving campus.
- D. A student may be checked out only by his/her parent/guardian or the approved emergency contact. Emergency situations will be dealt with on a case-by-case basis by the Principal.
- G. Make-Up Work. The student and/or parent/guardian must arrange with the Teacher for make-up work. Upon returning to school, the student will be given one week (7 calendar days) to complete and return assignments to Teachers. In case of extenuating circumstances, arrangements may be made by the Teacher and/or Principal.

We appreciate the interest and concern of parents who come to get their child's schoolwork when they are sick. All work is available after 3:15 p.m. the day the student is absent. Students who are absent from school (excused or unexcused) are required to make up the work he/she has missed.

Updated Promotion/ Retention Policy:

Remote working/students:

K-6:

Students must have a passing yearly average, grade level equivalent score on end of year assessments and/or meet the NKA attendance standard to be eligible for promotion.

Dear Parents and Staff,

We are currently experiencing unprecedented circumstances due to the COVID19 pandemic. Please know that we will adhere to all social distancing guidelines and all guidelines for student attendance published by the CDC. Below is modified attendance policies for the current (2020-2021) school year.

- If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last know contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.
- A child can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19 like symptom(s), once there is no fever without the use of fever -reducing medications and they have felt well for 24 hours.
- A screening for every person entering the building, each day, will be conducted. Students that meet any of the following criteria cannot attend school:
  - Close contact with someone diagnosed with COVID-19
  - A diagnosis of COVID-19
  - At least one of the following symptoms:
    - Fever
    - Chills
    - Shortness of breath/difficulty breathing
    - New cough
    - New loss of taste or smell
- Documentation is required from a medical professional if students have:

Monday, July 13, 2020

- Been issued an isolation order or advised to quarantine by a public health representative or health care provider
- Confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19 like symptom(s)
- Student will be screened, on a daily basis, when entering the school building and when entering any school transportation. Students will also be expected to comply with all social distancing and hygiene (hand washing, hand sanitizer) expectations. If a student refuses to comply with current guidelines and/or have multiple infractions of noncompliance they may be at risk of expulsion.

During these trying times it is imperative that we maintain open and consistent communication between New Kituwah Elementary, parents, staff and students. Please feel free to contact me with any questions and I will commit to maintain up-to-date communication.

Sgi,

**Crystal Carpenter**

Principal , New Kituwah Academy Elementary

828-359-6410

[cryscarp@nc-chokeee.com](mailto:cryscarp@nc-chokeee.com)



## What to Expect This School Year

### New Kituwah Academy

Siyo Nigada,

Below are some changes in procedures and policies that New Kituwah Elementary will be implementing for the upcoming school year. Please know that we are working diligently to ensure the health and safety of all students as staff, as well as maintaining the highest level of linguistic and educational engagement possible. Below are some changes for the upcoming school year.

#### **Student Drop off Procedures:**

- Students will have a temperature screening upon entering the building. Parents will be given a questionnaire in their car, while the students are having their temperature screening. Parents will not be permitted to leave campus until their child passes the temperature screening. If a child does not pass the temperature screening, they will be permitted to wait in their vehicle for 5 minutes and be rescreened. Then they may remain at the school upon passing their temperature screening. If they do not pass their temperature screening they will exit the building and leave campus with their parent.
- A screening for every person entering the building, each day, will be conducted. Students that meet any of the following criteria cannot attend school:
  - Close contact with someone diagnosed with COVID-19
  - A diagnosis of COVID-19
  - At least one of the following symptoms:
    - Fever (temperature of 100 or higher)
    - Chills
    - Shortness of breath/difficulty breathing
    - New cough
    - New loss of taste or smell
- After an acceptable screening result, students will be directed to their classroom.
- They will receive their breakfast, that has been prepackaged for them, their utensils and drink when they enter the classroom.

#### **During the School Day:**

- All persons on school grounds, always are required to wear a face covering. The entirety of an individual's mouth and nose must be covered. This includes elementary students, staff, and visitors.
- We will provide social distancing floor/seating markings in waiting and reception areas.
- We will mark 6 feet spacing to remind students and staff to always stay 6 feet apart in the hallways, classrooms and at any transition times.



- K-2 students will be provided with desk shields when sitting at shared tables. No more than 2 students per table.
- 3-6 students will be provided with individual desks, that face the same direction and/or desk shields when sitting at shared tables. No more than 2 students per table.
- Students and staff are not permitted to congregate in large groups.
- We will provide markings on the floors of restrooms to indicate proper social distancing.
- Non-essential visitors will not be permitted in the building. Parent/teacher meetings will be conducted via phone or virtually.
- Activities involving external groups or organizations will not be permitted.
- No field trips outside of school grounds to public spaces will be permitted.
- Main entrance doors/all doors will be locked at all times.
- All food, breakfast, lunch, and snack will be packaged and served directly to students.
- Reminders for face coverings, hand washing, and social distancing will be posted throughout the building.
- Disposable face coverings will be provided for staff, visitors, or students in the event that they have forgotten their cloth face covering.
- We will provide adequate supplies, time, and routines to support healthy hygiene behaviors (soap, hand sanitizer, paper towels and tissues) at all building entrances, exits, the cafeteria and in every classroom.
- We will incorporate frequent handwashing and sanitation breaks into classroom routines.
- We will frequently clean and sanitize high traffic areas.
- We will reinforce handwashing/sanitizing during key times such as: before, during and after preparing food; before eating food; after using the toilet; after blowing your nose; coughing or sneezing; after touching objects with bare hands which have been handled by others.
- We will ensure that we frequently check and refill hand sanitizer.
- We will keep students' personal items separate and in individually labeled cubbies, containers or lockers. Each student will also keep individual school supplies separate in their own desk, individual pouch and/or labeled pencil box. Students will not be using shared school supplies.
- We will avoid the use of soft or other items that cannot be easily cleaned and disinfected.
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- **Student dismissal:**

The Youth Center will be accepting students that are already enrolled and currently attending. These students will be transported by bus to the Youth Center. All other

students must be picked up at the front entrance of the school. We will be dismissing students at 3:00. All students must be picked up by 3:15

- When picking up your child, you will come to the front of the building to the student drop off area. There will be staff there with radios.
- Simply place the card with your child's name in the front dash of your vehicle. A staff member will radio inside the building for your child and they will be sent to your car.
- If students are being picked up, they will remain in their classrooms until their parent has arrived to dismiss them.

**Other Things to be Aware of:**

- We will operate on the Tribal schedule. Students will be attending school Monday-Wednesday and doing remote activities on Thursday. Please note that these remote activities are required.
- We are currently operating on a 4-day work week through the tribal schedule. If we transition to a 5-day work week, we could adapt our schedule to have four student days and one remote learning day.
- If at any point, we are unable to maintain social distancing guideline we will be forced to recommend a temporary school closure.
- If at any point the tribe closes, or we deem it unsafe for students to continue to attend school we will transition to remote learning entirely.
- In this instance, remote learning will be required, and students will be graded and assessed on their performance and participation.
- All students will be in a self-contained classroom to limit their interaction with multiple adults.
- Please begin talking with your child about these changes. Please discuss the importance of wearing a mask and begin practicing at home.

We encourage your questions and comments to ensure that we maintain open and consistent communication throughout these unprecedented times. Please always feel free to call my office at 828-359-6410. Again thank you for your patience and support in this matter.

Sgi,



Crystal Carpenter

Principal , New Kituwah Academy Elementary

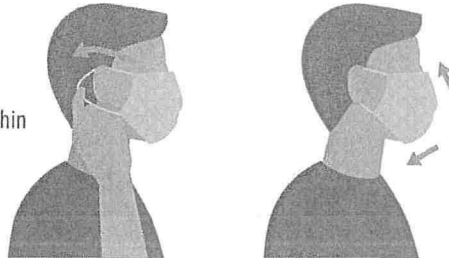
828-359-6410 [cryscarp@nc-chokeee.com](mailto:cryscarp@nc-chokeee.com)

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# K-12 SCHOOLS SYMPTOM SCREENING: Parent/Guardian Attestation

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

Parent/Guardian First Name: \_\_\_\_\_ Parent/Guardian Last Name: \_\_\_\_\_

**1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

**2. Does your child have any of these symptoms?**

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider. Household members (e.g., siblings) should also quarantine for 14 days from last exposure, unless the symptomatic person is cleared as a result of a negative test for COVID-19.

**3. Since they were last at school, has your child been diagnosed with COVID-19?**

- Yes
- No

If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
- Has there been symptom improvement, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

I attest that the following information is true to the best of my knowledge as of:

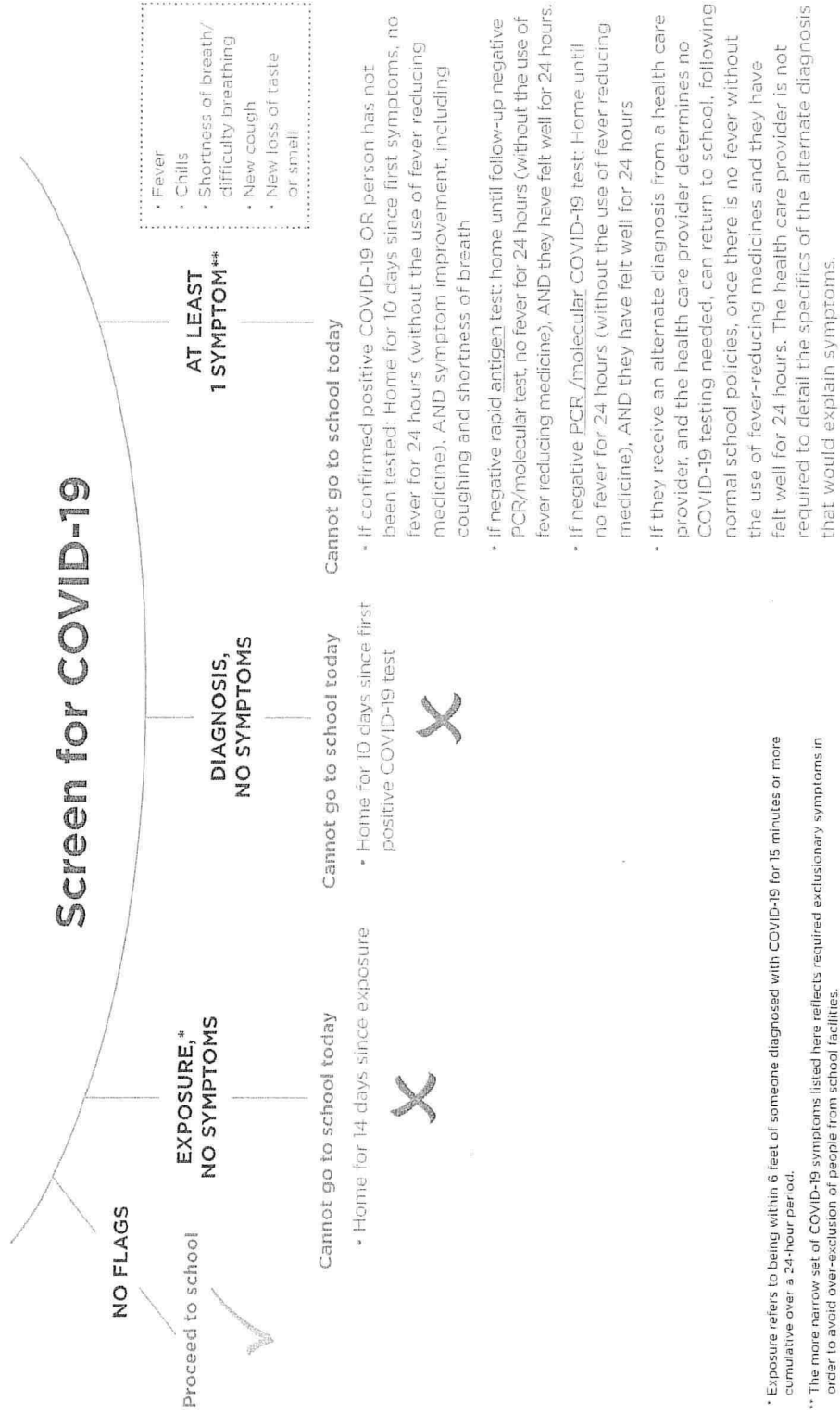
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MONTH      DAY      YEAR      TIME      CIRCLE ONE





# Screening Flow Chart

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#).



\* Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more cumulative over a 24-hour period.  
 \*\* The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.