

Haak'u

COMMUNITY ACADEMY

2021-2022

STUDENT HANDBOOK



WELCOME TO HAAK'U COMMUNITY ACADEMY

Board of Education Members

Stephanie Oyenque, Loretta Vallo, Jonathan Antonio, Aleta Suazo, Pierson Siow, Craig Garcia

ADMINISTRATION

Melissa E. Riley, Ph.D. Executive Director
Gilbert Sanchez, Education Program Administrator
Alton Autrey, Interim Principal

Alton Autrey	21st Century Coordinator
Anna Martinez	Head Cook
Camille Pasquale	Bus Driver
Carol Louis	Accountant
Christen Tenorio	FACE-Adult Educator
Craig Schimke	Guidance Counselor
Dale Hunt	Physical Education Teacher
Danika Dekker	Human Resources Manager
Emily Castillo	Special Education Teacher
Georgia Patricio	Bus Driver
Janelle Vargas	Nurse
Jim Pierce	Finance Specialist
Larissa Lujan-Judd	Parent Educator
Laura Garcia	Cultural and Language Coordinator
Madelene Andrews	Front Desk Administrative Assistant
Marcus Leno	Information Technology Technician
Marissa Pasquale	Early childhood Center-Based Teacher
Nadine Garcia	Custodian
Noreen Valdez	Special Education Teacher
Patrick Keyope	Student Services Coordinator
Olin Martinez	Custodian
Robin Lockwood	Food Service Helper
Shaine Garcia	Operations Administrative Assistant
Steve Mendiola	Maintenance Technician
Troy Romero	Accounting Technician
Vernon Day	Custodian
Veronica Perez	Instructional Coach

EDUCATIONAL STAFF

Dana Pinto	Kindergarten Teacher
Alice Reidl	First Grade Teacher
Yvonne Aragon	Second Grade Teacher
Charmayne Yazzie	Third Grade Teacher
Lorenzo Pino	Fourth Grade Teacher
Vivian Chavez-Peacock	Fifth Grade Teacher
Carmen Vallo	Sixth Grade Teacher
Debra Tomac	Seventh Grade Teacher
Jonathan Myers	Eighth Grade Teacher
Andrea Lomayaktewa	Education Assistant
Frieda Pino	Education Assistant
Jennifer Vallo	Education Assistant
Karen Antonio	Education Assistant
Kathleen Lucero	Education Assistant
Laura Louis Shroulote	Education Assistant
Leslie Sarracino	Education Assistant
Theresa Antonio	Education Assistant



Haak’u Community Academy Mission Statement

HCA will develop self-confident students prepared to become future leaders through culture, language, academics.

Student Behavior Handbook Table of Contents

**2020-2021 HCA COVID-19 Related Policies (in red)*

- ❖ Communication.....1
- ❖ Technology Accountability1
- I. General Information.....4
 - A. When is the Handbook Enforced?
 - B. Statement of Non-Discrimination
 - C. Americans with Disabilities Statement of Accommodation
 - D. Section 504-Part of the Rehabilitation Act of 1973-Anti-Discrimination
- II. Student Rights4
 - A. Educational Opportunity
 - B. Student Government
 - B. Expression and Association
 - C. Publications
 - D. Organizations and Clubs
 - E. Make-Up Work
 - F. Controversial Issues
 - G. Student Check-out
 - H. Student Dress
 - J. Privacy
- III. Violation of Rights and Due Process7
 - A. Violation of Rights
 - B. Due Process
- IV. Educational Guidelines and Policies.....8
 - A. Attendance Policy – General Guidelines
 - ❖ Attendance COVID-19 Plan
 - B. Transportation
 - ❖ Transportation COVID-19 Hybrid Plan
 - C. Student Athletic Participation Guidelines
 - D. Vendors
- V. Federally Mandated Policies.....11
 - A. Drug and Alcohol-Free Schools Statement
 - B. Tobacco Free Schools Statement
- VI. Violations.....11
 - A. Minor Violations
 - B. Major Violations
 - C. Immediate Expulsion
- VII. Special Education and Discipline14
 - A. Special Education Discipline Procedures

VIII. Anti-bullying Policy and Procedures16

- A. Purpose
- B. Objectives
- C. Definitions
- D. Roles and Responsibilities
- E. Procedures
- F. Prevention

VIII. Native American Student Information System Discipline Matrix19

X. School Information20

Guu waa dzi!

Welcome to another school year. We are looking forward to working with you and your child. The Acoma School Board has approved this handbook that sets forth the rules and policies that govern Haak'u Community Academy (HCA). Please review this handbook with your child, and if any questions arise, please feel to contact us at any time. We ask that you please sign and return the acknowledgement page that is the last page of the handbook.

Students are expected to follow the rules of conduct as put forth in the Student Positive Behavior Handbook.

History

The Haak'u Community Academy is a tribally controlled grant school established on July 1, 2018. Two goals adopted by the Board and Tribal Council are based on community input that HCA will strive to achieve; 1. Integrate the Acoma culture, language, and history into the curriculum, and 2. Increase student academic achievement.

To support the implementation of the approved plans, and to meet the terms and conditions of the Bureau of Indian Education's Tribally Controlled Grant, the Acoma Tribal Council appointed and delegated the authority to govern the school to a five-person Board of Education. The five-member board has the authority to manage the school's financial resources as well as the selected personnel to implement a year-round school plan that meets the needs of the students and families, while also abiding by the educational policies and laws of the Pueblo of Acoma, State of New Mexico and Federal Government.

****2020-2021 HCA COVID-19 Related Policies (in red)***

❖ Communication

In order to successfully meet the academic needs of your children, reliable and essential contact information will be necessary.

- Please provide updated contact information including persons in charge of your children during school hours.
- Teachers will be making weekly contact regarding your students' progress, attendance, participation, etc.
- We encourage parents/guardians to reach out to the school for any questions.
- Teachers will have office hours available.
- Parents/guardians are encouraged to interact on Google Classroom.

❖ Technology Accountability

Parent/Guardian Responsibilities

In order for a student to receive a laptop, a parent/guardian must:

- Sign the Laptop Agreement Form and Acceptable Use Contract.
- Monitor student use and ensure proper care of the laptop at home by setting rules/expectations for laptop use.
- Ensure the return of the laptop and all accessories at the end of each school year, or before withdrawal from school.

Laptop Rules & Guidelines

The following is summarized from the district's Acceptable Use of Computer Network/Computers and Resources Policy. All rules and guidelines are in effect before, during, and after school hours, for all Haak'u Community Academy's network/computers, whether on or off the school campus. Students must understand and follow these rules and guidelines. Violations of these rules and guidelines will result in disciplinary action.

Do:

- Use district network/computers for educational purposes.

- Use district network/computers appropriately and keep equipment (i.e. laptop, batteries, power cords, and cases) in good condition.
- Use good judgment.

Don't:

- Use network/computers for anything illegal or indecent (e.g. No illegal activity, bullying, harassing, inappropriate images, or acts of plagiarism.)
- Use network/computers in a manner that is disruptive to other users, services, or equipment (e.g. No spam or viruses, large amounts of data, or trying to hack systems.)
- Use network/computers for commercial purposes or personal gain.

ONLINE ETIQUETTE for students

- BE PREPARED.
 - Have all materials/supplies ready to go.
- Be on time.
 - Be five (5) minutes early.
- Learn how to use the virtual classroom.
- Stay in one spot during the call.
 - Resist the urge to go to the kitchen for a snack.
 - Remember you are in class, so lounging in your bed is not an option.
- Dress the part.
 - Look presentable as if you were in school.
- You must show your face while in session.
- Eliminate distractions. Keep in mind that you are in class.
 - Don't snack or chew gum.
 - Turn off tv, music, electronic games, and cellphones.
 - Go to the restroom before the class meeting.
 - Don't use your electronics or toys during class meetings.
- Skip the virtual backgrounds.
 - Virtual backgrounds may be distracting to others.
- Please wait for your turn, raise your hand, and follow teacher instructions.
- Please, let's all be respectful of one another. Everyone is learning in this new way together.

ACCEPTABLE USE PROCEDURES

General Guidelines All use of technology must:

- Support education
- Follow local, state, and federal laws
- All files on the network/computers must be school appropriate

Inappropriate Content Includes explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

General Guidelines Laptops are essential for school work each day at home and on campus .

- Charge the laptop fully each night.

- The charger should remain at home.
- Students leaving laptop at home or having a drained battery will be required to complete assignments using alternative means as determined by the teacher

LAPTOP USE AND CARE

Energy Saving Fully charged laptops have a battery life of eight hours. The following tips will help save battery life:

- Turning off the keyboard backlight and dimming the screen brightness.
- Quitting all applications not in use.
- Shut down completely before closing the screen for prolonged periods of inactivity.

Classroom Routines

Follow all directions given by the teacher.

- Center the laptop on the desk.
- Lock the computer before walking away from it.
- Close the screen of the laptop before standing up or moving and/or transporting, do not close the screen on objects inside the laptop.
- Students may not lend laptops or accessories to anyone for any reason.

Saving Data

Students are responsible for backing up all data saved to the laptop.

- All district rules and guidelines apply to any data storage device plugged into a Haak'u Community Academy.
- Storage devices include flash drives, cloud services, and external hard drives.
- All data must be backed up by the student prior to servicing at the Technology Office since data may be destroyed if reimaging is required.

Software

Students should not modify any application, operating system, or hardware.

- Students may not download or install software applications on the laptop.
- All software and applications are district-provided.

Laptops at home

Ensure care of the laptop and its use at all times.

- Use the laptop in a common room of the home (e.g. living room or kitchen.)
- Do not cause a tripping hazard when using the power cord/charger
- Store the laptop on a desk or table – never on the floor.
- Protect the laptop from extreme hot or cold, food and drinks, small children, and pets.

Cleaning Use

Handle the laptop with clean hands and avoid touching the screen.

- Do not insert foreign objects (e.g. paperclips or pens) into the laptop.
- Do not use Windex or other cleaning solutions.

- Wipe surfaces with water using a damp, clean, soft cloth.

Section I. General Information

This handbook states guidelines for student rights and responsibilities. It does not create any contractual rights; the Haak'u Community Academy Administration holds the discretion to modify the provisions of this handbook at any time with school board concurrence. This handbook will be reviewed by the Acoma School Board each year, at which time suggested amendments or additions submitted by administrators, teachers, students, and/or other interested persons will be considered.

The principal, official, or designated chaperone is authorized to take administrative action with a student's misconduct, away from school or during a school-sponsored activity, to maintain an orderly educational process and safety for students and staff.

Nothing in the following is intended to prevent a staff member, teacher, principal, or another administrator from using his/her best judgment with respect to a particular situation.

A. When is the Handbook Enforced?

- Before, during, and after school hours and/or on school property.
- During the transportation of students to and from school, during school hours, or related events.
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to school-sponsored events, field trips, athletic functions, and other school-related activities.

B. Statement of Non-Discrimination

Haak'u Community Academy (HCA) is committed to a policy of nondiscrimination on the basis of age, race, creed, color, disability, marital status, sex, national origin, and ancestry. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the school does business.

C. Americans with Disabilities Statement of Accommodation

The Americans with Disabilities Act requires public institutions to provide accommodations for individuals with disabilities. Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the sponsoring group or school office at 552-6671 at least 24 hours prior to the event to arrange for appropriate accommodations.

D. Section 504-Part of the Rehabilitation Act of 1973-Anti-Discrimination

Any person having inquiries concerning the HCA's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Section II. Student Rights

All students have the right to an educational setting that is safe, orderly, and appropriate.

A. Educational Opportunity

HCA affords all students equal educational opportunities as well as equal opportunities to participate in extracurricular activities. The policy prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, and pregnancy in any program or activity sponsored by the school.

A free and appropriate education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student.

B. Student Government

1. The responsibilities of the student government shall include but not limited to the following:
 - a) Involvement in the formulation of guidelines for co-curricular activities.
 - b) Involvement in the allocation of student funds, subject to established audit controls and to the approval of the principal.
 - c) Representatives selected by the student government may meet regularly with the principal or his/her designee to exchange views and to share in the formulation of school student policies, and to consider revision to the school's curriculum.
 - d) In order to participate in Student Government, students must maintain a 2.0 G.P.A. a C average and have good attendance.
2. There will be an elected student government with membership open to all students.
3. The student government will establish reasonable standards for candidates of office.
4. All students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.

C. Expression and Association

1. Students are protected in the exercise of the constitutional rights of free speech, press, and assembly.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

D. Publications

1. Students shall be allowed to distribute Student Council leaflets, newspapers and other literature on school premises, at specified times and places.
2. Student publications are subject to prior concurrence from the administrator.

E. Organizations and Clubs

1. Students may participate in clubs or organizations to enhance the educational process.
2. These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government, acting in concert with the principal.

F. Make-Up Work

1. Students are entitled to make up work for all absences.
2. Students and parents have the responsibility to request make-up assignments.
3. Teachers need 24 hours from the time of the request to compile assignments.
4. Students will have the opportunity to complete the work in a period of time equal to the number of days absent unless other arrangements have been mutually agreed upon by the student and the teacher.

G. Controversial Issues

1. Students shall have the right to counter diverse points of view.
2. Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs, and assemblies that are tied to curriculum and standards.

H. Student Check-out

If a student must leave the school premises during instructional hours or during after-school programs, the parent(s)/guardian(s) must sign the "Student Check-In and Out" binder in the front office. Upon returning to class, the student will be given a Tardy/Excuse slip. Parent(s)/guardian(s) must sign students IN or OUT in the logbook and **present picture ID** to the front office staff. Individuals need to be listed on the students' check-out approval form.

I. Student Dress

Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Students and their parents/guardians have the responsibility to be aware of the school-specific dress codes.

1. Any clothing that interferes with the educational atmosphere of the school is prohibited.
 - a) Clothing or jewelry that advertises alcohol, drugs, or tobacco; clothing or jewelry that contains vulgar, suggestive, or profane language; clothing or jewelry that promotes gang, cult, or racist activity is unacceptable, including trench coats, "rags", hairnets, and bandanas.
 - b) Jewelry, wallets, and accessories with sharp points or heavy chains or attachments are not allowed.
 - c) Hats, caps, and berets may only be worn on days of inclement weather/special events.
 - d) Form-fitting apparel shall not be worn as an outer garment (i.e. spandex, muscle shirts, sports bras, spaghetti straps, and tube tops). Tops that are see-through (lace, meshed), show cleavage, or that expose the midriff will not be permitted. Pants with tears above the knee are not permitted.
2. Any clothing or jewelry that would create an unsafe situation in any class is prohibited.
 - a) Pants must fit properly to the student's length and waistline.
 - b) Belts will not hang longer than 2 inches from the waist.
 - c) Sunglasses may not be worn in the school building.
3. All students will promote a positive self-image and good hygiene.
 - a) Body tattoos will be covered or concealed.
 - b) Flip-flops and slippers are not allowed. It is recommended that students wear appropriate footwear for their daily activities.
 - c) Exposure of hickeys is not allowed.

J. Privacy

1. Custody
 - a) Legal guardianship: All enrolled students must have proper documentation to be enrolled at HCA. If the natural parents do not have custody of the child, the legal guardians will be required to provide the school with a legal document from the appropriate agency noting custody/guardianship (i.e. Acoma Tribal Courts).
 - b) School personnel shall not release information concerning a child to any person or organization without written permission from the parents/guardians (i.e. transcripts, attendance records).
2. Questioning of Students
 - a) If police authorities desire to question a student on school premises, the school authorities will contact the parent/legal guardians.
 - b) In cases of child neglect, physical, emotional, and/or sexual abuse, the school authorities do not have to contact the parents. The police authorities or social services personnel may question a student on school premises. The parents/guardians are not required to give permission for questioning according to BIA Guidelines of Child Abuse Reporting. (Child Protection Reference Book, 1990)
3. Physical Searches

The school administrator reserves the right to do searches at any time if a tip or report is received on suspected contraband being on school grounds. A search of a student's person or property may be conducted only where there is reasonable suspicion of a crime, or a breach of the disciplinary code:

 - a) Group Searches-Teachers may ask students as a group to empty and look through their personal belongings. However, teachers may not conduct individual searches.
 - b) Minimally Intrusive Searches – Searches such as emptying of pockets, searches of student backpacks, purses, socks, and shoes may be conducted by the school principal or his/her designee with the presence of the same sex as the student being searched.
 - b) More Intrusive Searches (Individual) – Searches such as pat-downs and frisks may only be conducted by a local law enforcement officer, who is of the same sex as the student being searched.

All searches will adhere to the Bureau of Indian Education's Policy for the Search and Seizure of Student Persons and Property.
4. Student Files

Only listed authorized personnel will have access to the student files. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Section III.
Violation of Rights and Due Process

A. Violation of Rights

Staff and students who believe that they are being treated unfairly, harassed sexually, assaulted and/or abused by anyone at any time should report this immediately to their supervisor, parents/legal guardians, or any other trusted adult. If the concern involves the school administrator, the parents/legal guardians should submit a written report to the Education Program Administrator of HCA. Contact the school for further information at (505) 552-6671.

B. Due Process

According to Title 25 Code of Federal Regulations, Part 42, Student Rights and Due Process Procedures, students at an HCA have the right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of suspension, expulsion, or transfer. Due process is the procedure providing the student to have facts presented and witnesses cross-examined in every case where a student is alleged to have committed an infraction that leads to suspension, expulsion, or transfer.

Due Process shall include (Quoted from 25 CFR 42.4):

1. Written notice of charges within a reasonable time prior to a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
2. A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation, the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report in writing the facts (not conclusions) giving rise to the emergency and shall afford the student a hearing which fully comports with due process, as set forth herein, as soon as practicable thereafter.
3. The student has the right to have parents or guardians present at the hearing. The student has the right to be represented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.
4. The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
5. The right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.
6. The right to administrative review and appeal.
7. The student shall not be compelled to testify against himself.
8. The right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the student is found not guilty of the charges.

Due Process requests must be filed within ten (10) calendar days from the date of the incident by the parent/guardian and must be submitted in writing to the Principal or Education Program Administrator. A due process hearing request may receive an administrative review from the school board. If it is determined that a due process hearing shall proceed, the request shall be scheduled within ten (10) days after the administrative review. The students will be placed on suspension until the hearing is scheduled.

IV. Education Guidelines and Policies

A. Attendance POLICY – General Guidelines

Regular attendance is an important life skill. Presence in the classroom is vital to educational growth. Daily attendance is required if students are to continue their academic progress. Students who have repeated absences and tardiness, whether excused or unexcused, may experience academic delays.

New Mexico's Compulsory School Attendance Law (NMSA 22-121-1 et seq.) requires that parents/guardians must ensure that their child(ren) between the ages of 5 and 17 attend school during the time it is in session. Regular attendance is necessary for a student to succeed in school.

❖ Attendance COVID-19 Plan

Due to the COVID-19 pandemic, the HCA attendance policy will remain in place with some exceptions.

- Students will be expected to attend Google classroom/virtual facetime classes at assigned times.
- Students will be expected to complete and turn in daily assignments which will count as attendance.
- Students will be excused with a doctor's note, parent/guardian contact to school or teacher.
- Please, schedule medical/dental appointments around assigned class sessions/contact days.
- A maximum allowance of 3 written notes or call-ins from parents concerning absences will be accepted.
- Students are expected to be on time for virtual facetime classes.
 - Five (5) minutes tardy or leaving class early equal one (1) tardy.
 - Three (3) tardies equal one (1) unexcused absence.

Enforcement of Attendance Policy:

- ✓ Daily attendance will be recorded and maintained for each classroom.
- ✓ Haak'u Community Academy will provide for the early identification of students with unexcused absences, truancy, and habitual truancy, providing intervention strategies to improve attendance.
 - **"Truant"** means a student who has accumulated five unexcused absences within a school year.
 - **"Habitual Truant"** means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
 - **"Unexcused Absence"** means an absence from school or a class for which the student does not have an allowable excuse.

1. Allowable Excuses:

- Doctor's appointments
- Illnesses
- Death in family
- Family Emergency (with approval from the school principal or administrator)
- Religious participation (Letter from Tribal Governor's Office is required and that acknowledges or confirms active participation in a religious activity)
- Diagnostic Testing
- Extenuating circumstances (with approval from school principal or administrator)

2. Parent/Guardian and Student Responsibilities:

- Parents/Guardians are responsible for notifying the school on the day of absence and presenting justification for student absences as soon as possible and no later than 3 days after the student returns from an absence. Calling into the school does not substitute for written documentation.
- Written notes from parents concerning absences will be limited. Absences without written excuses (either from parent/guardian or doctor) will be marked "unexcused."
- Students are responsible for requesting and completing make-up assignments within a period of time equal to the number of days absent.

3. Excessive Unexcused Absences:

The following actions will be taken by the administrator or designee if a student has:

- Three (3) unexcused absences – A Three Day Notification Letter will be sent to parent/guardian and Truancy Intervention Specialist of students accumulated three days of unexcused absences.
- Five (5) unexcused absences – A second letter, requiring a meeting, will be sent to parent/guardian, School Assistance Team (SAT), Truancy Specialist, and Tribal Sheriffs. The student will be placed on a Thirty (30) Day Attendance Contract.
 1. When a student is placed on Thirty (30) Day Attendance Contract, the student may not be tardy, absent, or checked out – ONLY doctor’s excuses will be accepted.
 2. If Thirty (30) Day Attendance Contract is violated, students will be placed on a yearlong Intensive Attendance Contract.
 3. In the event that the student and/or parent/guardian fail to fully comply with the terms of the Attendance Contract, the Truancy Specialist may refer the matter to the Acoma Tribal Courts for further action.
- Ten (10) consecutive unexcused absences – The student will be dropped from the attendance records as per New Mexico State Statutes. The Truancy Specialist shall refer the matter to the Acoma Tribal Courts for purpose of pursuing further action against the student and/or parent/guardian for violation of **Title 6 of the Pueblo of Acoma Criminal Code, Chapter 21A titled Compulsory Attendance, 6-21A-0 to 6-21A-1.**

4. Tardiness

- Students are to arrive promptly on campus no earlier than 7:30 am
- Instruction in classrooms will begin at 8:00 am. Students K-8 will be dismissed at 2:35 pm
- Students who arrive between 8:00 am – 8:15 am will be considered tardy and parents are required to sign in their child(ren) in the front office.
- Three (3) tardies equal one (1) unexcused absence
- Students who arrive after 8:15 am will be considered ½ day unexcused absence and parents are required to sign in their child(ren) in the front office.
- Students checked out after 8:30 am without allowable excuse (see the previous page for allowable excuses) will be considered full-day unexcused absence.
- Student check-outs before 2:15 pm will also be considered a ½ day unexcused absence

B. TRANSPORTATION

HCA provides safe and adequate transportation to and from school and to school-related activities. It is encouraged that your child rides the bus every day due to transportation funding.

❖ Transportation COVID-19 Hybrid Plan

- Parent contact will be made prior to the start of school to determine students’ transportation needs.
 - Parent pickup/drop-off
 - Students transported by bus
- No transportation changes without principal approval

BUS/SCHOOL VEHICLE

- Parents must remain with students at the bus stop until a safe temperature is confirmed.
- Students must practice social distancing at the bus stop and while boarding the bus.
- Face coverings must be worn at all times.
- Temperatures will be taken before entering the bus.
 - Students without temperature will load the bus.

- Students with a 100.4 temperature will not load the bus.
- All students/staff will wear masks on the bus.
- Social distancing on bus
 - Students will remain in their assigned seat.
 - Household/families units will sit together.
 - Others will sit one-to-a-seat.

PARENT TRANSPORT

- Temperature will be taken at the vehicle prior to entering the school building.
 - Driver must wait for temperature clearance.
- All students will wear masks at all times.
- **LATE ARRIVAL**
 - Parents/guardians must notify the school office and escort students into the front office for a temperature check.

Special consideration will be made for IEP students with transportation as related services.

1. Boarding and Unloading Guidelines

Students shall;

- use caution while boarding and unloading from school busses
- always cross in front of the school bus
- be waiting at their designated stop
- only disembark at their designated stop

2. Bus Travel Guidelines

Students shall;

- remain seated at all times.
- conduct themselves in a manner that will not distract the driver or others.
- not transport food or beverages, the only exception is during school field trip days.
- not throw objects of any kind.
- keep hands, feet, and objects to self.
- follow all instructions given by the driver during emergencies.
- report all injuries or damages immediately to the bus driver.
- not be permitted to bring on the school bus:
 - i. Animals
 - ii. Objects made of glass (i.e. pickle jars, etc.)
 - iii. Large objects (i.e. science boards, boxes, balloons, etc.)

3. Violation of Transportation Guidelines

a) If the student violates the Transportation Policy, the following actions will be taken:

- i. First offense: The driver will give students a verbal warning and complete incident documentation.
- ii. Second offense: An incident document will be completed. The administrator will request a conference with the parent/guardian.
- iii. Third offense: The student will be suspended from all transportation privileges for an appropriate amount of time-based on the violation, and a letter will be sent to the parent/guardian stating the reason(s). The parent/guardian will be notified and it will be up to the parent/guardian to make personal arrangements for the student to arrive and depart from school.

This service is a privilege that can be “withheld for causes which jeopardize the safety and well-being of other passengers and the driver.”

C. STUDENT ATHLETIC PARTICIPATION GUIDELINES

Students who participate in a seasonal sports program will comply with the guidelines. These guidelines are designed to uphold values of sportsmanship, respect, and academics. The coaches will provide teachers with eligibility forms.

1. The following applies to all student-athletes:

- a) Students shall maintain a “C” average (2.0) or better. For Special Education students, participation eligibility will be determined from weekly progress forms.
- b) Students shall submit a weekly eligibility form to their coaches prior to one (1) day of the scheduled athletic event.
- c) Students shall display good sportsmanship at all times and respect the rights and personal property of others.

D. VENDORS

Vendors will not be allowed on school premises for the duration of the COVID-19 pandemic.

Vendors are allowed to sell food/items on school premises. Food vendors need to have a Food Handlers Permit and submit a copy to the front office. Vendors are not allowed to sell to students. At approved fundraisers, students may buy healthy snacks from the concession stand.

**Section V.
Federally Mandated Policies**

A. Drug and Alcohol-Free Schools Statement

HCA is committed to providing a safe and healthy learning environment for all of its students, patrons, and visitors. The unlawful possession, use, or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the HCA community and is strictly prohibited. HCA complies with the Drug-Free School and Communities Act of 1989 (P.L. 101-226).

In accordance with the Drug-Free School and Communities Act of 1989 (P.L. 101-226), the use, possession, concealment, or distribution of drugs or alcohol by students on school property, or at any school-related event is strictly prohibited. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including suspension from school and prosecution. Compliance with these standards by students is mandatory. Non-students who violate the provisions of the Drug-Free School Zone subject themselves to severe penalties under the law.

HCA is concerned about any student who may be a victim of alcohol or drug abuse and will assist and facilitate the process by which he/she receives help through programs and services available in the community.

B. Tobacco-Free Schools Statement

To ensure the highest standards of learning as well as the safety, health, and well-being of students, employees and visitors, HCA will enforce the Drug-Free School and Communities Act of 1989 (PL 101-226).

Staff, students, and visitors will not use tobacco products at any time in any building, on any school grounds (including parking lots), or in any vehicle owned or operated by HCA.

**Section VI.
Violations**

The following list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. This document does not attempt to set societal standards. However, these guidelines follow tribal, state and BIE Federal regulations.

The school is a community, and the rules and regulations of a school are the laws of that community. The right to public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules.

A. Minor Violations

Minor violations are considered to be a disruption of the educational process. An Incident Document shall be filled out by the observing official. Please refer to the Discipline Matrix.

1. Defiance of School Personnel/Authorities
Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel has jurisdiction.
2. Contraband
Items that disrupt the educational process or may be detrimental to student health are not allowed. Contraband items include, but are not limited to: There are the following exceptions: Field Trips, school-sponsored activities, and teacher-based education plans. **(HCA is not responsible for lost, stolen, or damaged devices.)**

- a. Electronic devices
 - b. Matches and cigarette lighters
 - c. Toiletries (hair spray, cologne, perfume, etc.)
 - d. Gum, rubber bands, sharpie markers, Correction fluid
 - e. Krazy-Glue and Rubber Cement Glue
 - f. Fireworks, poppers, Novelty toys
3. Disorderly Conduct
Disrupting or interfering with the operation of HCA. Failure to comply with any school rule or regulation designed by or provided by any staff member or other school official at any time, whether the rule is designed for the classroom, the campus in general, or any other location or facility involving a school-related activity. (i.e. Horseplay, making excessive noises, playing in the restrooms)
4. Dress Code
Being dressed in a manner that is disruptive to the educational process; violating student dress code (See Student Dress)
5. Inappropriate Public Display of Affection (PDA)
A display of unacceptable affection in public between two persons (i.e. holding hands, prolonged hugging, kissing)
6. Cheating
7. Gambling
8. Obscene Materials
Displaying material that is indecent and has the potential of being disruptive (i.e. rock music magazines, wrestling magazines, Hot Rod Magazines, etc.)
9. Profane and/or Abusive Language
The use of offensive or insulting language to show contempt or disrespect/or swearing at another individual(s).
11. Trespassing/Unauthorized Presence
 - a. An unauthorized intrusion of the campus, beyond the daily academic schedule.
 - b. Unauthorized presence in a restricted area (i.e. staff lounge, workroom, custodial area)
12. Inappropriate Use of Technology
 - a. Accessing unauthorized websites and/or program settings on the computers or network systems.
13. Cell Phone Usage
Students may carry cell phones at their own risk. HCA will not be responsible for lost, stolen, or damaged cell phones. Students may use phones before and after school only or if given permission by a staff member. Phones are not permitted to be used during the school day. If a student has a cell phone it must be turned completely off (not just to vibrate) and must be hidden from sight. Any staff member who sees a student using a cell phone or having the phone in plain sight, during school hours may confiscate the phone. Confiscated phones may be picked up by the parent/guardian from 3:30 – 4:00 PM from the principal.

Consequences for Minor Violations

Enforcement of consequences for minor violations will be handled via the discipline matrix located in the appendix.

B. Major Violations

Major violations are considered to be a serious disruption of the educational process. An Incident Document shall be filled out by the observing official. Please refer to the Discipline Matrix at the end of the Handbook.

The following are classified as major violations:

1. Threatening a Person
Students whose presence poses a danger to persons or property will be removed by the principal and/or staff. The appropriate police authorities may assist in removal, if necessary.
2. Bullying
Threatening, intending, performing, or instigating physical harm to another, or causing a present fear of imminent danger to the person; included are verbal threats, rumors, gestures, and verbal abuse.
3. Aggravated Assault
Intending or performing assault and battery with a weapon, object, or any means of force likely to produce bodily injury. This category includes sexual assault and/or any sexual offenses.
4. Assault/Physical Fighting
Intentionally employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm; including instigation.
5. Bus Disruption

Deliberately or inadvertently interfering with the safe operation of a school bus; causing physical harm to any student, staff, or bus driver; causing physical damage to any transportation vehicle.

6. Controlled Substance Violations – Federally Mandated Policy

Controlled substances include, but are not limited to any narcotic drug, prescription pills, hallucinogenic drug, methamphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

a. Paraphernalia Possession*

Possessing any paraphernalia, such as but not limited to rolling paper, pipes or bongs; including a “look-alike,” or an object that resembles paraphernalia.

b. Substance Possession*

The possession of any substance capable of producing a change in behavior, altering a state of mind and or feeling- including a “look-alike,” or an item that resembles a controlled substance.

c. Sale or Distribution

Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including a “look-alike,” or an item sold as a controlled substance.

d. Use

Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike,” or an item sold as a controlled substance.

e. Under the Influence

While on campus, a student is noticed being intoxicated or high after consuming alcohol or other drugs.

7. Tobacco Use/Possession* Federally Mandated Policy Use of tobacco includes:

a. The carrying of a lighted cigar, cigarette, pipe, or other lighted smoking device.

b. The inhaling or chewing of a tobacco product.

c. The placing of a tobacco product within a person's mouth

**** Possession,**** as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack or elsewhere, if subject to the student’s custody and control.

8. False Alarm

The intentional creation of a false situation regarding potentially hazardous circumstances, including: dialing an emergency number without appropriate reason or pulling the fire alarm system.

9. Gang-Related Activity

Gang-related activity can be intimidating to students and faculty and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, wearing gang attire or “colors.” A “gang” can be any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their location.

Gang-related indicators will include:

a. Associating with admitted or known gang members.

b. Wearing attire consistent with gang dress.

c. Displaying gang logos, graffiti, and/or symbols on personal possessions.

d. Displaying gang hand signs or signals to others.

e. Talking about gang activities to others.

10. Theft

Taking and removing school, or personal property with intent to deprive the rightful owner of it.

11. Extortion

Using intimidation or the threat of violence to obtain money, information, or any object of value from another person.

12. Sexual Harassment

As defined in Title IX of the Education Amendments of 1972, Title IX protects students from unlawful sexual harassment in all of a school’s programs or activities, whether they take place in the facilities of the school, on a school bus, at a class, or training program sponsored by the school at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is. Sexual harassment is a violation of federal law. Examples of sexual harassment include but are not limited to the following:

a. Sexual assault

b. Unwanted touching

c. Inappropriate comments or conversation

d. Certain non-verbal behaviors and gestures, which threaten or belittle others on the basis of gender.

13. Truancy
A student who leaves the school grounds, designated class session, and/or school-related activity without permission.
14. Vandalism
Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual (i.e. computer equipment, audio/video equipment, etc.)
15. Weapon Possession*
Possessing a weapon such as but not limited to knives, clubs, spiked wristbands, chains, box cutters, or other items that may cause or is intended to cause injury, bodily harm, or death; including a "look-alike," or an object that resembles a weapon.

Consequences for Major Violations

Enforcement of consequences for major violations will be strictly enforced via the discipline matrix.

C. Immediate Expulsion

Immediate expulsion shall refer to the immediate removal of a student from HCA for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from the school system. A student receiving an expulsion will lose credit for the semester in which the expulsion occurs, unless the student is engaged in an alternative program. Immediate expulsion will occur if the student commits one of the following incidences:

1. Arson
Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.
 - a. Category I – Deliberate or with reckless disregard, starting a fire with resulting expense under \$100.00.
 - b. Category II – Deliberate or with reckless disregard, starting a fire resulting in damage over \$100.00 to property and/or resulting in injury to a person.
2. Bomb Threat and/or Fire Alarm
 - a. Bomb Threat – Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that person/s or property is likely to be injured or destroyed. When in the possession of bomb-making materials or an actual bomb.
 - b. Fire Alarm – Tampering with the proper functioning of a fire alarm system or destruction of fire alarm systems.
3. Firearm Possession and/or Weapon Use
Use of any weapon to threaten, intimidate, attack, injure or kill any person. Weapons include, but are not limited to: a firearm, any type of gun, knife, club, explosive, spiked wristband, chains, or another item that may cause or is intended to cause injury or death.

Hearing for Immediate Expulsion

To request a hearing, the parent/guardian must submit a formal written request to the Education Program Administrator of HCA within ten (10) business days. If the parent/guardian requests a hearing, the student will be placed on suspension until the hearing has concluded. The student may, at his/her own expense, choose to be represented by an attorney at the hearing.

**Section VII.
Special Education and Discipline**

A. Discipline Procedures

Special Education students are not excluded from the school disciplinary process once placement procedures are properly followed.

A multi-disciplinary review committee will review offenses that may result in suspension, expulsion or any disciplinary action that may constitute a change in placement.

When the school initiates a disciplinary action or hearing for a student with disabilities, the school principal will notify the special education teacher for that child or the special education coordinator at the school within eight (8) hours of the

incident. At that time, the special education teacher/coordinator will contact the parents to attend an Individualized Education Plan (IEP) meeting.

The IEP team consists of members who are associated with the child's individual educational plan (i.e. parents, individuals who are invited by the parents, principal, special education teacher, regular education teacher, therapists, psychologist, counselor, transportation department or kitchen staff).

Children with disabilities who are subject to disciplinary actions by a school are entitled to all of the same due process rights afforded children without disabilities. In addition to these rights, the Individual with Disabilities Education Act (IDEA) provides special education rights and additional discipline procedures to be used when considering removing a child with a disability from his or her current placement. However, these additional protections do not prevent school personnel from maintaining a safe environment conducive to learning that is critical for all children.

All children with disabilities who have been suspended or expelled for more than ten (10) school days in a school year retain the right to Free Appropriate Public Education (FAPE). Retaining the right to FAPE will enhance their opportunity for success in the future.

HCA shall address student misconduct through appropriate school-wide discipline policies, instructional and/or related services. If a child has behavior problems that interfere with his or her learning or the learning of others, the IEP team will consider strategies and supports that are needed to address the behavior.

The IDEA regulations may limit the amount of time that a child with a disability who has violated a school code of conduct can be removed from his or her placement. These limitations come into play only when the school is not able to work out an appropriate placement for the child with the parent.

A change in a child's placement to an Interim Alternative Educational Setting (IAES) can be ordered for not more than forty-five (45) calendar days (to the same extent that children without disabilities would be placed in IAES).

An IAES is determined by the IEP team and must:

1. Be selected to enable the child to continue to receive the general education curriculum, although in another setting;
2. Allow the child to continue to receive services and modifications included in the current IEP that will enable the child to meet his or her goals; and
3. Include services and modifications to address the behavior that are designed to prevent the behavior from reoccurring.

Either before, or within ten (10) business days after the school administration suspends a child for more than ten (10) cumulative school days in a school year, or whenever a disciplinary change of placement occurs, the IEP team will do one of the following:

1. If the school did not conduct a functional behavior assessment and implement an intervention plan before the behavior that resulted in removal for more than ten (10) school days in a school year or any disciplinary change in placement, then the IEP team will meet to develop an assessment plan. Upon completing any assessment, the IEP team will meet again to develop and implement appropriate behavior interventions to address the behavior.
2. If a child with a disability already has a Behavior Intervention Plan (BIP), the IEP team will meet to review the plan and its implementation to determine if modifications or changes are necessary.

Subsequently, if the child with a disability who has a behavior management plan is suspended again but the removal does not constitute a disciplinary change in placement, each member of the IEP team will review the intervention plan and its implementation. When one or more of the IEP team members reviewing the behavior, plan believe that modifications are necessary, an IEP team meeting will be conducted to develop a new BIP.

If any of the disciplinary actions listed below are contemplated, the parent will be notified of the action to be taken and provided with a Special Education Rights Brochure no later than the date on which the decision to take disciplinary action is made.

In addition, a manifestation determination review will be made at an IEP meeting when any of the following disciplinary actions are contemplated or taken:

1. Placement in an IAES is ordered for violations involving weapons or drugs:

2. A hearing officer is asked to order a change in placement because the school believes the current placement is substantially likely to result in injury to the child or others:
3. A child is removed for more than ten (10) consecutive school days:
4. A change of placement occurs because of a series of removals constituting a pattern.

The parent will be invited to an IEP meeting that is convened for a manifestation determination review. The manifestation determination review must be made immediately, if possible, but no later than ten (10) school days after the date on which the decision was made to take disciplinary action. The review may be conducted at the same IEP meeting that is convened to develop a functional behavior assessment.

After reviewing the child’s behavior, if the IEP team determines the behavior was not a manifestation of the child’s disability, the same disciplinary procedure applicable to children without disabilities, including long-term suspension or expulsion, may be applied to the child with a disability.

Even if the disciplinary action is to suspend or expel, the following provisions must be met:

1. Educational services cannot completely cease for more than ten (10) school days in a school year. FAPE, which is defined as services to the extent necessary to enable the child with a disability to appropriately progress in the general education curriculum and to advance toward achieving the goals set out in his or her IEP, must be provided.
2. An IEP team must convene to develop an IEP that specifies what special education and related services will be provided during the period of suspension or expulsion.

The school may report a crime committed by a child with a disability to appropriate authorities. The IDEA does not prevent State, tribal law enforcement, or judicial authorities from exercising their responsibilities with regard to the application of tribal, federal, or state law for crimes committed by the child with a disability. If the school reports a crime, it will ensure that copies of the special education and disciplinary records of the child are transferred to the appropriate police authorities for their consideration, to the extent that the release of records is permitted by FERPA.

B. Incarcerated Students:

HCA and tribal juvenile systems will communicate with one another when students are incarcerated. The probation officer assigned to the incarcerated child will contact the Principal to inform them of the student’s incarceration.

When the Principal at the HCA has been contacted by the child’s assigned probation officer, the Principal, Regular Education Teacher, and Special Education Coordinator will identify whether or not the child has special education needs that will need to be addressed by the educational system associated with the detention facility.

The records of an incarcerated student receiving special education services will be made available to the detention facility when the HCA is contacted regarding an incarcerated student.

**Section VIII.
Anti-bullying Policy and Procedures**

A. Purpose

Haak’u Community Academy (HCA) is committed to providing a safe and civil education environment for all students. HCA recognizes that a safe and civil education environment is one in which students are free from school violence and bullying. HCA further recognizes that requiring school violence and bullying policies will reduce the risk that acts of school violence and bullying pose to a safe and civil education environment.

B. Objectives

- All teaching and non-teaching staff, pupils, and parents will understand what bullying is.
- All teaching and non-teaching staff will know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents will know what the school policy is on bullying and what they should do if bullying arises.
- As a school, we take bullying seriously. Pupils and parents will be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

C. Definitions

“Bullying” is defined as an intentional written or verbal expression, or physical act or gesture, or a pattern thereof that takes place on school property, in school vehicles, at a designated school bus stop, or at any school-sponsored event that:

- causes physical harm or distress to a student;
- damages student’s property;
- has the effect of substantially interfering with a student’s education;
- is severe, persistent, or pervasive enough that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching, or any use of violence
- Racial - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumors, teasing
- Cyber - All areas of the internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls, misuse of associated technology i.e. camera & video facilities.

Examples of bullying may include:

- Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting, etc.
- Verbal abuse such as name-calling, racist remarks, or teasing.
- Social exclusion such as ostracism, ignoring, or alienating another student.
- Psychological abuse including acts that instill a sense of fear or anxiety.
- Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. HCA has a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms:

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- doesn't want to go to school or ride the bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- has truancy issues
- becomes withdrawn, anxious, or lacks confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions that are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has monies continually "lost"
- has unexplained cuts or bruises, or self-inflicted wounds
- comes home starving (money/lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone

- is nervous and jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and must be investigated.

D. Roles and Responsibilities

School Staff: School staff members will assess the situation. If a bullying incident is confirmed, staff is responsible for immediately filling out the Incident Documentation form. The staff must immediately report the incident and take the student(s) and Incident Documentation form to the principal or their designee.

Principal: The Principal or his/her designee is responsible for meeting with the offender and victim; determine the consequence, notify the parents; refer the incident to external resources, as necessary; and follow up with the victim to ensure the matter has been resolved.

E. Procedures

Upon receiving a report of bullying behavior, the following steps will be initiated.

1. Assess the situation

If a student reports that he or she was subjected to bullying behavior by a fellow student, the staff shall assess the situation to determine if the behavior meets the criteria for bullying. If the behavior was an isolated incident, it can be resolved without the matter being referred to another source.

2. Confirmation of bullying and completion of Incident Documentation Form

If the behavior is considered to be a form of bullying that has the potential to escalate, the staff shall complete the Incident Documentation form and refer the matter to the Principal or his/her designee.

3. Principal-Student Meeting/Discipline Action

The Principal or his/her designee shall meet with the offender and inform the student that their behavior towards a fellow student is unacceptable and a violation of the school's Policy. The Principal will determine an appropriate consequence following the discipline matrix.

4. Referral to Sources

The Principal or designee may then refer incidents of bullying to other sources for resolution. The source to which the matter may be referred will depend on the frequency of occurrences and the magnitude of the behavior, but may include:

School Counselor Local Psychologist Local Mental Health Professional

5. Incident Documentation Forms are recorded in NASIS

It is essential that all credible reports of bullying behavior be documented on the School's Incident Documentation form, including any disciplinary measures that were initiated by school staff. The form shall then be recorded by the Counselor in both the offender's and victim's NASIS file.

6. Parent Notification

The Principal or designee should ensure that the parents/guardians of both the victim and the offender are notified prior to the end of the school day. The parents/guardians shall be informed that an incident was reported and that the school administrator has initiated steps to address the issue. Notification to parents/guardians shall be documented in the "Action Taken" section of the Incident Documentation form.

F. Prevention

- HCA will use various methods for helping children to prevent bullying, which may include:
- Writing a set of school rules
- Signing a behavior contract
- Writing stories or poems or drawing pictures about bullying
- Reading stories about bullying or having them read to a class or assembly
- Making up and participating in role-plays
- Having discussions (class meetings) about bullying and why it matters
- School-wide implementation of the Second Step program
- Character Counts Program

**NATIVE AMERICAN STUDENT INFO. SYSTEM
DISCIPLINE MATRIX**

An Incident Document Form is required for all violations.

Discipline of SPED/504 students with disabilities shall be in accordance with state, tribal and federal laws.

LEGEND
M= Mandatory action
X= Initial punitive action (for first offense)
A= Additional (progressive) action based on the severity of the violation

	Complete Incident Documentation Form/Verbal Warning	Loss of Privilege	Parent/Guardian meeting	Change of clothing	Removal from Class(less than 1 day)	Recess Detention	Confiscation (when applicable)	Restitution (when applicable)	In-school suspension (1-5 days)	In-school suspension (6-10 days)	Out of school suspension (1-5 days)	Out of school suspension (6-10 days)	Re-entry from suspension parent/guardian conference	SAT, Counselor, or Psychologist Referral	Anti-bullying protocol	Behavior Contract	Report to Local Law Enforcement	Recommendation for Expulsion
Defiance of School Personnel/Authorities	M	A			A	A												
Contraband	M				A		A											
Disorderly Conduct	M	A			A	A												
Dress Code Violation	M			X					A		A		A					
Inappropriate display of affection	M	A				A												
Cheating	M	X	A			A			A									
Gambling	M	A							A									
Obscene Materials	M	A							A									
Language, Profane and/or Abusive	M	A							A									
Trespassing/Unauthorized Presence	M	A	A			A			A								A	
Inappropriate Use of Technology	M	X	A		A				A									
Cell Phone Usage	M	X					A		A									
Bullying/Threatening a Person	M	A	A			A			A		A		A	A	X			
Aggravated Assault	M	X									X	A	X	A				A
Assault/Physical fighting	M	X									M	A	M	A				A
Controlled Substance Violation	M	A	M				M		X	A	M	A	M	A		A	M	A
Tobacco Use/Possession	M	A	M				M		X	A	M	A	M	A		A	M	A
False Alarm	M	A	A						M	A	M	A	M				A	A
Gang Related Activity	M	A	X	A	A		A				M	A	M	A		A	A	A
Theft	M	A	X		A		A	X			M	A	M	A		A	A	A
Extortion	M	A	X		A		A	X			M	A	M	A		A	A	A
Sexual Harassment	M	A	X		A						M	A	M	A		A	A	A
Truancy	M	A	X		A						M	A	M	A		A	A	A
Vandalism	M	A	X		A		A	X			M	A	M	A		A	A	A
Weapon Possession	M	A	X		A		A				M	A	M	A		A	A	A
Failure to Report Illegal Activities	M		M															
Arson	M		M														M	M
Bomb Threat and/or False Alarm	M		M														M	M
Firearm Possession and/or Weapon Use	M		M														M	M
Boarding and Unloading Guidelines	M	A	A													A		
Bus Travel Guidelines	M	A	A					A								A		
Bus disruption	M	X	A								M	A	M	A		A	A	
Severe disruption of the Transportation Policy	M	A	A													A		

Section X. School Information

Attendance

Student attendance is very important to academic success. Please call the school office by 8:15 AM at 505-552-6671 to report your child's absence. Leave the name, grade, teacher and reason for the absence on the school's voicemail if calling during non-school hours.

Bus Service

Contact the Lead Bus driver regarding changes in bus service. Students living at Acoma will be provided with transportation.

Change of Address

Please notify the school office at 505-552-6671 regarding any changes in phone, address or custody of the child. This information needs to be current in case of an emergency.

Communication

If you have any questions regarding your child or any school issues, please use the following communication steps:

Step One: Contact classroom teacher

Step Two: Contact Administration

Teachers can accept phone calls before school, after school and during their planning time.

Computers and Technology

HCA recognizes that technology is used to support learning and to enhance instruction. Using technology is a privilege, not a right, for students, faculty, and staff. It is a general policy that all technology is to be used in a responsible, efficient, ethical, and legal manner.

A Code of Ethic and Electronic Mail Policy/Agreement is to be signed each year by every student and parent. Failure to adhere to this contract will result in the loss of technology privileges.

Emergency Closings and Delays

If school must be closed, dismissed early, or the opening delayed because of inclement weather or other conditions, the school will notify the following television stations:

KRQE-Channel 13 Television Station

KOB-Channel 4 Television Station

KOAT-Channel 7 Television Station

Early dismissals are rare, but in the event one is necessary, parents should develop a plan with their children so that children are not delivered to an empty house.

Field Trips

Field trips during the school day can provide excellent learning experiences for students. No student may participate in any school-sponsored trip without parental consent. A parent permission form will be supplied to the parent when a field trip is planned. Details of each trip will be provided. Attendance and conduct rules apply to all field trips.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action. . Parent(s) who serve as approved volunteers may chaperon during field trips space permitting.

Fire, Tornado, Bus and Lockdown Drills

Haak'u Community Academy complies with all fire safety laws and conducts fire, tornado, and bus drills as well as lockdown drills in accordance with state law. Every room in the building has a fire/emergency evacuation plan and students receive specific instructions on how to evacuate the building and bus in a safe, prompt, and orderly manner. Tornado and lockdown drills are conducted using the procedures provided by the state.

Lost and Found

The school maintains a lost and found box for misplaced articles. Children and parents are encouraged to check this box for missing items. Unclaimed articles are disposed of at the end of each quarter. Whenever possible, please tag, label or otherwise identify your child's possessions.

Parent Volunteers

We consider our parents to be a valuable resource to us in many ways. Not only are their services helpful, but involving parents in the work of the schools helps build a closer relationship between the school and the community.

Parties/Classroom Treats

School parties are specifically planned around major holidays each year. An end of the year party may be included. Parties are held during the last part of the school day. Children may be excused from parties for religious reasons if you notify the school office.

Personal Property

Students should not bring personal belongings to school (toys, games etc.) without the permission of the teacher and/or Administration. Electronic devices such as cell phones and iPod are not allowed in school. Request to waive this restriction must be approved by the Administration. Parents will be asked to pick up personal belongings in the school office.

Pets

For health and safety reasons, children are asked not to bring their pets to school. In some instances, however, with prior permission from the office and teacher, parents may bring classroom pets to class for study and observation. Appropriate "housing", food, and bedding materials should be included and these animals must be taken home during school breaks. Dog owners are asked to please abide by laws and keep dogs penned and leashed at all times. Your cooperation with this is greatly appreciated.

Recess/Playground

An important part of the daily elementary school program is outdoor play. As we feel that this play and exercise is important to both the child's health and social growth, all children are expected to participate. When recesses are held, supervision is provided and the children are expected to obey the teacher or staff member for the safety and welfare of themselves and others. During inclement weather, children will remain indoors.

We do wish to cooperate with parents concerning special health problems, because supervision at this time is provided outdoors, written requests from parents for children to remain inside will be honored for up to two days. Written verification from a doctor will be required for any extended period of time.

We highly recommend that your children come to school adequately dressed for the weather. During inclement weather children remain indoors.

Registration

Kindergarten registration is held each spring of the year for the following fall. Any child who will be five years old on or before September 1 is eligible for kindergarten.

Parents or legal guardians of any children enrolling in a school in the State of New Mexico for the first time must submit a valid birth certificate at the time of registration. Also, forms are available through the school office for the required immunizations and physical examination. A signed statement by the parent or legal guardian waiving immunization because of religious or other convictions may be submitted.

School registration forms for new and returning students are available on our school website: <https://www.haakuacademy.org/> and through the school office at 44 Pinsbaari Drive, Acoma NM 87034.

School Day

School doors open at 7:30 A.M. and classes begin at 8:00 A.M. Students in grades K-8 are dismissed at 2:35 P.M.

Student drop off Supervision is from 7:30-7:50.

School Records

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and New Mexico State law. This information can only be released with the written consent of the parents. The only exception to this is to comply with the state and federal laws that may require release without consent. Students and parents have the right to review all educational records, request amendments to these records, insert an addendum to the records, and obtain copies of such records. Requests should be made in writing, at least 24 hours in advance.

School Telephones

School telephones are classified as business phones. Children therefore are not allowed to use school phones for other than urgent calls.

Special Services

Haak'u Community Academy offers a complete Special Education program in accordance with state and federal laws. Special education students will have an Individual Educational Plan (IEP) written for them annually. This plan must be implemented in the least restrictive environment. A special educational handbook will be provided to all parents whose child participates in the program. Please contact the Administration or the special education teacher for further information.

Teacher Credentials

Haak'u Community Academy received funds for Title 1 programs. This is a federal supplemental program and is designed to help students attain high academic standards. We are required to notify parents of their right to request information on the professional qualifications of their child's classroom teachers and the qualification of any paraprofessionals who provide services to their children. Information can be obtained in the main office of the school.

A highly qualified teacher is defined as a teacher who meets state of New Mexico licensing requirements for the grade level and/or subject matter in which the teacher is providing instruction. You will also receive timely notice if your child is assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Please contact the administration if you have any questions.

Vacation Policy

Haak'u Community Academy encourages families to support student attendance and the importance of educational achievement by limiting appointments and vacations to times outside of the regularly scheduled school day and calendar. Please notify the office of extended vacation plans one week in advance. This will enable the teacher to prepare your child's schoolwork. It is the parents and student's responsibility to obtain missed assignments. On the first day back from vacation, all required work and missed assignments are due. (See p. 2 Make Up Work and p.5 Attendance Policy)

Visitors

Parent visitors are always welcome at our school. We request that you first arrange for the visit with the Administration or with the teacher involved and then check in at the school office upon arrival.

As teaching time is very valuable, and the teacher's attention must be on the students at all times, we ask that you not visit with a teacher during a time when the class is in session. The teacher will be most happy to set up a separate conference time with you.

It is not policy to allow student visitors, unless prior approval and arrangements are made with administration.

Adults picking up students during a regular school day are asked to do so through the school office.

Withdrawal from School

Please contact the Administration when withdrawing your child from school. All textbooks and materials that are the property of HCA need to be returned and complete the necessary "withdrawal" paperwork before transcripts will be released to the receiving school.

Concurrence of the 2021-2022
Student Handbook

HCA Principal

Date

Acoma Board of Education President

Date

Attested to:

Acoma Board of Education Secretary

Date

-----*Sign Acknowledgement & return the bottom half to the classroom teacher*-----

Acknowledgement

By signing this Student Handbook Page, I acknowledge that I have read and understood the handbook. My student and I agree to follow the rules set forth by the Acoma Department of Education and Haak'u Community Academy.

Parent/Guardian

Date

Student

Date

Teacher Initials & Date Received