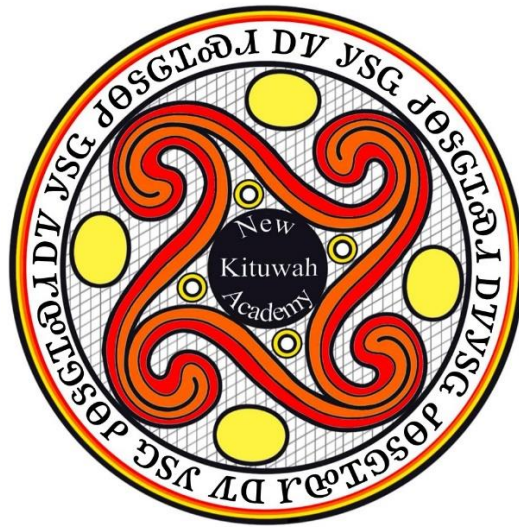


# DT YSG DOSTOJA



## New Kituwah Academy Parent Handbook 2025-2026

# **TO THE STUDENT AND PARENT**

This Handbook has been prepared with you in mind.

Please familiarize yourself with this booklet and use it as a reference. Take this handbook home and discuss it with your parents/guardians. It is the responsibility of the student and parent/guardian to make themselves familiar with the contents of this Handbook.

This handbook is not intended to list every possible action and/or consequence(s).

The New Kituwah Academy Code of Conduct applies at any and all school-sponsored activities regardless of time or location.

## **Table of Contents**

<b>Mission Statement</b>	<b>4</b>
<b>We Believe that</b>	<b>4</b>
<b>Parents make the Difference</b>	<b>4</b>
<b>Office Information</b>	<b>5</b>
<b>Student Records</b>	<b>6</b>
<b>New Student Enrollment</b>	<b>6</b>
<b>Bus Rules</b>	<b>7</b>
<b>Attendance Policy</b>	<b>7</b>
<b>Tardies/Early Dismissals</b>	<b>9</b>
<b>Arrival To School</b>	<b>10</b>
<b>Departure From School</b>	<b>10</b>
<b>Inclement Weather/Emergency Situations</b>	<b>11</b>
<b>School Trips</b>	<b>12</b>
<b>Dress Code</b>	<b>12</b>
<b>When to Keep Your Child at Home</b>	<b>13</b>
<b>Medication</b>	<b>14</b>
<b>School Policy on Pediculosis</b>	<b>14</b>
<b>Unsupervised Child/Children Left in Vehicles</b>	<b>15</b>
<b>Telephone Electronic Device Use Policy</b>	<b>15</b>
<b>Computer/Network/Usage/Network Warning</b>	<b>16</b>
<b>NKA Chromebook Policy</b>	<b>16</b>
<b>Care of Books, Equipment, Furniture, ETC</b>	<b>24</b>
<b>Locker Policy</b>	<b>24</b>
<b>Student School Supplies</b>	<b>25</b>
<b>Class Parties</b>	<b>25</b>
<b>Lost &amp; Found</b>	<b>25</b>

<b>Deliveries</b>	<b>25</b>
<b>Chain of Command</b>	<b>25</b>
<b>Communication</b>	<b>26</b>
<b>Student Rights and Responsibilities</b>	<b>27</b>
<b>NKA Elementary Code of Conduct</b>	<b>28</b>
<b>Student Discipline Policy</b>	<b>29</b>
<b>NKA Bullying Policy</b>	<b>31</b>
<b>Parent Code of Conduct</b>	<b>33</b>
<b>Violation of Parent Code of Conduct</b>	<b>34</b>
<b>Illegal Drugs/Alcohol at School</b>	<b>35</b>
<b>Tobacco/Vaping</b>	<b>35</b>
<b>Disenrollment</b>	<b>36</b>
<b>Due Process</b>	<b>38</b>
<b>Visitors</b>	<b>39</b>
<b>Volunteers</b>	<b>39</b>
<b>Grading Policy</b>	<b>39</b>
<b>Promotion/ Retention Policy</b>	<b>40</b>
<b>Registered Sex Offenders Prohibited from NKA Campus</b>	<b>40</b>
<b>NKA Handbook Management Policy</b>	<b>40</b>
<b>Student Code of Conduct Glossary</b>	<b>42</b>
<b>School Contact Information</b>	<b>45</b>

### **Mission Statement - Our Call to Action**

The New Kituwah Academy (NKA) provides a nurturing learning environment in a dual language setting. Students, staff, families, and the community work in partnership to rekindle our language and to instill pride in being “*Kituwah First*.”

*“Kituwah First”*

- We are part of God’s creation as He designed us to be
- We were chosen by God to be Kituwah
- God’s gifts are our culture and language
- Duyug(o)dvi (“Right Way”) is the concept of balance in all things

### **We Believe That:**

- “*Kituwah First*” is the primary focus of NKA. Cherokee language, culture, traditions, and history are the foundations of NKA and its instructional programs.
- The development of a second language enhances all areas of our students’ academic development. Challenging educational experiences are provided in order to maximize brain development.
- The fluent speaking community is the heart and soul of AniKituwagi (People of the Mother Town). Without the language, we cease to exist as Kituwah.
- Instruction is student-centered and is provided in a loving and nurturing environment. We believe learning occurs best when it is hands-on, experimental, and richly contextual.
- The tradition of helping those who need help (Gadugi) will inspire a sense of community and will instill cultural pride in our students.
- Parents and families have the first responsibility in education. Strong parental commitment is essential to reaching our vision of producing fluent speakers.

### **Parents Make the Difference**

Here are some helpful tips to assist you in being involved in your child’s education:

1. Take the opportunity to learn the language. Use as many words and/or phrases that you know in Cherokee. This will encourage your child and show them that you care about their language learning.
2. Help your child develop socially. Teach them how to handle minor conflicts at school and/or home.
3. Promote a healthy lifestyle through good nutrition, diet, and exercise.
4. Make sure your child gets a good night’s sleep. Much information is processed during the school day by your child. A good night’s rest helps to develop your child’s brain.
5. Visit your child’s school even if it is just for a few minutes. Show your child that their school is important to you. There will be school sponsored events and opportunities for parent teacher conferences throughout the school year.
6. Talk to your child’s Teacher if you have concerns. Listen to your child’s concerns about school, a staff member, or a teacher, but please also talk to the Teacher about the matter. Please build a working relationship with your child’s Teacher.
7. Studies have shown that attendance is important. Students need to be in school to learn and do their best. Students who come to school 93% of the time outscored other students on state tests. When students missed even a few days, their scores went down. Please make every effort to help your child attend school each day. Being on time is also crucial to your child’s success. Students who are habitually tardy to school will not progress as much as they could, and they develop a poor attitude towards school in general. Teachers cannot teach children who are not in school.

8. Spend at least 30 minutes a day going over your child's school day, homework, and reading with them. Teachers assign homework as early as kindergarten. Whether or not homework is completed will depend a lot on you and your attitude. Please stress the importance of homework. Dedicate a special time and area just for reading. Remember to use patience. Encourage and praise your child's efforts.
9. Tell the Teacher about your child's strengths and problems. Keep the Teacher informed of changes at home that might affect your child's attitude.
10. Help your child to follow the Duyug(o)dvi by being honest, responsible, caring, and respectful.
11. Expect your child to do his/her best through positive encouragement and positive reinforcement.
12. When parents are involved in their children's education, both the child and parent benefit. Research provides that parent participation in children's schooling frequently enhances children's self-esteem; improves children's academic achievement; improves parent-child relationships; helps parents develop positive attitudes towards school; and fosters a better understanding of the schooling process.

**Safety:**

13. Always know where the EXIT Signs are located, and how to exit the building.
14. If you get hurt, no matter how small your injury is, tell someone immediately.

*Source-Parent Talk-These tips were paraphrased from many issues and articles.*

*Source- Involving Parents in the Education of Their Children by Patricia Clark "Kid Source Online".*

*Edits/Additions-NKA & NKA Board of Trustees*

## **OFFICE INFORMATION**

<b>Office Hours:</b>	Monday – Friday - 7:30-3:30
<b>Location:</b>	60 Boundary Tree Road, Cherokee, NC 28719
<b>Front Office Phone:</b>	(828) 359-6401
<b>Fax Number:</b>	(828) 497-0328
<b>Website:</b>	<a href="https://ebcikpep.com/">https://ebcikpep.com/</a>
<b>Mailing Address:</b>	NKA, PO Box 486, Cherokee, NC 28719

## **CONFERENCES**

Booking Parent/Teacher or Parent/Administration Conference Appointments is easy and painless. Teachers and Administration appreciate scheduled appointments so that they can prepare for the appointments and have the material that is needed to ensure the meeting is as successful as possible. Parents will appreciate the ease of scheduling their appointments and they will also appreciate the consideration shown to them by offering them scheduled meeting times. Respectfully, we ask that appointments be made for all non-emergency issues.

Teachers are available during their planning periods of 7:30 am-7:50 am daily or at a time previously scheduled with the teacher.

To schedule an appointment, please call the Front Office at (828) 359-6401.

## **STUDENT RECORDS**

Every year, parents/guardians must fill out and return the Registration Packet, which consists of several forms. This packet is sent home with the student and contains the following forms:

1. Student Information Sheet
2. Permission for Fluoride Treatment Form
3. Health History
4. Authorization to Administer Medication Form (as needed)
5. Internet Acceptable Use Policy
6. NKA Parent/Student/School Compact Form
7. Medical Treatment Consent Form
8. Permission for Reservation Field Trip Form

All forms sent home with the student must be filled out completely, and returned to NKA within three (3) work days.

Please notify NKA as soon as possible of any changes in address, telephone, emergency contact, and guardianship. Court papers must be brought to NKA and shall be kept on file. It is the parent/guardian responsibility to ensure that NKA is provided with the most current and up-to-date information so it may be maintained on file at NKA.

If there is any question concerning the guardianship, NKA shall follow the mandates of the court and the mandates of the most recent papers on file.

## **NEW STUDENT ENROLLMENT POLICIES**

The parent/guardian of first-time students at NKA shall provide the following documents when enrolling the student:

1. Social Security Card
2. Birth Certificate
3. Proof of immunizations
4. A current physical examination
5. Certificate of Indian Blood (Enrollment Card)

A child is eligible to enroll in kindergarten if he/she becomes five years old on or before August 31<sup>st</sup>.

The last day to enroll at NKA for students is before the third quarter starts. Generally, students will not be admitted as new students after first grade. If a child has previously attended NKA, has a significant language background and/or can pass a grade level equivalent language assessment he/she will be considered for enrollment after first grade. The Elementary Principal (Principal) has the discretion to enroll a student at any time during the school year.

## **BUS RULES**

An orientation pertaining to bus rules is given to the students during the first ten (10) days of school.

Bus rules are:

1. The passenger shall take his/her seat quickly upon entrance and will refrain from changing seats or moving when the bus is in motion, remaining seated at all times.
2. The passenger shall not distract the driver's attention.
3. The passenger shall keep all body parts inside the bus at all times.
4. The passenger shall not bother other Passengers. The Passenger should tell the bus driver and/or the bus monitor if anyone bothers him/her.
5. The passenger should be polite and courteous to everyone, and shall avoid profane, obscene, or vulgar language.
6. The passenger should obey the bus driver and bus monitor at all times.
7. The passenger should keep the bus free of litter and should refrain from eating, drinking, or using tobacco products (this includes vaping) on the bus.
8. The passenger should be careful in loading, unloading, and crossing the road.
9. Passengers involved in a fight on the bus will be referred to the Principal for appropriate discipline measures. (Monitor or driver will issue a discipline report for any Passengers involved in a fight.)
10. Passengers shall remain seated until bus reaches unloading area, and driver has opened the door.
11. Passengers shall exit bus/vehicle quickly and quietly.

**REMEMBER: The bus driver is in complete charge of the bus and its occupants at all times. When there is a commotion on the bus, the driver must take his/her eyes off the road momentarily in order to see what is happening. This action endangers the safety of all passengers. Please keep everyone safe by obeying the rules.**

## **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. Regular attendance is mandatory for every student. 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 ten (10) 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 sufficient to excuse the absence. A note must be sent to your child's homeroom teacher. This can be in the form of a written note, email or Remind message (if used by your classroom teacher).
1. When a student reaches 3 total absences (unexcused) a letter will be sent to the parent/guardian with a copy of our current attendance policy.
  2. When a student reaches 6 total absences (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. A written notification will be given to the guardian stating that they could be in violation of the NC Compulsory Attendance law.
  3. When the student reaches 8 total absences (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 10 total absences a home visit will be conducted by a truancy officer, social worker and/or counselor. A notification will be given to the guardian stating that they are in violation of the NC Compulsory Attendance law. An investigation will be conducted by administration to ensure that parents/guardians have received proper notification. If it is determined that guardians have not made a good faith effort to comply with the law, the director of social services and tribal court officials will be notified.
  5. [GS 115C-378 \(sharpschool.com\)](https://www.ncleg.gov/DocumentViewer.aspx?docId=115C-378) Please use the link to read more about the NC Compulsory Attendance law.
  6. Tribal Law: sec. 14-30.0.-Compulsory school attendance: Any parent, guardian or custodian of a child of compulsory school age who shall neglect or refuse to send his or her children or any children under their care to school in compliance with the standards for school attendance adopted by the local school boards shall be deemed guilty of an offense and upon conviction thereof shall be sentenced to imprisonment not to exceed one year or a fine of \$500.00, or both. For purposes of this section, children are defined as any person of compulsory school age. Documentation that demonstrates that parents, guardian, or custodian were notified of threshold limit of unexcused absences and documentation that demonstrates the parents, guardian or custodians failed to comply with remedial measures

established by the local school board, shall be prima facie evidence that the parents, guardian, or custodian is in violation of the law and the burden of proof shall be upon the defendant to show the lawful attendance of the child or children. (ord. no. 117, 3-3-2000; ord. no. 369,8-9-2000; ord. no. 685, 10-4-2013)

- C. Staff must document early departure in Thinkwave 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.

### **TARDIES/EARLY DISMISSALS**

- Elementary School will require students arriving late or requesting early dismissal to be accompanied by a parent/guardian directly to the designated check-in/check-out location in the school (Front Office).
- All students who arrive late to school (after 8:00 a.m.) must report to the Front Office for a tardy slip.
- All students must be picked up no later than 2:30 for early pick up.
- Regular school dismissal is at 3:00 p.m. Children who are not enrolled in an afterschool program are to be picked up no later than 3:00 p.m.
- If a parent/guardian wishes to check his/her child out of school before that time, he/she will need to sign the child out from the Front Office.
- Tardies or early dismissals that are justified by a doctor/dentist or legal document will be coded as excused. All other tardies or early dismissals will be coded as unexcused.
- School or tribal sponsored sports or activities would be considered an excused early dismissal at the discretion of the principal.
- When picking up a child from early childhood, parent/guardian must go back to the Front Office to pick up the child from elementary.

NKA students may not be tardy, dismissed early or a combination of the two, more than 25 times per school year.

1. After 10 total tardies, early dismissals or a combination of the two a letter will be sent to the parent/guardian with a copy of our current tardy/early dismissal policy.
2. After 15 total tardies, early dismissals or a combination of the two, the parent or guardian will receive a phone call from the principal regarding the student tardies/dismissals. 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. After 20 total tardies, early dismissals or a combination of the two, 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 25 total tardies, early dismissals or a combination of the two, a home visit will be conducted by a truancy officer, social worker and/or counselor.

## **ARRIVAL TO SCHOOL**

- Students who wish to have breakfast at school must arrive no later than 7:45 a.m.
- Students should be in their respective classroom by 8:00 a.m. as instruction begins then.
- Students may arrive at school no earlier than 7:30 a.m. Doors will open at 7:30 a.m., and adult supervision will begin.
- Parents who bring their student(s) to school should enter at the lower or employee entrance and stop their vehicles at the half circle, in front of the statue, to unload.
- To keep traffic moving smoothly, student should be prepared to exit the vehicle quickly upon arrival at the student drop-off area. Student should have all backpack, lunches, gear, etc. ready to exit when the vehicle stops.
- If you or your child needs a few additional minutes before you are ready to enter the drop off lane, please park your car in a designated parking spot.
- Parents/guardians, please do not leave your car unattended, or block the student drop-off area.
- The student drop off is a one lane road. If a car is stopped in front of you, you may not go around the car and must wait until the car continues on.
- Students arriving after 8:00 a.m. must report to the Front Office with a parent/guardian to sign-in and receive a pass to enter class. There shall be no exceptions.

## **DEPARTURE FROM SCHOOL**

- 3:00 p.m. is the end of the regular school day.
- Students must be picked up before 2:30 for early pick up.
- After 2:30 students must be picked up in the front of the building, with dismissal starting at 2:55.
- All children enrolled in the Cherokee Youth Center (CYC) shall be transported there by bus.
- Parents/guardians, who pick up their child after school from NKA should park at the front circle (the same place where they are dropped off in the morning). Please be patient as your child is walked out to you.

## **INCLEMENT WEATHER/EMERGENCY SITUATIONS**

Sometimes it is necessary to begin school late or cancel school due to inclement weather or some other unforeseen reason. If school begins late or is cancelled, announcements will be made on WLOS and Facebook. Parents/guardians will also be notified by the phone messaging system.

On rare occasions, inclement weather will cause school officials to send all students home prior to regular dismissal. This is known as “Sudden School Closing”. Students will remain under adult supervision. After parents/guardians are notified of a Sudden School Closing, parents/guardians should have their child picked up within a half hour, and no later, as this increases the chance of unsafe driving conditions for the student and the staff. There will be no after school care (Youth Center) during these situations.

Parents/guardians will be notified by school administration by phone, email, and/or text when there is a change to the normal schedule. You must keep an accurate phone number and cell phone number on file with the office in order for NKA to reach you with important information.

Parents/guardians are reminded that inclement weather also has an effect on the school calendar. Dates for activities and events are subject to change.

Conditions:

- A. When the EBCI is on Schedule B (which is at the discretion of the Principal Chief), the Elementary will be on a 2-hour delay. Faculty will begin taking children at 9:30 a.m. No breakfast will be served on these days.
- B. When the EBCI and/or NKA is closed due to inclement weather, Elementary will be closed and shall not accept children.
- C. Unforeseen emergency situations: In the event of an emergency such as power outage or water problem, parents will be notified of the delay or closing of NKA as soon as possible.
- D. Weather and NKA Hotlines:
  - a. 828-359-6401 – Main NKA Phone Line. As information is made available, voicemail will be updated.
  - b. 828-359-7047 – EBCI Tribal employee hotline. This line is updated by the Principal Chief’s office.
  - c. NKA on Facebook. Updates will be posted on the school’s Facebook page.
  - d. WLOS.
  - e. NKA messaging system will send out an “all-call” to parents/guardians who have updated phone numbers on file, and this will notify the parents/guardians of delays or closings.

## **SCHOOL TRIPS**

Each school year, NKA plans educational field trips. For example, students might visit the Museum, the Indian Village, the Pioneer Farm, Kituwah Fields, or the Oconaluftee Island Park for special programs. This also includes traveling to the Ginger Lynn Fitness Complex daily for Physical Education (PE), and transportation to the Cherokee Youth Center (CYC).

These trips are an important part of the curriculum and are an enjoyable and rewarding experience. We are asking parents/guardians to grant “blanket” permission for their children to take these trips during the school year. This blanket-permission form shall be signed at the beginning of each school year. The blanket-permission form is included in the beginning-of-the-year paperwork.

The blanket-permission form will cover daily trips to the Fitness Center and CYC, as well as any school trips that occur within the Qualla Boundary or the surrounding area that does not exceed twenty (20) miles. Trips in excess of twenty (20) miles will require a separate parent/guardian permission form.

## **DRESS CODE**

It shall be the Teacher's responsibility to determine if a student is inappropriately dressed. If this determination is made, the Teacher will remind the student and parent/ guardian one (1) time that the dress is unacceptable. If the student continues to dress inappropriately after that reminder, the Teacher will send the student to the Principal's office. The Principal will contact the parent/guardian to pick up his/her child to take him/her home to change into clothing that meets the dress code standard established for NKA.

### **A. Dress Code Guidelines:**

1. Students shall wear clothing that fits his/her body properly. "Sagging" trousers, jeans, or pants are considered inappropriate dress. "Sagging" is defined as: wearing trousers, jeans, or pants low enough on the hip or below the waist to show one's underwear, or with the pants bunched up with the pants at the ankles.
2. Over-length belts are not allowed as this constitutes a safety hazard.
3. Head coverings including, but not limited to; hats, hoods, caps, bandanas, toboggans, applicable to both male and female students, should not be worn in the building.
4. Shorts may be worn to school. The following, however, are prohibited:
  - a. Skin-tight shorts (such as biking shorts)
  - b. Racing shorts or other shorts deemed by the Principal as too short or too revealing
5. Clothing should not expose bare skin in the midriff or back. Shorts and skirts should come to just below the index finger with the arm and hand extended down the leg as a person normally stands. Tank tops should be three finger widths across the shoulder. No halter tops or holes in jeans.
6. No clothing or accessories will be allowed that display profanity; sexually suggestive phrases/pictures; Satanism; alcohol, tobacco, drugs, or advertisements thereof; death symbols, such as blood, knives, skulls related to death; Hooters t-shirts; racism; slang-related shirts with innuendos or missing letters, etc.
7. If the Principal or Teacher determines you are inappropriately dressed, you will be sent home to dress in a more appropriate manner.
8. The Principal and/or Teacher will have the final say.

## **WHEN TO KEEP YOUR CHILD AT HOME**

When should your child stay home? Here are a few guidelines we ask you to follow:

- A runny nose (clear) is the way many children respond to dust, pollen, etc. If it isn't a common cold, then it may be allergies, which are not contagious. You will not have to keep your child at home. Please remind your child to use tissue to wipe their nose, discard the tissue, and immediately wash their hands.
- A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu or even pneumonia. If your child is not acting "right", has difficulty breathing, continuous bad cough, or has continuous thick mucus, you may be called to come and pick them up. Please remind your child to cover coughs and sneezes with the bend of their arm or into their sleeve. If your child is diagnosed with any of these illnesses, please follow the doctor's instructions on when to return to school.
- Fever is an important symptom and your child may be carrying something contagious. Please keep children home during the course of a fever and for an additional 24 hours after the fever has passed. This is fever free without medication. If your child wakes up with a fever, please do not just give them Tylenol and send them to school. They risk spreading the illness to others.

- Diarrhea and vomiting – If your child has either of these with or without a fever, a rash, or general weakness, please keep them home. Please do not send them back to school for 24 hours after their last occurrence.
- Strep throat and scarlet fever are two highly contagious conditions caused by a bacterial infection. They usually arrive with a sore throat and high fever. Sometimes nausea and headache are present too. A child with either strep throat or scarlet fever should be kept at home and treated with antibiotics, as prescribed by a doctor. After 24 hours on an antibiotic, a child is usually no longer contagious and may with a doctor's permission return to school.
- Pink eye is highly contagious and uncomfortable. Your child will be sent home if his/her eyes appear red, runny or have drainage in them throughout the day. It is best to keep your child home until your doctor says it is all right to return to school.

All the staff at NKA care about the safety and health of the students. By following these policies, we can help prevent the spread of illness to the other students and staff. We will be following the 24-hour rule for fevers, diarrhea, and vomiting. We will also go by the doctor's instructions on when a child should return to school.

### **In Case of Illness**

- ***If your child has a fever, sore throat, rash, upset stomach, diarrhea, etc. please keep him at home. Bringing a sick child to school exposes the other children and staff.***
- If he becomes ill while at the center, he will be cared for until a parent or guardian can be called to pick him up.
- Parents/guardians will be required to pick up a sick child immediately (within 30 minutes of contact). Parents/guardians who work at the Cherokee Central School are to leave a number that is accessible to them should they need to be contacted. If parent/guardian do not respond within 30 minutes, the Lead Teacher will call emergency contacts
- In case of emergency, accidents, severe pain, etc. the Teacher will take appropriate action. The hospital will be alerted, and the child will be transported there by ambulance if needed. Parents or guardians will be contacted immediately.
- Please report all of your child's allergies on enrollment so proper precautions may be taken.

**It is very important that we have a telephone number where you may be reached in case of emergency or illness.**

**Please keep the center staff informed with current emergency contact information.**

### **MEDICATION**

Any student who is using medicine prescribed by a physician is required to leave the medication in its original container with the Principal. Student will come to the office at the required time(s) to take the required dosage. A note from the child's physician detailing dosage must be sent with the medication. Teachers will keep epi-pens and/or inhalers with them in the classroom and shall be familiar with the action plans for these medications. If a student has medication that they must take at school, an epi-pen or an inhaler they will be required to have a medical plan on file.

## **SCHOOL POLICY ON PEDICULOSIS**

NKA policy on pediculosis (lice) is a “no-nit” policy. It is the responsibility of the parents/guardians to control the lice situation and he/she shall be held accountable for the problem.

### **A. The No-Nit Policy**

Periodically, or as incidents occur, the Teacher or Teacher Assistant will screen all students to check for lice (Note: Only one day per incident will be counted as an excused absence.)

1. The parent/guardian will be notified by the Teacher, Teacher Assistant, or the Principal that the student(s) is/are infected.
2. If the parent/guardian cannot be reached at home/work by telephone, the student(s) will be sent to the Principal’s office where transportation will be provided to the home or job site.

The student may not return to school until the parent/guardian brings in a medical provider’s note that the child is “nit free”. A notes signed by the parent/guardian that the child has been treated at home and is “nit free” will also be accepted.

### **B. Facts on Head Lice**

1. Anyone can get head lice, and it is not a sign of being unclean.
2. Head lice cannot jump or fly, but they crawl rapidly.
3. Head lice are transmitted by direct contact with a person who is infested by wearing infested clothing or using an infested brush or comb.
4. Head lice make their home in human hair and lay eggs called nits on the hair.
5. Nits are tiny, yellowish-white oval specks attached to the hair shafts. Unlike dandruff, they will not wash off or blow away.
6. Persistent itching is one of the first signs that one may have head lice.
7. If one person in the family has head lice, there is a good chance others will have it, too. Each family member should be checked.
8. Dogs and cats do not have or get head lice.
9. Because head lice can infest bedding, clothing, upholstery, and carpeting, student’s homes must also be treated with appropriate solutions in order to stop infestation and rid the family and home of head lice.

***Everyone should work together to combat this problem before it becomes an epidemic. Students do not benefit from missing school when he/she have head lice.***

**UNSUPERVISED CHILD/CHILDREN LEFT IN VEHICLES** Parents/guardians of students at NKA shall not leave a child or children unsupervised in a motor vehicle while on campus at NKA, including drop-off and pick-up times.

## **CHILD ABUSE**

Please be informed that all NKA employees and Kituwah Preservation & Education staff located in the building are required by law to report bruises, burns, or unusual marks, etc., to Social Services and/or the appropriate police agency as a safety precaution. Neither these reports nor the appearance

of Social Service employees conducting an investigation is intended to imply guilt. In fact, many of the bruises, etc., are found to be a part of normal play rather than the products of abuse. NKA, however, has an obligation to file an official report on all such matters for the protection of all concerned. NKA shall adhere to this requirement.

### **TELEPHONE/ELECTRONIC DEVICE USE POLICY**

1. Office phones are not for student use unless there is an emergency. Administrative permission must be given for any use of office phones.
2. Students at the elementary level are not allowed to use cell phones or electronic devices during the school day. No student may use their cell phones or electronic devices in the building at any time, for any purpose (text messages, walkie-talkies, games, cameras, videos, etc.).
3. Teachers will confiscate any phone/device students are using inside the building and turn it over to the Principal. There will be a parent/guardian conference to discuss the phone/device use policy, and the phone/device will be returned to the parent/guardian.
4. After the second offense, the Principal will hold the phone/device in his/her office. The phone will be returned to the parent/guardian at a time determined by the Principal of NKA.

Liability for personal cell phone or other wireless or electronic devices. *Students are personally and solely responsible for the security and maintenance of any personal wireless/electronic device (i.e. I-pad, cell phone, etc.). NKA shall not be responsible for the theft, loss, or damage of any personal wireless/electronic device.*

### **COMPUTER/NETWORK/USAGE/NETWORK WARNING**

NKA views information retrieval over the network and on local computer work stations in the same capacity as information retrieval from reference materials identified by schools. Specifically, NKA supports those materials that will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff.

Acceptable uses of network and other computing resources are activities that support learning and teaching in NKA. With such wide access to computers and people all over the world, there is also the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts, or communications that are not suitable for school-aged children. NKA has taken precautions to manage access to inappropriate materials. These precautions include a fire-wall system, the use of proxy servers, and the use of filtering software which limits access to inappropriate materials.

NKA will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). NKA cannot prevent the possibility that some users may access materials that are not consistent with the educational mission, goals, and policies of NKA since access to the Internet may be obtained from sites other than at school. It is the general policy that the school's Intranet environment, tribal network, and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in a suspension or revocation of the user's privileges of access. The yearly registration packet contains a computer usage form that must be completed so your student may utilize NKA's computer system.

### **NKA Chromebook/Ipad/ Technology Policy**



## BACKGROUND INFORMATION

*The motivation behind providing Chromebooks/Ipads at New Kituwah Academy is to provide current tools and resources to the 21<sup>st</sup> Century Learner. Quality in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is crucial, and one of the learning tools of 21<sup>st</sup> Century students is the Chromebook. The use of Chromebooks is a way to allow students to maximize their full potential and to prepare them for postsecondary education and the modern workplace.*

*Learning comes from the continuous interaction among students, educators, parents/guardians, and the extended community. Nonetheless, technology does not reduce the role of the teacher but changes the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks/Ipads integrates technology into the curriculum anytime, anyplace.*

### Why use Chromebooks/Ipads?

1. Personalize learning; it is widely recognized the 1 to 28 one—way knowledge transfer model of teacher in the front students in the seats is fast becoming redundant. As teachers and lectures begin to create new ways of tackling this issue, the Chromebook will play a useful role in this transformation.
2. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web—based device so there is no need for downloading or installing. There is less need for technical support.
3. It's a blank canvas: the Chromebook is an engaging device, which could transform the way young people learn.
4. Instant on and all day battery: it's possible to get on the Internet instantly and battery life is up to 9 hours.
5. Auto save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
6. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

### Goal for Student Users

- A. To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities as assigned by teachers.
- B. To capitalize on the coming together of academic resources such as textbooks, scholarly sources, content rich in media, applicable apps, and best practices.
- C. To facilitate mobile learning across the school campus and beyond.
- D. To promote leadership in one's own learning by providing access to educational resources and supplying a host of tools to mold information in ways that support specific curricular areas.

## 1. Receiving and Returning a Chromebook

### 1.1 Receiving a Chromebook

- A. Students will be expected to attend an orientation session to receive their equipment. Each student will have access to a Chromebook and AC charger.
- B. Parents/Guardians and students must sign and return the appropriate user agreement documents before a Chromebook is issued to the student.
- C. Chromebooks will be labeled in a manner specified by NKA; this will include the serial number.
- D. The Chromebook and district—issued email account/MS Office 365 are the property of New Kituwah Academy and, as a result, may be subject to inspection at any time. The student should have **NO** expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- E. Your child will pick up and return the Chromebook at their school each day for use during the school day. Students are responsible for following **NKA Technology Responsible Use Policy** and appropriate handling of the device at all times.

### **1.2 Returning a Chromebook**

- A. Chromebooks and all NKA accessories will be returned at the end of each school day (or a designated time by the principal) so they can be checked for serviceability.
- B. Chromebooks must be returned immediately when a student transfers out of NKA or is suspended, expelled, or terminates enrollment for any reason.

### **1.3 Fines Related to a Chromebook**

- A. Chromebooks and AC charger will be returned to the NKA Technology Department, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The NKA Technology Department will make the final determination of any fees assessed.
- B. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook.

## **2. Taking Care of a Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by NKA. Chromebooks that are broken or fail to work properly must be given to the NKA Technology Department for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of NKA and all users will follow these procedures and the **NKA Technology Responsible Use Policy ....**

### **2.1 General Precautions**

- A. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- B. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint—free cloth. Avoid getting moisture in the openings. **Do not** use window cleaners, household cleaners, aerosol spray, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

- C. **Do not attempt** to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the NKA Technology Department as soon as possible.
- D. Never throw or slide a Chromebook.
- E. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- F. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of NKA or approved by the building principal.
- G. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the **NKA Technology Responsible Use Policy ...** and grounds for disciplinary action.
- H. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- I. Chromebooks must never be left in an unlocked locker, on top of a locker, or in any unsupervised area.
- J. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- K. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- L. Chromebooks must be charged for school each day. This is the student's responsibility.
- M. Chromebooks should not be given to another person, nor should they attempt to use others.

***PLEASE DO NOT CONTACT LENOVO SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL TECHNOLOGY DEPARTMENT***

## ***2.2 Carrying Chromebooks***

The Chromebook has durable outer shell to protect it from normal treatment and a handle to provide a suitable means for carrying the device. Chromebooks will **NOT** be carried with the lid in the "open" position.

## **3. Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

Students are responsible for bringing their Chromebook to all classes, charged up to start the day ready to use, unless specifically instructed not to do so by a teacher.

### ***3.1 Chromebooks Left at Home***

Chromebooks can only be taken home if students are given specific permission/instructions from the teacher or principal. They are to be left at school, at our designated charging station, at the end of each school day. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly leaves the Chromebook at home, the student will be referred to administration as a discipline issue according to school guidelines.

### ***3.2 Chromebook Undergoing Repair***

A “Loaner” Chromebook may be issued to students when the school is repairing their Chromebooks. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed. User of the “loaner” device assumes the same responsibilities of the original issued device.

### ***3.3 Charging a Chromebook’s Battery***

- A. Chromebooks must be brought to class each day in a fully charged condition.
- B. Repeated violations of this procedure will result in consequences laid out by the school.
- C. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class or designated charging stations.

### ***3.4 Sound, Music, Games, Software/Apps***

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- B. Students should provide their own headsets/earbuds. Music is only allowed on the Chromebook at the discretion of the teacher.
- C. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Drive.

### ***3.5 Legal Propriety***

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the NKA technology department.
- B. Plagiarism is a violation of the NKA code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to NKA discipline. Violation of applicable state or federal law may result in criminal prosecution.

### ***3.6 Home Internet Access***

**REMINDER:** NKA provides Internet filtering on the Chromebooks. These filters apply in all locations. It is still the family’s responsibility to monitor the student’s use of the Internet outside of the school setting. Filtering software is **NOT** 100% effective!

- A. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app.
- B. All students should recognize and guard their personal information, including a home address or phone number, or the address or phone numbers of other students.
- C. All activity on the Chromebook and school issued email account/Google Apps account, whether conducted at school or off site, is subject to search as school property.

### ***3.7 Network Connectivity***

New Kituwah Academy makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, NKA will not be responsible for lost or missing data. With cloud storage lost data is unlikely.

## **4. Repairing or Replacing a Chromebook**

### ***4.1 School District Protection***

NKA owns these Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use or failure. However, in cases of repeated accidental damage or intentional damage students and parents will be held responsible for repairs and/or replacement. This cost will not exceed the replacement cost of the Chromebook.

### ***4.2 Accidental Damage***

In the case of the first accidental damage to the Chromebook or district issued accessory, NKA will assume the responsibility for the repair. This does not cover careless or intentional damage as determined by the school administration. Upon the second damage incident for any reason, the school retains the right to invoice the student/parent/guardian as a damage fee similar to damaged textbook fees of the past. The school retains the right to waive fees if, in its determination, they are inappropriate for the damage situation.

***This fee will not exceed the replacement cost of the Chromebook. The Technology Department will have the final determination of any fees assessed when needed.***

## **5. Parents' Guide to Safe and Responsible Student Internet Use**

***5.1 New Kituwah Academy recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.***

- A. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- B. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach him/her how to act as he/she works and socializes online.

- C. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- D. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- E. Limit the time your child is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- F. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
- G. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- H. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- I. Read and share with your child the NKA One-to-One Technology, Chromebook Procedures and Information Handbook. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

## **5.2 Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the **NKA Technology Responsible Use Policy** .... and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

### **1. Respect Yourself.**

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

### **2. Protect Yourself.**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

### **3. Respect Others.**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

### **4. Protect Others.**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

### **5. Respect Intellectual Property.**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

### **6. Protect Intellectual Property.**

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from disturbing these in a manner that violates their licenses.

### ***5.3 General Tips for Parents for Internet Safety:***

- A. Talk with your child about online behavior, safety, and security early on and continually.
- B. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- C. Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
- D. Let children show you what they can do online and visit their favorite sites.
- E. Set limits and clear expectations for computer use.

## **6. Activities Requiring Disciplinary Actions**

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary action.

***Examples of conduct warranting disciplinary action include, but are not limited to the following:***

- A. Leaving Chromebook unattended.
- B. Deleting school installed setting from a Chromebook.
- C. Bringing Chromebook to Gym—unless directed by gym teacher.
- D. Lack of adequate care for Chromebook, case, charger, etc.
- E. Resetting Chromebook to factory defaults.
- F. Placing the Chromebook in developer mode.
- G. Adjusting settings on someone else's Chromebook.
- H. Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- I. Logging in under personal Google account to download purchased app for yourself or another student(s).
- J. Leaving Chromebook at home. Lack of preparation for classes.
- K. Loaning of student device to other students inside and outside of school.
- L. Multiple damage instances caused by lack of care for the Chromebook.

## **Student Pledge for Chromebook Use**

- 1. I will take care of my Chromebook.
- 2. I will never leave the Chromebook unattended.
- 3. I will never loan out my Chromebook to other individuals.
- 4. I will know where my Chromebook is at all times.

5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet New Kituwah Academy's expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of New Kituwah Academy.
13. I will follow the policies outlined in the Chromebook Handbook and the **Technology Responsible Use Policy...**
14. I will be responsible for all damage or loss caused by neglect or abuse
15. I agree to return the School's Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.
17. I understand that my use of the Chromebook is subject to all applicable NKA policies and regulations, including but not limited to the NKA Technology Responsible Use Policy, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.

## **STUDENT/PARENT PLEDGE FOR CHROMEBOOK USE**

18. I/we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not approved by NKA administration.
19. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
20. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday.
21. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
22. I/we understand that I must report any problems or damage to the Chromebook to the NKA Technology Department as soon as possible.
23. I/we understand that New Kituwah Academy reserves the right to conduct unannounced inspections of student Chromebooks.
24. I/we understand that the use of Chromebooks will be governed by all terms and conditions of New Kituwah Academy policies and regulations, including but not limited to **Technology Responsible Use Policy**

Individual school Chromebook computers and accessories must be returned to the school's Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at NKA for any other reason must return their Chromebook on the date of termination. Failure to hand in the Chromebook under any of these circumstances will result in the withholding of student transcripts or theft report being filed **with Tribal Police.**

## **CARE OF BOOKS, EQUIPMENT, FURNITURE, ETC.**

Students are responsible for all books, equipment, and desks issued to them during the school year. Any damaged or lost books (library or text) must be paid for before report cards are issued or grades



transferred to another school. All money collected by the Teacher or other designated personnel shall be credited to the proper fund for replacement purposes.

Pride in NKA is important. Students/visitors should not write on any school property (desks, walls, etc.), nor vandalize/deface NKA or its grounds. Any person caught doing these activities will be punished and will be expected to make restitution for any damages/repairs.

## **LOCKER POLICY**

Lockers will be assigned to Grades 3 – 6. The locker shall be used solely for storage of outerwear and school-related materials. The locker is NOT student property, and school officials have the right to open and inspect the locker at any time.

Students are expected to keep lockers clean and free from damage. No stickers should be placed in or outside of said lockers.

Students may purchase a lock if they would like; however, the combination or spare key must be given to the child's Teacher in the event the key or combination is lost. NKA is not responsible for any valuables left inside the lockers. This includes cell phones, iPods, jewelry, cash, etc. Students will be able to use their locker at specific times during the day as determined by the classroom Teacher.

## **STUDENT SCHOOL SUPPLIES**

Parents/guardians of students in grades K-6 are responsible for ensuring his/her child has paper, pencils, and notebooks as required by the Teacher. Teachers will give students a specific supply list for his/her class during the first week of school.

## **CLASS PARTIES**

From time to time, NKA does allow parties. They are preferably planned during the holiday season. Birthday parties may be held once a month to recognize birthdays in that given month. In the event of a class party, NKA does not furnish the refreshments. Refreshments should be part of a healthful and nutritious nature, i.e. fruits, juices, and vegetables. Parents/guardians or volunteers work together to prepare the treats. NKA welcomes and appreciates parents'/guardians' willingness to help with these activities. At this time, the approved class parties are: Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter.

## **LOST & FOUND**

NKA Lost & Found is maintained at the Multi-Purpose Room. Please check there if your child is missing an item. Please put your child's name in their coats, jackets, bags, etc. All items that have been in lost in found for 30 days will be donated to the Children's Home in Cherokee.

## **DELIVERIES**

NKA cannot accept the delivery of flowers, candy, or gifts for students and staff during any school day. The staff has been instructed to refuse these deliveries and not allow those vehicles to enter school grounds.

## **CHAIN OF COMMAND**

Chain of Command/How to Effectively Communicate with School Officials.

Many parent/guardian questions are easily and effectively answered by communicating directly with the Teacher in charge of the class. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the chain of command. Parent/guardian may call the Front Office and leave a message for the Teacher to return a phone call. In emergencies, calls will be forwarded to the classroom. The child's Teacher may also be contacted via e-mail. Each Teacher has a planning period during the day when he/she does not have students. The chain of command is:

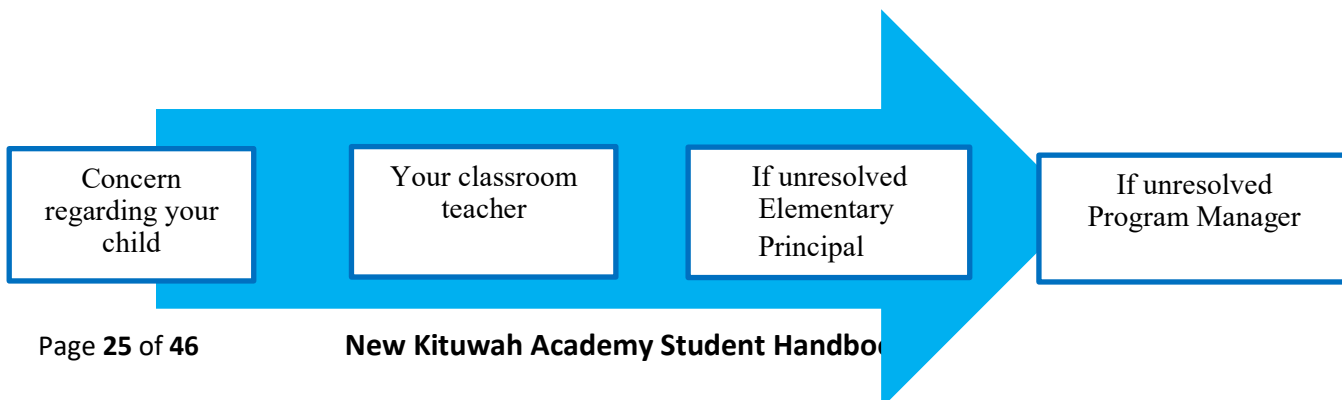
- a. Classroom Teacher
- b. Principal
- c. KPEP Manager
- d. Director
- e. Secretary of Education

\*\* The Board of Trustees can review procedures of administration to ensure that all policies were adhered to.

\*\*Once of the chain of command has been exhausted and the Board of Trustees has reviewed to ensure that policy has been followed, the decision made by administration is final.

## **COMMUNICATION**

New Kituwah Academy has developed the following guidelines to assist you with any issue or concern you may have regarding your child.



Maintaining open lines of communication is important to your child’s success and fosters a healthy and trusting relationship between parents/guardians and staff.

In order to better serve you and to ensure your concern is addressed properly, we ask the following be observed:

For communication with your child’s teacher for non-emergency matters:

- Please contact the front office and leave a message and they will return your call when they can leave the classroom.
- Cell phone use in the classroom is prohibited by employees and may only be used in the event of an emergency. No staff in the classroom has a program cell phone.
- So we can minimize English in the classroom, face to face meeting should be scheduled before school, after school or during allotted planning times. In matters that require more than a brief exchange need to be done in a meeting room or office.
- You may email your child’s teacher. However, they may only be able to reply before school, after school or during their allotted planning times. All focus during classroom time must be on the children and their education.

For communication with the NKA Elementary principal or KPEP Manager:

Please be mindful that we are not always at our desk. If we are not available, please leave a message and we will return your call. You are also welcome to email us at your convenience.

## **Complaints**

*Our internal process for addressing complaints is that they must be in writing. If a complaint is verbally communicated, we will document the complaint (Who, What, When, Where). This shall serve as the documentation we must have to pursue any type of official action if needed and it will be given to you for review and signature. Complaints may be handwritten, typed, and or emailed. Please do not send complaints via social media (FACEBOOK). Social Media is never considered official means of communication when it pertains to confidentiality of a child.*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students attending NKA have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, or disability. In addition, students have the following rights:

- The right to receive reasonable and fair treatment
- The right to have a safe and orderly environment in which to learn
- The right to be treated with dignity and respect
- The right to be informed of the rules of conduct

*Note: These rights are not absolute and will be limited when necessary to prevent the disruption of the orderly operation of NKA, and/or to prevent harm or damages to other persons and property.*

*Consequences and remedial actions may be adjusted in accordance with age, grade, behavioral history, and other factors as determined by NKA.*

It is the student and parent/guardian general responsibility to:

1. Read and be aware of the contents of the Student Handbook
2. Attend all classes regularly
3. Participate in planned educational and social activities
4. Respect the beliefs, customs, language, and dress of others
5. Contribute a fair share of effort to maintain an attractive, comfortable, and safe environment
6. Respect the rights of others concerning their right to privacy
7. Take care of the school's resources: books, food supplies, materials, energy, and equipment
8. Assume responsibility for his/her decisions
9. Use language and other forms of self-expression which would not be considered abusive or offensive by others
10. To treat all others as he/she would like to be treated
11. Abide by Duyug(o)dvi

Safety:

12. Always know where the EXIT Signs are located, and how to exit the building.
13. If you get hurt, no matter how small your injury is, tell someone immediately.

## **NKA Elementary Code of Conduct**

The following code of conduct applies to all adults and students that enter the building or participate in any activity sponsored by NKA. This includes students, staff, administration, parents and volunteers.

### **LIVING DUYUG(O)DVI**

Duyug(o)dvi is a central theme in our culture.

Duyug(o)dvi ("Right Way") is the concept of balance in all things

1. I will use my language as often as I can.
  - a. I will speak Cherokee to everyone, at every opportunity
  - b. I will help my family and friends speak the language with me
2. I will show respect to everyone, at all times, by:

- a. When an elder is in the room, I will respectfully wait for them to talk first
  - b. I will offer my chair to an elder
  - c. I will offer water to an elder or visitor
  - d. I will always speak of and to the elders with great respect
  - e. I will not speak badly about others
  - f. When adults talk, I will listen
  - g. I will not interrupt others when they are talking
  - h. When adults are talking, I will leave them alone to talk
- 3. I will respect the environment around me
    - a. I will take care of my classroom supplies and materials
    - b. I will take care of my campus by putting trash in the trash cans and picking up trash if I see it on the ground.
  - 4. I will help others when I can
    - a. I will share with others that have less than me
    - b. I am responsible for the younger ones
  - 5. I will put my family, community and culture first.
    - a. My culture will be present wherever I am
  - 6. I will greet all Cherokees like they are brothers and sisters
    - a. I will shake everyone's hand when I enter the room

This is the creed of Duyug(o)dvi at NKA. "We promise to be responsible, respectful, truthful and caring to all. We, the believers in Little People, promise to be responsible, respectful, truthful and caring to all."

## **STUDENT DISCIPLINE POLICY**

Classroom management is an integral part of the Teacher's responsibility that ensures no student denies another student's rights to an education. With this in mind, NKA shall use positive or corrective measures to provide discipline in all areas of school environment whenever possible. Teachers are to refer serious discipline problems to NKA Principal. Examples of serious discipline problems are: fighting, disrespect to staff, stealing, vandalism, or using inappropriate language. This handbook is not intended to list every possible action and/or consequence. Consequences and remedial actions may be adjusted in accordance with age, grade, behavioral history, and other factors as determined by NKA.

The following policies shall be used:

- A. Level I behaviors will be handled by the faculty or staff members observing the behavior.
  - 1. Tardiness
  - 2. Being unprepared for class (no paper, pencil, textbook, etc.)
  - 3. Sleeping in class
  - 4. Inappropriate talking or other disruptive noises
  - 5. Disregard for class rules
  - 6. Unauthorized eating or drinking in class
  - 7. "Horseplay" not resulting in harm to persons or property
  - 8. Throwing or propelling items with no harm to persons or property
  - 9. Inappropriate dress or wearing of hats/bandanas

10. Littering on school property
  11. Failure to complete homework
  12. Bringing toys, sports, or trading cards, gum, electronic devices (i.e., iPods, etc.)
  13. Cheating and plagiarism
  14. Forging a note
  15. Participating in any form of gambling
  16. Uninvited physical contact with another person, including, but not limited to, pushing, pulling, and shoving
- (This list is not all encompassing, and may be amended if necessary)

Consequences for Level I behaviors/offenses

- Letter or phone call from Teacher to parent/guardian
- Quiet lunch or quiet time (supervised)
- Work assignments (academic)
- Work assignments (help clean cafeteria, pull weeds, pick up litter, etc.)
- Other punishments at Teacher's discretion with Principal's approval

B. The following Level II behaviors will be referred to the Principal:

1. Repeated violations of Level I rules
  2. Possession/use of tobacco products on campus (this includes vaping)
  3. Insubordination or open defiance or disrespect to any NKA staff member
  4. Vandalism under \$50.00
  5. Petty theft (property value under \$10.00)
  6. Verbal threats of physical harm
  7. Obscenity, vulgarity, or profanity
  8. Unsportsmanlike behavior at school-related events
  9. Skipping class
  10. Instigating fights and picking on other students
  11. Verbal or non-verbal intimidation
  12. Initiations/hazing activities that cause embarrassment, physical, or emotional harm
  13. Bullying
  14. Sexual harassment-verbal
  15. Obtaining money, objects, or information through force or intimidation
  16. Drawing pictures of and/or wearing gang symbols; flashing gang signs
- (This list is not all encompassing, and may be amended if necessary)

Consequences of Level II Behaviors/Offenses

- Referral to Principal
- Parent/student/Principal conference
- Referral to counselors
- ISS (in school suspension)
- ASD (after school detention)
- OSS (out of school suspension)
- Loss of privileges. This may include, but not be limited to, clubs, school activities, field trips and/or bus privileges

- \*\*If the behaviors/statements that could be considered a threat or could pose a safety concern to students, staff or the NKA campus OSS will be required.

C. The following Level III behaviors will be handled by the Principal and carry more severe penalties:

1. Repeated violations of Level II rules
2. Actual or intended injury to another person
3. Possession of, distribution of, sale of, or under the influence of illegal drugs, counterfeit controlled substances, or alcohol on school property, on NKA bus, or at any school function (including school trips, field trips, etc.)
4. Possession, use, sale, or distribution of over-the-counter medication (to include aspirin, vitamins, Tylenol, cough medications, etc.)
5. Absolutely no prescription drugs should be in a student's possession. Please refer to Section XIV. Medication.
6. Vandalism over \$50.00
7. Gross disrespect to a staff member (cursing, hitting, threatening, etc.)
8. Sexual harassment-physical contact.
9. Major theft (property value over \$10.00)
10. Participating in or encouraging any act that substantially disrupts NKA and/or its related functions (bomb threats, pulling fire alarms, or general class disruptions)
11. Possession of a weapon (this includes anything that can be used as a weapon)
12. Firearms are prohibited by law-Any student who brings a firearm on campus will be subject to long-term suspension for one calendar year\*.

\*The Principal shall immediately contact Juvenile Services for an investigation of the incident and follow-up action.

(This list is not all encompassing, and may be amended if necessary)

#### Consequences for Level III Offenses:

- A combination of Level II consequences and/or
- Long-term (up to 10 days) suspension
- Juvenile authorities may be notified for a Level III offense and/or
- Expulsion for one year
- Any combination of level II consequences

*Please note that consequences are dependent on the frequency or severity of behaviors displayed and are at the discretion of the elementary supervisor or the KPEP director.*

**When any disciplinary action results in suspension or expulsion from NKA, the parent/guardian and student may appeal the disciplinary action by following the Due Process outlined in this policy.**

### **NKA BULLYING POLICY**

NKA has adopted an anti-bullying policy that entitles all students to be treated with respect and understanding. Each student should be allowed to fully participate in any activity without fear of intimidation. Parents/guardians and students should be informed that any behavior that is determined to be "bullying" shall be addressed according to the following policy:

## A. Bullying Policy

NKA is committed to providing a safe and civil educational environment for all students, free from harassment, intimidation, or bullying. The terms “harassment”, “intimidation,” or “bullying” refers to any intentional written, verbal, sexual, gesture, or physical act, when the intentional message:

- Physically or psychologically harms a student or damages the student’s property
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of disrupting the orderly operations of the school

Every student has the right to feel safe from bullying at school. This is part of NKA’s duty to provide a safe and supportive school environment.

Harassment, intimidation, or bullying can take many forms including, but not limited to: rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, name calling, tripping, extortion, trickery, racial insults, exclusion from play, taunting, physical attacks, threats, and oral or physical actions. All bullying includes the following characteristics:

- It tends to be prolonged and repetitive
- It involves an imbalance of control, and it may be verbal, physical, sexual, social, or psychological

This policy will include “cyber bullying” which includes “the use of information and communication technologies such as e-mails, cell phones, text messaging, instant messaging, defamatory personal websites, and defamatory online personal polling of Web sites that support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm and/or defame others.” Cyber bullying has a more severe impact because it can cover a larger audience. It may include sounds, pictures, slides, and altered graphics.

To effectively prevent bullying, NKA has adopted a whole-school approach that focuses on safety and well-being throughout the school. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and eliminate the impact on the victim. This includes appropriate interventions to restore a positive climate and provide support for victims. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

## B. Incident Reporting Process

Any student, parent/guardian, or faculty member may make a report or complaint of harassment, intimidation, or bullying. Such complaints must be appropriately investigated and handled consistent with due process requirements. Reports may be made to any NKA staff member. It is the students’ responsibility to report bullying incidents to a NKA staff member. Students who retaliate against another student because of bullying will receive disciplinary action. Retaliation may include verbal comments and/or written statements. NKA staff shall direct potential complaints to the Principal who can explain the complaint process and what to expect as a result of their behavior. NKA staff must inform the Principal or designated NKA staff person when he/she receives complaints of harassment, intimidation, or bullying.

1. All complaints shall be in writing by the student, parent, or the designated NKA staff person. NKA staff will be required to report all incidents of bullying to the Principal.



2. Students may report complaints of harassment, intimidation and/or bullying verbally to a Teacher/and or the Principal. It is the responsibility of the Teacher and/or Principal to document the complaint in the form of an incident report.
3. The Principal/designee may decide to file a formal complaint investigation with the request of the victim.
4. The Principal shall investigate all complaints of harassment, intimidation, or bullying and other information that the Principal believes requires further investigation
5. When the investigation is complete, the Principal shall complete a full written report of the complaint and the results of the investigation. The report will be filed as a discipline record.
6. If physical attacks, intimidation, or sexual harassment occurs, parents/guardians have the legal right to file charges/complaints with the appropriate law enforcement agency.

The student discipline policy classifies “bullying” as a Level II or Level III offense and will be referred to administration with one or more of the following consequences depending on the severity and duration of the incident:

#### First reported incident

1. Principal will notify the offending student and parent of the incident without identifying the student who made the complaint. Principal will review the NKA Policy on bullying, harassment, and intimidation with the offending student and parent.
2. Referral to an outside counselor.
3. The offending student and parent/guardian will be notified that the student is now in the Three Strikes Zone, and this is strike one of three.

#### Second reported incident

1. Out-of-school suspension for up to three (3) school days.
2. The offending student and parent/guardian will be informed that this is strike two of three.

#### Third reported incident

1. The offending student and parent/guardian will be notified in writing that there has been two previously reported incidents and this is strike three of three.
2. Out-of-school suspension for five (5) school days.

#### Fourth reported incident

1. Expulsion for the remainder of the school year.

When any disciplinary action results in suspension or expulsion from NKA, the parent/guardian and student may appeal the disciplinary action by following the Due Process Procedures.

The NKA Bullying Policy will also apply to school sponsored events.

An NKA Incident Report Form must be completed when an allegation is made regarding any student or staff member that attends or is employed at NKA. A form may be obtained from the Front Office.

***This form should be turned in to a Teacher/and or Principal. Forms will be maintained in the classroom and in the Principal's office.***

## **PARENT CODE OF CONDUCT**

It is NKA's policy that the business of the company be conducted according to the highest ethical standards. In support of this policy, a set of ethics and standards are essential for NKA to prosper and receive the desired

trust and respect of children, youth, families, employees, the parent board, suppliers and the community. The underlying principles of these standards are based on courtesy, moral standards and the law.

The parent code of conduct will include, but not be limited to, the following items:

- Parents/guardians will treat NKA staff members with respect and follow policy regarding disagreements or concerns. It is never appropriate for a parent/guardian to threaten a staff member in any way.
- If a parent/guardian has a disagreement or problem with another parent/guardian at an NKA function or classroom, the issue will be addressed by New Kituwah staff. It is never appropriate for a parent/guardian to threaten another parent/guardian at an NKA function or classroom.
- When in the presence of children at an NKA function or in the classroom, parent/guardians will use language appropriate for young children to hear. Cursing/swearing is not allowed.
- Parents/guardians are not allowed to smoke on the NKA campus.
- To promote a safe, happy environment for our children, parents/guardians will address problems with other parents/guardians and staff in private, away from children attending an NKA function on classroom. No quarreling in front of children at an NKA function or classroom allowed.
- To ensure the safety and health of all children, all safety rules, including but not limited to the following will be enforced:
  - According to the law, all children will always be placed in appropriate vehicle restraints.
  - Parents/guardians will supply current emergency contact information to NKA staff at all times. It is the parent's responsibility to keep this information accurate, including changes in name, address, phone numbers from themselves, emergency contact information and custody/court orders.
  - Minor children cannot be left in cars without adult supervision while you accompany your child to the classroom.
- In the event of a dispute in regard to discipline due to a child's redirection, a parent/guardian may request an informal investigation of the situation.
- Parents must always follow the chain of command outlined above.
- Failure to comply with the policies outlined herein may lead to a staff member approaching the parent(s)/guardian(s) involved. It is not our wish to exclude or terminate the enrollment of any child or family. However, if the situation arises places staff, children, or family members at harm, NKA reserves the right to re-evaluate the enrollment status of a family if the situation does deem that is the appropriate action.

### **Violation of Parent Code of Conduct**

- First Offense: The parent/guardian will be notified in writing that they are in violation of the parent code of conduct. The letter will detail how they are in violation and possible future consequences if they continue to be in violation.
- Second Offense: The parent/guardian will be notified in writing that they will be banned from attending campus events and/or banned from campus for a period of 8 weeks.
- Third Offense: The parent/guardian will be notified in writing that they will be banned from attending campus events and/or banned from campus for a period of one calendar year.
- Fourth Offense: The parent/guardian will be contacted for a conference with the principal, KPEP manager, director, secretary of education and/or NKA board of trustees. We will discuss next steps that will include possible dis-enrollment.

Depending on the severity of an action, and if a parent/guardian is seen as a danger to another parent/guardian, staff or child, a child may be dis-enrolled.

## **ILLEGAL DRUGS/ALCOHOL /CBD Products/Weapons**

The sale of, distribution of, or being under the influence of illegal drugs (this includes personal or someone else's prescription medicine), alcohol, any CBD products, marijuana or any other controlled substance. This policy also includes the possession of any weapon, making threats to use a weapon, or making threats to any member of NKA (other students, staff, families, and/or visitors). This policy applies to any school property, on a school bus, or at any school function (including class trips, fields trips, etc.).

### **Consequences for violation of the Illegal drugs/Alcohol/CBD products/Weapons Policy:**

- The Principal shall immediately contact Tribal Juvenile Services for an investigation of the incident.
- Follow-up action will include a parental/guardian conference.
- Student disciplinary action may include suspension or expulsion, depending on the findings of the investigation.
- Suspension of up to one full year.
- Expulsion from New Kituwah Academy
- If students are found to be in possession of any of the items described above, a consequence of ten (ten) days of OSS (out of school suspension) will be required.
- A referral will be made to a counselor.

## **TOBACCO PRODUCTS/VAPING**

NKA is committed to creating safe, orderly, clean, and inviting schools for all students and staff. To this end, NKA supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. NKA also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by NKA. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

Prohibited Behavior In support of NKA's and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips. Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

### **Consequences:**

Violation of NKA's tobacco use/vaping policy is considered a level II offense. Below are consequences for level II behaviors, with the first violation requiring the student receive two (2) days of OSS (out of school suspension).

#### **Consequences of Level II Behaviors/Offenses**

- Referral to Principal
- Parent/student/Principal conference
- Referral to counselors
- ISS (in school suspension)
- ASD (after school detention)
- OSS (out of school suspension)
- Loss of privileges. This may include, but not be limited to, clubs, school activities, field trips and/or bus privileges

### **Disenrollment**

Parent/Guardian(s) may disenroll their child for any reason with written notice.

Out of courtesy to our staff and for program improvement, we would appreciate prior notice so that we can document your concerns and have the opportunity to address any issues prior to disenrollment.

Dual language is a special environment, one that may not be the right fit for the parent/and or child. Disenrollment should be the last resort, and it is our mission to utilize all resources within our means to retain our students.

NKA also reserves the right to dis-enroll children, all efforts will be made to retain the child; however, there are situations that arise that may result in the disenrollment of a child. These are:

## **Violation of the Parent/guardian Code of Conduct**

- Based on the severity of the action, a child may be dis-enrolled if a parent/guardian is seen as a danger to another parent/guardian/and or child.
- Verbal abuse of a teacher in the presence of other children.
- Verbal abuse or negative remarks about other children in hearing of other children.
- Management's discretion for all other situations.

## **Attendance**

If a child reaches step 4 in either the attendance policy or the tardy/early dismissal policy your child may be disenrolled.

## **Disenrollment of a Sibling**

If a parent/guardian has more than one child enrolled in the program and decides to move the older child to another school, the parent/guardian will be notified in writing that they should seek other childcare for the younger child.

## **Exceptions**

- If the older sibling is a special needs child and New Kituwah cannot provide the services the child needs, then management will overrule the policy.
- If the child was already enrolled in preschool; the older sibling began after the younger sibling and found that immersion is not a fit for the sibling.
- If the younger sibling is within 60 days of graduating from Pre-K, the younger sibling may complete the school year and graduate with their class.

## **Behavioral Issues**

As outlined in the NKA Bullying Policy and Student Discipline Policy, all measures and/or resources will be utilized to prevent disenrollment. When all measures and/or resources have been exhausted and it is apparent that the child is a danger to themselves and/or others, the child may be dis-enrolled.

## **Transition Issues**

Transitioning into a new environment can be difficult. We take that into consideration and work with the child one-on-one. If a child is behaving in such a manner that disrupts the classroom and places other children and/or staff in danger, we will employ the following measures:

After the first month and the child is not transitioning (refusing to cooperate, acting out in a violent manner, disrupting the classroom, etc.), a parent/teacher conference will be called to discuss the child's progress.

Following the first meeting, weekly progress reports will be given to the parent/guardian and a behavioral management plan delivered to the parent/guardian if necessary. We will work closely with parents/guardians to encourage children to behave in an appropriate manner, use the Cherokee language and transition smoothly. If no progress can be made and it is determined that your child may be more successful in a single language educational setting, your child may be disenrolled.

#### **Management's Discretion**

*Management reserves the right to review situations on a case by case basis.*

*This is not a guarantee that the policy will be ignored.*

*However, there are circumstances that do may not fall within the policy.*

#### **DUE PROCESS**

Any appeal of a disciplinary action must be submitted in writing, signed, and dated. All appeals must follow the chain of command as outlined above.

Chain of Command:

- a. Classroom Teacher
- b. Principal
- c. KPEP Manager
- d. Director
- e. Secretary of Education

**\*\*** The Board of Trustees can review procedures of administration to ensure that all policies were adhered to.

**\*\*** Once of the chain of command has been exhausted and the Board of Trustees has reviewed to ensure that policy has been followed , the decision made by administration is final.

#### **ACADEMIC REPORTS**

Progress reports will be given out every four weeks.

Report cards will be given out at the end of each nine weeks.

## **I. AWARDS**

NKA recognizes students for academics, good citizenship, and attendance. At the close of the school year, awards may be presented for overall achievement in all subject areas. A special award, the Duyug(o)dvi Award of Excellence, will be selected and presented to one student per grade.

## **II. VISITORS**

- Visitors are welcome at NKA. However, NKA is responsible for student and staff safety first and foremost and must know who is in the building. Unannounced visitors are strictly prohibited. Visits should be arranged as follows:
- Sign in at the Front Office
- Check with the Receptionist to receive permission to visit Classroom. NKA reserves the right to deny any visitor entrance to the school campus.
- Wear a “Visitor” sticker.
- Check out with the Front Office Receptionist upon leaving the school campus.

## **III. Volunteers**

All volunteers must complete a criminal background check. Volunteers without a criminal background check may only work with children on a limited basis and must be under the supervision of a staff member. Volunteer may not work with children for more than two (2) weeks without a background check. Volunteers shall be respectful, professional, and dependable in their work at NKA. Volunteers must complete a “Volunteer Form” if volunteering on a regular basis

## **IV. GRADING POLICY**

Grading scale - Grades 1-6:

90 – 100	A = Excellent
80 – 90	B = Above Average
70 – 80	C = Average
60 – 70	D = Below Average
Below 60	F = Failing

Please note the following:

1. Grades 3-6 will use numeric grades for academic classes.
2. K-2 will receive a “Standards-Based” report showing the demonstrated level of proficiency for the skills required at that grade.
  - E = Excellent
  - S = Satisfactory
  - I = Improving

NI = Needs to Improve

U = Unsatisfactory

3. Activity classes will use the following grade scale:

E = Excellent 90 – 100

S = Satisfactory 80 – 90

N = Needs to Improve 70 - 80

U = Unsatisfactory 60 – 70

4. Students in classes that meet regularly all year long will receive an average of all four quarters.
5. Student's grade average in reading and math does not reflect the grade level they read at, but their effort and comprehension.

## **PROMOTION/RETENTION POLICY**

### **STANDARDS**

The Principal will establish standards and a process for determining a student's readiness to progress to the next level of study. Grade placement is the responsibility of the Principal. The Principal shall make local retention decisions with input from the student's Teachers and parents/guardians.

#### **GRADE K-2**

As required by the Board of Trustees, NKA has chosen to implement assessments at Grades K, 1, and 2 that include documented, on-going individualized assessments throughout the school year, and a summative evaluation at the end of the year. These assessments monitor the achievement of benchmarks in the North Carolina Standard Course of Study. The intended purposes of these assessments are: (1) to provide information about the progress of each student's adaptations and early interventions; (2) to provide the next year Teachers with information about the status of each of their incoming students; (3) to inform parents/guardians about the status of his/her child relative to grade level standards at the end of the year; and (4) to provide NKA information about the achievement status and progress of groups of students in grades K, 1, and 2. Individual student's progress toward reaching proficiency levels will be considered as part of promotion decisions for students in these grades. These students must meet local standards in reading and mathematics, in addition to the NKA attendance standard.

#### **GRADE 3-6**

The North Carolina Division of Non-Public Education (NCDPE) requires private schools to administer a nationally standardized test to all students in Grades 3, 6, and 9. NKA exceeds that standard by testing annually up through Grade 6. NKA administers the Star Assessment. Nationally standardized tests compare students with their national age peers. A student does not "pass" or "fail" the test. The grade equivalent score indicates a student's performance relative to the average performance of students at a given grade level (English-only schools.) The range includes low, moderate, and high mastery levels in the various subjects. This type of score allows educators to see what areas the student needs to focus on to improve his/her mastery of the subject. NKA will continue to strive for all students to test in the moderate to high mastery levels in all subjects. Students are promoted based on their progress in the classroom, as well as the end-of-the-year tests.

### **Registered Sex Offenders Prohibited from NKA Campus**

Registered Sex Offenders are prohibited from the NKA Campus, by authority of the Eastern Band of Cherokee Indians Code of Ordinances Criminal Law Article X Sex Offenders, Sec. 14-50.26-Restrictions.



## **NEW KITUWAH ACADEMY HANDBOOK MANAGEMENT POLICY**

The NKA Handbook Management Policy is hereby established. The purpose of this policy shall be to make decisions concerning academic policies not stated or addressed elsewhere in this handbook, or other school documentation. The decisions made by the NKA Handbook Management Policy shall be determined by the KPEP Manager and the NKA Principal, and these decisions shall be final.

### **Management's Discretion**

*Management reserves the right to review situations on a case by case basis.*

*All cases and situations cannot be covered in this handbook. Therefor management and NKA administration reserve the right to make decisions if/when there are situations that do not fall within the policy.*

## **STUDENT CODE OF CONDUCT GLOSSARY**

**Arson**-the damage, or attempt to damage, any real property by fire or explosion

**Assault**-unlawful threat, by word or act, to do violence to a person, coupled with the apparent ability to do so, and then doing some act which creates a well-founded fear in the person that violence is imminent

**Battery**-the actual physical touching or striking of another person against his or her will with the intent to do bodily harm

**Bomb threat**-making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive, or arson-causing device

**Bullying**-bullying takes on many forms, including but not limited to, verbal, physical, silent; examples of bullying include name-calling, taunting, harassing, hitting, coercing a person(s) to do something against his/her/their will, excluding children from play, writing notes, and saying words to make the victim feel uncomfortable

**Bus rules/procedure violation**-engaging in conduct or behavior which interferes with the orderly, safe, and timely transportation of students

**Cheating**-the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person or source in the completion of an academic exam, test, or assignment

**Computer misuse**-the inappropriate use of a computer including, but not limited to, breaking in to restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing, or printing unauthorized files

**Contraband**-the possession, storage, and use of items which are prohibited at school, including, but not limited to bullets or cartridges, flammable liquids, combustible materials, matches, lighters, poisonous substances, skates and skateboards, radios, headsets, cellular phones, beepers and electronic telephonic pagers, inappropriate written material, etc.

**Disrespect**-the use of words or acts which demean, degrade, antagonize or humiliate a person or a group of persons

**Dress Code Violation**-failure to comply with the established dress code policy

**Drug/Alcohol Violation**-storing, possessing, selling, purchasing, distributing, using, or being under the influence of any alcoholic beverage, or any substance defined as a controlled substance; including, but not limited to marijuana, hallucinogens, inhalants, as well as any substance that requires a physician's prescription, or any over-the-counter medication without parent/guardian approval and school notification, or any substance represented to be an illegal substance such as "designer drugs" or any substance which is represented to be any such substance

**Drug paraphernalia**- possessing, using, selling storing, or distributing any equipment used for the purpose of preparing or taking drugs

**Extortion**-the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money

**False Alarm**-the activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report

**Forgery**-making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member

**Gambling**-any participation in games or activities of chance for money or items of value

**Harassment**-defined as the systematic and/or continued unwanted and annoying or disturbing actions directed toward one student or group of students by another. Harassment may include, but is not limited to threats, demands, intimidation, coercion, suppression, and cruelty

**Horseplay**-engaging in rowdy, rough behavior that interferes with the safe or purposeful order of NKA

**Inappropriate or Obscene Act**-the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting

**Insubordination**-the refusal or failure to follow directions or an order from a school staff member, bus driver, or any adult in authority

**Intimidation**-any attempt by one student or group of students to frighten or subdue another by making threatening expressions or acting in a dominating manner to compel a students or a group of students to react in a certain manner; intimidation may include physical threats, angry or threatening expressions, emotional manipulation, verbal abuse, purposeful embarrassment and/or assault

**Open defiance**-the flagrant or hostile challenge of authority of a school staff member, bus driver, or any adult in authority

**Possession**-the detention, control, or the manual or physical custody of anything, including, but not limited to, physical objects or substances. Possession may be actual or constructive; it may be sole or joint. In addition, a student is in violation of an offense involving possession even if they are not aware or have no knowledge of an improper item that is in their possession

**School violence**-defined as any act or threat of physical aggression and/or abuse by one student or group of students which causes or intends to cause physical injury or harm to another and takes place on school property, in school vehicles, at a designated school bus stop, or at any school sponsored event. Any act or threat of assault, battery, bullying, harassment, intimidation, or any act or threat of hostility or malice by one student or group of students against another may be considered an act of school violence

**Sexual battery**-any sexual act directed against a person, forcibly or against a person's will, or not forcibly where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity

**Sexual harassment**-unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct

substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment

**Sexual misconduct**-engaging in a sex act or physical contact of a sexual nature including indecent exposure

**Skipping class**-not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of school

**Skipping school**-not reporting to school or leaving school grounds, without receiving proper approval and/or following the established procedures for checking out of school

**Substantial disruption of school**-conduct that seriously interferes with the orderly operation of school or school functions and/or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property

**Tardiness**-late arrival to school or class

**Theft**-the unlawful taking of the property of another person without threat or violence or bodily harm, or knowingly being in possession of stolen property, or knowingly selling or distributing stolen property

**Threat/intimidation**-the declaration of intent by word or act to do bodily harm to another person or to his or her property, or forcing another person to do something, or prevent another person from doing something by coercion, bullying, or making him or her afraid

**Tobacco/products violation**-possessing, using, selling, storing, or distributing cigarettes, cigars, snuff, dip, pipe tobacco, and chewing tobacco

**Trespassing**-the unauthorized entry onto NKA property, into a school function, or an extracurricular activity, or remaining on NKA property after being directed to leave that location by a school staff member or law enforcement official

**Unauthorized area**-being present in buildings, rooms, or any area on a school campus restricted to student access during all or part of the day

**Unauthorized assembly**-being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of NKA environment, or which interrupts a school function or extracurricular activity

**Vandalism**-defacing, damaging, or destroying by any means the real or personal property belonging to the School Board or to another person

**Weapons violation**-possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or to be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switchblade knives, common pocket knives, razor blades or similar instruments with sharp cutting edges, box cutters, sharp-cutting instruments, ice picks, chains, dirks, pipe nunchakus, brass knuckles, Chinese stars, other pointed instruments (includes pencils, pens, etc.), billy clubs, chemical irritants, mace, tear gas guns, pepper spray, poisonous gases, slingshots, electrical weapons or devices (stun guns, Tasers), firearms of any kind (operable or inoperable, loaded or unloaded), BB or pellet guns, starter pistols, propellants, and "look-alike" weapons.

**SCHOOL CONTACT INFORMATION:**

**Main School Phone: 828-359-6401**

**Fax: 828-497-0328**

**EBCI Inclement Weather Hotline: 828-359-7047**

**NOTE TO PARENTS/GUARDIANS:** In the event there is a power outage affecting NKA, the phone lines to NKA are inoperable. Please direct any questions 828-788-6357.

**BOARD OF TRUSTEES:**

Jake Stephens

Keyonna Hornbuckle

Bill Paul

Catcuce Tiger

Kim Lambert



**New Kituwah Academy is an independent school of the Eastern Band of Cherokee Indians.**

1-8 Staff workdays  
 8 Open house 1-4  
 9 First Student Day  
 24 Cherokee Elder's Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 President's Day Holiday  
 22 Early Release @ 11:30 Staff Development

1 Early release @ 11:30  
 4 Labor Day Holiday  
 28 Early Release @ 11:30-  
 Staff Development

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 End of the third quarter- Staff Workday  
 28 Early Release @ 11:30 Staff Development  
 29 Good Friday

3 Early release @ 11:30  
 4 Heritage Day Holiday  
 5-6 Staff Workday  
 18-20 Staff Professional Development Days  
 20 End of the first quarter  
 26 Early Release @11:30 Staff Development

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8-12 Spring Break  
 25 Early Release @ 11:30 Staff Development

10 Veterans Day Holiday  
 22-24 Thanksgiving Holiday

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Early Release @ 11:30  
 27 Memorial Day  
 28-31 Staff Workdays

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

5 Early Release @ 11:30  
 19 End of the second  
 quarter- Staff Workday  
 20 Tribal Christmas  
 Breakfast  
 21-29 Christmas Holiday

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 New years day  
 15 Martin Luther King Jr  
 Holiday  
 25 Early Release @11:30  
 Staff Development

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Fourth of July Holiday