

**Kha'p'o Community School**  
**PARENT / STUDENT HANDBOOK**  
**2020-2021**

*Home of the Hawks*



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# Kha'p'o Community School

## Home of the Hawks

### OUR VISION

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds and to sustain our land-based culture. They are on the right path to succeed in school and work to fulfill their responsibilities and make a contribution as future leaders and members of our community.

### OUR MISSION

It is the Mission of the Kha'p'o Community School to nurture our children through education that embodies Kha'p'o Owinge culture, language and values that is academically challenging and enjoyable. Working together as a community we enable them to be proficient Tewa and English speakers, support their physical and emotional well-being, encourage their critical thinking and imagination, and inspire their love of learning.

### Note

For the school year 2020-2021 two handbooks will be implemented and referred to for various situations. Due to COVID 19 an additional handbook was developed to outline precautionary measures and other protocols that will be in place due to the pandemic. All families will have access to the **Parent/Student Handbook** and **Return-to-School Plan, In Response to COVID 19 Handbook**.

### General Information: Staff Contacts

Name	Position	Email (@khapoeducation.org)	Phone Number
Elizabeth Bahe	Executive Director	ebahe	505-753-4406
vacant	Director of Instruction		505-753-4406
Danielle Martinez	Director of Tewa Integration and Early Childhood Education (ECE)	dmartinez	505-753-4406
Lori Padilla	Director of Finance	lpadilla	505-753-4406
vacant	Director of Operations		505-753-4406
Bertha Medina	Director of Human Resources	bmedina	505-753-4406
Julian Garcia	Facilities Manager	jugarcia	505-753-4406
Kimberly Gonzales	Special Education Coordinator	kgonzales	505-357-1057
Keith Tanin	School Custodian	ktanin	505-753-4406
Rena Chavarria	Food Services	rchavarria	505-753-4406
Robert Abeyta	Food Services	rabeyta	505-753-4406
Leonard Gonzales	Bus Driver	lgonzales	505-423-4696
Marie John	Wellness Coordinator	Mjohn	505-753-4406

Larissa Aguilar	Kindergarten/Tewa Teacher	laguilar	505-753-4406
Jessica Levis	First Grade Teacher	jlevis	505-753-4406
Diane Katzenmeyer-Delgado	Second Grade Teacher	ddelgado	505-753-4406
Diane Chavarria	Third Grade Teacher	dchavarria	505-753-4406
TBD	Fourth Grade Teacher		505-753-4406
TBD	Fifth Grade Teacher		505-753-4406
Paul LeFrancois	Sixth Grade Teacher	plefrancois	505-753-4406
Steve Marsh	Guidance Counselor	smarsh	505-753-4406
Monica Atkinson	SPED Technician	matkinson	505-753-4406
Linda Martinez	SPED Technician	lmartinez	505-753-4406
Julia Naranjo	SPED Technician	jnaranjo	505-753-4406
Toni Herrera	FACE Coordinator FACE Early Childhood Co-Teacher	therrera	505-753-4406
Denise Gutierrez	FACE Early Childhood Co-Teacher	dgutierrez	505-753-4406
vacant	FACE Parent Educator		505-753-4406
Mina Harvier	FACE Parent Educator	mharvier	505-753-4406
Rose Naranjo	FACE Adult Educator	rnaranjo	505-753-4406
Barbara Chavarria	Tewa Teacher	bchavarria	505-753-4406
Eliza Naranjo Morse	Cultural Arts Teacher	enaranjomorse	505-753-4406
vacant	Cultural Movement Teacher		505-753-4406

## **Kha'p'o Community School Board of Education**

The Kha'p'o Community School (KCS) Board makes policy decisions concerning the school. The members of the Board operate according to its bylaws. The board members are volunteers who are a liaison between the school and Santa Clara Pueblo and ensure that KCS's charter goals and mission are carried out. Regular meetings are held each month at KCS and often, other meetings are convened to discuss school business. Notices of the KCS Governance Board meetings will be posted on the school marquee. Parents and other community members who are interested in serving on the KCS Governance Board should contact a Governance Board member. All parents are encouraged to attend KCS Governance Board meetings as a way to keep informed about our school.

The SY 2020-2021 School Board is as follows:

Alvin Warren, President

Christie Abeyta, Vice President

Andrew Quintana, Treasurer

Anya Dozier-Enos, Secretary

Brian Suazo, Tribal Council Representative

Loretta Chavarria, Member

Donald Suazo, Member

# Kha'p'o Community School Calendar

## 2020-2021

July						
SUN	MON	TUE	WED	THUR	FRI	SAT
			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	

**Important Dates:**  
 July 3: Independence Day Holiday  
 July 4 : Independence Day  
 July 24: P'opii Khanuu Holiday  
 July 25: P'opii Khanuu Day

August						
SUN	MON	TUE	WED	THUR	FRI	SAT
						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					

**Important Dates:**  
 August 12: St. Claire's Feast Day  
 August 17: First Day 190 Staff  
 August 24: First Day Students

September						
SUN	MON	TUE	WED	THUR	FRI	SAT
		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			

Sept 7: Labor Day

October						
SUN	MON	TUE	WED	THUR	FRI	SAT
				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

Oct 23: Inservice Day  
 Oct 26: End 1st 9 wks

November						
SUN	MON	TUE	WED	THUR	FRI	SAT
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					

November 1: All Souls Day  
 November 2: All Souls Day Holiday  
 November 11: Veterans Day  
 Nov 25-27: Late Fall Break  
 Nov 26: Thanksgiving Day

December						
SUN	MON	TUE	WED	THUR	FRI	SAT
		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		

Dec. 21- Jan 1: Christmas Break  
 Dec. 24: Christmas Eve  
 Dec. 25: Christmas Day

January						
SUN	MON	TUE	WED	THUR	FRI	SAT
					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						

January 1: New Year's Day  
 January 6: King's Day  
 January 18: MLK Jr. Day  
 January 19: End 2nd 9wks

February						
SUN	MON	TUE	WED	THUR	FRI	SAT
	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						

Feb 15: Presidents Day Holiday  
 Feb 16: Inservice Day

March						
SUN	MON	TUE	WED	THUR	FRI	SAT
	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			

March 25: End 3rd 9 wks  
 March 29-31: Spring Break

April						
SUN	MON	TUE	WED	THUR	FRI	SAT
				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	

April 1-2 Spring Break  
 April 5: Easter Monday

May						
SUN	MON	TUE	WED	THUR	FRI	SAT
						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					

May 7: Inservice Day  
 May 31: Memorial Day

June						
SUN	MON	TUE	WED	THUR	FRI	SAT
		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			

June 4: Student Last Day  
 June 13: St. Anthony's Feast  
 June 14: St. Anthony's Holiday  
 June 15: 190 Staff Last Day

**KCS Staff Key:**

- 190/260 Staff Holidays
- 190 Staff Days Off
- 190 start/end dates, Inservice Day

**Student Key:**

- Student Start/End Dates, End of 9wks
- Student No School Days
- Inservice Day - No School

## Visitors on Campus

ALL visitors, including parents of enrolled students and contractors, are required to check in at the school front office. All visitors must provide photo identification before entering campus. They will be provided a visitor's badge to be worn while they are on campus. All visitors must sign out when they leave campus.

Parents are welcomed and encouraged to visit our school and to help in their child's classroom. Please make arrangements with the teacher and/or appropriate Director before visiting or volunteering to ensure assessments or instruction is not interrupted. Parents and visitors are required to sign in at the front office before going to their destination. Parents who volunteer more than 40 hours per year will have to undergo a background check.

Students not enrolled in KCS or who are visiting family in the local area are not permitted to come to school with an enrolled student unless special arrangements have been made with the Administration.

**Visitor protocol will vary when the school is closed, in the hybrid model or distance learning model due to COVID 19. Please refer to the [Return-to-School Plan, In Response to COVID 19 Handbook](#) for additional information.**

## Student Sign-In and Sign-Out

***Students may only be released to those adults listed on the emergency contact forms. Others are required to have a written consent from the legal parent or guardian. No student will be released to anyone under the age of 18.***

***Please report any changes to the emergency contact forms to the teacher and to the office immediately. If the legal custody status of a child changes at any time or if either parent, by a court order or by any other legal document, is denied access to a child, the school should be notified immediately.***

If a person checking out a student appears to be intoxicated or under any influence of medication or drugs, he or she will not be allowed to take the child.

## Campus Hours

Kha'p'o Community School (KCS) campus is open Monday through Friday from 7:30 a.m. to 4:30 p.m., unless otherwise noted. Due to security and safety reasons, no students should be on the campus unsupervised prior to 7:30 a.m. or after 4:30 p.m. except when there are scheduled school events. Unsupervised children on the campus will be reported to the Executive Director and/or Director on campus. This will result in an incident report being filed. Parents will be contacted. Parents are responsible for making arrangements for their children to be on the campus only during the above campus hours.

If you are going to be late picking up your child, please call the office at **753-4406**.

Classes will begin promptly at 8:00 a.m. Classes will dismiss at 3:00 p.m. Monday, Tuesday, Wednesday, and Thursday. School will be dismissed at 12:00 p.m. every Friday for Staff Professional Development.

## Registration

The following checklists are provided for your convenience. Please ensure all items are complete at the time of initial registration and at the beginning of each school year.

All new and returning enrollees must have the following documents listed below on file for enrollment consideration. The Kindergarten registration policy for school year 20-21 requires that enrolling students must be 5 years of age by September 30, 2020.

New Students	Returning Students
<ol style="list-style-type: none"> <li>1. New Registration Form</li> <li>2. Media Release Form</li> <li>3. Title VI ED 506 Indian Student Eligibility Certification Form</li> <li>4. Tewa Name Memo</li> <li>5. Emergency Contact Form</li> <li>6. School Health Form</li> <li>7. Home Language Survey</li> <li>8. Proof of Physical Exam (documentation from physician)</li> <li>9. Proof of Food Allergy (documentation from physician)</li> <li>10. Copy of Current Immunization Records (documentation from physician)</li> <li>11. Copy of Certificate of Indian Blood (CIB) or Tribal ID (We will need a parent or legal guardian's CIB, if the child is not enrolled.)</li> <li>12. Copy of Birth Certificate</li> <li>13. Copy of Individualized Education Plan, if applicable (transfer students from other schools)</li> <li>14. Copy of child's records from the school most recently attended, if previously enrolled in a school. (k-6th grade)</li> <li>15. Copy of Guardianship/Custody Papers if applicable</li> </ol>	<ol style="list-style-type: none"> <li>1. Returning Registration Form</li> <li>2. Media Release Form</li> <li>3. Emergency Contact Form</li> <li>4. School Health Form</li> <li>5. Updated Proof of Physical Exam (documentation from physician)</li> <li>6. Updated Proof of Food Allergy (documentation from physician)</li> <li>7. Updated Copy of Updated Immunization Records (documentation from physician)</li> <li>8. Updated Title VI ED 506 Indian Student Eligibility Certification Form if Tribal enrollment status has changed for student or legal guardian</li> <li>9. Updated Certificate of Indian Blood (CIB) or Tribal ID (Tribal ID update required for all Santa Clara Pueblo members per tribal memo to update CIB Number 2/29/2020)</li> <li>10. Copy of Guardianship/Custody Papers if applicable</li> </ol>

Kha'p'o Community School shall accept students that meet the following criteria:

1. Enrollment application is completed and on file;
2. Student health records are up-to-date and on file. All immunizations must be updated;
3. Parent/Guardian consent is on file;
4. Accurate checkout information on file. It is the responsibility of the parent to keep this information updated with the registrar
5. All necessary school contracts and agreements on file.

## Temporary Guardianship Agreement

We understand that there may be times when a legal guardian may have the need to give temporary guardianship to a relative or to another identified person. In these circumstances, the school will require the legal guardian to complete a **Temporary Guardianship Agreement** for the child's file. The agreement will identify who has the authority to make decisions for the child in the legal guardian's absence.

## Attendance

Successful schools begin by engaging students and making sure they come to school regularly. A missed school day is a lost opportunity for students to learn. Regular attendance promotes new learning. Responsibility is one of the KCS Core Values. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility, and that's an important lesson for a successful life.

It is the parent and/or legal guardians' responsibility to ensure each student is at school on time each and every day. It is also their responsibility to ensure that the front office is notified each day if they are going to be late or absent. Any student reporting after

8:10 am will be counted as tardy. **Please refer to the Return-to-School Plan, In Response to COVID 19 Handbook for additional guidelines that will be implemented while the school is in the hybrid or distance learning model.**

When a student has:

- Three (3) unexcused absences, the parents/guardians will be notified verbally or via email by the classroom teacher;
- Five (5) unexcused absences, the parents/guardians will be notified in writing;
- Seven (7) unexcused absences, will require a parent/ student/ administrator conference and a SAT meeting;
- Any students with ten (10) consecutive unexcused absences may be automatically disenrolled from Kha'p'o Community School.

Students who have been identified as habitually tardy will be referred for a SAT meeting to address the causes and identify solutions.

Any work that is missed during an absence must be made up at the discretion of the teacher. If homework is requested due to a known absence, please work with the teacher several days in advance in order to prepare a work packet. It is the student's responsibility to consult with the teacher for make-up assignments.

## Excused Absences

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

The following will be regarded as excused absences:

- Clinic, hospital or dental appointments;
- Family illness;
- Death of a family member;
- Student is sick at home for 3 or less days, a parent note is sufficient. If a student is out for more than 3 days a doctor's note is required.
- Traditional or religious ceremonies require a letter from the Tribal Governor or Designee.

## Unexcused Absences

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

The following will be regarded as unexcused absences:

- Absent for unknown reason;
- Babysitting siblings, relatives or neighbors;
- Not wanting to come to school;
- Attending a sibling's field trip;
- Family trips, etc.

## Tardy Procedures

When a student is tardy, they must report to the office and obtain an admission slip from the front office. The student is tardy whether the tardy is excused or unexcused.

The following are excused tardies:

- Road conditions related to inclement weather;
- Medical treatment/appointment;
- School related business away from the classroom.

The following are examples of unexcused tardies:

- Unknown reason;
- Loitering in walkways, gym, library, playground, bathrooms, etc.;
- Overslept

## **Full and Half-Day Attendance**

Students who arrive after 10:00 a.m. will be considered absent for half of the day. Students who are checked out before 1:30 p.m. will be considered absent for half the day. On early release days, any student who is checked out prior to 9:45 a.m. will be considered absent for half the day.

## **Perfect Attendance**

Awards will be given at the end of the school year for Perfect Attendance. Perfect attendance means that the student has been present for all days of school within the qualifying period. In order to qualify for perfect attendance each quarter, a student must not have any absences or tardies.

## **School Closings and Two-Hour Delays**

The instructional day begins at 8:00 a.m. If there is a two-hour delay, students are expected to be at school by 10:00 a.m. The bus will also run on a two-hour delay. On delay days, breakfast will not be served. Students whose parents drive them to school will be given excused tardy slips on bad weather days.

The Executive Director will determine delays or school closures in coordination with the Director of Operations to verify that road conditions are hazardous due to significant snow or ice. Decision will be made by 5:30 a.m. School closures and delays will be announced on the television Channels 7 (KOAT), 13 (KRQE) and 4 (KOB). It will also be posted on the school website. A notice will be sent to parents by text, email or voice-mail through the Bright Arrow Communication System.

To ensure the safety of our students, please be sure that school staff members are present before dropping off a child at the school. If there is a doubt, please check in the school office for information. School staff members will not be required to report to the school if there is a closure due to weather.

With the exception of equipment failure, adverse weather conditions, or other administrative required decision, once school is in session it will not close early.

Note: School closings and two-hour delays will only occur if the school is fully open or in the hybrid model.

## **Evacuations and Lock-Down Drills**

KCS will perform routine evacuation, fire and or lock-down drills throughout the year. Parents will be notified after a lockdown drill has occurred. In case of a real emergency, students and staff will be evacuated and relocated to the Santa Claran Casino Event Center. For possible flood warnings or other inclement weather occurrences, keep track of weather and/or call the school for any information. Information will be immediately available via the Bright Arrow Communications system.

## Classwork

Students are expected to follow classroom rules and to complete all class work in a timely manner. Classwork is differentiated by the teacher to meet the individual student's academic needs. Students are expected to bring any necessary materials daily (workbooks, textbooks, etc.).

**Please refer to the Return-to-School Plan, In Response to COVID 19 Handbook for additional information on assignments being counted as classwork while the school is in the hybrid or distance learning model.**

## Homework

Homework is essential in order to help students develop responsibility and good work habits. The purpose of homework is to provide additional practice in skills that have been taught in class. While homework is necessary, it should not be excessive.

When homework assignments have not been completed, an explanation by the parent/guardian should be sent to the teacher. If homework is continuously neglected, the student's progress and/or eligibility will be affected. In addition, the parents/guardians may be contacted.

Homework expectations/policies will be explained by each teacher and are to be followed. Homework should be completed nightly and returned to the teacher the next school day, unless the teacher indicates differently.

When a student is absent, he or she is responsible for conferencing with the teacher to review assignments. The student is responsible for completing all assignments in a timely manner.

## Report Cards and Cumulative Files

Teachers will maintain an accurate record of each student's progress and performance toward meeting the grade level expectations. Parent Teacher Student Conferences will be held throughout the year at which time report cards will be issued. The last semester report cards will be sent home with the student on or before the last day of school.

Once a student enrolls at KCS, they have a permanent file in the Registrar's office. Official documents are added each year. This file is confidential. The cumulative folder contains the following types of documents: Report Cards, Attendance Reports, Assessment Reports like NMSBA/NWEA results, registration documents, medical records and any legal documents provided by parents. Special Education records are maintained in separate confidential files.

If a parent wishes their student's cumulative file to be released to a third party, they must sign a waiver form indicating they approve the release and identifying the party the file should be sent to. If a parent is requesting any records for their child a written request is needed and records will be ready for pick up in 5 business days.

## Promotion

Promotion is based upon the student's progress throughout the year, whether the school is fully open, in the hybrid model or distance learning model. Promotion standards for KCS will be based upon the following criteria:

- Progress toward the grade level standards
- Mastery of grade level content standards
- Performance on Curriculum Based Tests and Teacher Made Tests
- Teacher observation and judgment
- Class participation
- Attendance
- Chronological Age of student

## Retention

The following procedures will be followed when retention is being considered:

1. If by the end of the second quarter a student does not show adequate progress toward meeting the grade level expectations in all subject areas, the teacher will request a meeting with the parents and the multidisciplinary team (MDT). The meeting will result in the formulation of a plan for improvement. Teachers should notify parents and administrators as soon as a concern arises. A Student Assistance Team (SAT) meeting is the first step in addressing any academic, behavior, or other mitigating concerns;
2. The teacher, with administrative concurrence, will write a letter to the parents informing them of/inviting them to the meeting. The letter will also explain the purpose for the meeting;
3. A home visit will occur if the parent/guardian does not attend the meeting;
4. A referral will be made to the SAT for appropriate interventions if needed;
5. Letters recommending retention are due to the Director of Instruction no later than March 30. Parents will be notified by mid-April of the intent.

## Student Assistance Team (SAT)

The Student Assistance Team or SAT's purpose is to address academic, behavior, attendance, retention and/or other concerns (such as a 504 Plan). The SAT works to ensure all students have the opportunity to succeed in the general education environment by using screenings, parents, teachers, or other staff members to identify areas of concern. Students who are possibly meeting the gifted and talented criteria may also be referred to SAT. The SAT also serves as a "support group" to assist regular education teachers in supplementing instruction for students within their classrooms who are demonstrating a lack of response to differentiated instruction and grade-level curriculum.

A referral for the SAT can be made by a student's parent/guardian, teacher or other staff member through the SAT Coordinator. A student who does not respond positively to the SAT Intervention Plan or Behavior Intervention Plan may warrant a referral for a multidisciplinary evaluation to consider the possible need for Special Education services. The members of the team will include the parent(s)/guardian(s), student, classroom teacher, Director of Instruction, guidance counselor, Special Education teacher, related service providers, and other individuals as appropriate. Prior to initiating a Student Assistance Team review, parent notification of individual student screening and review is required. For more information on the SAT Process, please contact the school's SAT Coordinator.

The following flow chart illustration shows what the course of action may be:



## Student Recognition

Criteria have been established to meet the various forms of student recognition.

### Attendance:

- Perfect: No missed school days  
No tardies
- Exceptional: No more than 3 absences  
No more than 3 tardies
- Commendable: No more than 6 absences  
No more than 3 tardies

**Student Recognition (Core Values):** KCS will recognize students for their demonstration of Core Values.

- Each classroom teacher will provide an award for each of the six Core Values and one award for demonstration of all of the Core Values.

**Student Recognition (Academics):** KCS will recognize students for their progress and achievements.

### Outstanding Student Award Criteria:

- No Major Incident report on file
- Displays positive leadership qualities
- Highest NWEA score for class in either reading in language usage or math

- Consistently completes work at a high level

#### **Most Improved Student Award Criteria:**

- Demonstrates significant improvement on Assessments
- Demonstrates improvement in quality of work
- Maintains positive behavior or improves behavior significantly
- Maintains attendance record or improves attendance significantly
- Shows the highest RIT growth gain on NWEA score in reading, math or both

**Tewa Language Program Awards:** KCS will recognize students who have demonstrated growth and /or excellence in Tewa Language class, Cultural Arts and Cultural Movement classes.

There could be two students receiving Outstanding Student Award and two students receiving Most Improved Student Award.

Teachers will have the option to award students according to their observations. They may elect to award students for attendance, behavior, positive attitude, being a classroom helper, being helpful and kind to other students, or for citizenship.

## **Counseling**

Counseling services are available to students. Referrals for counseling may be made by parents, teachers, staff and the student. Federal law mandates that all federal employees report suspected incidents of child abuse and/or neglect. These reports will be filed according to the official SCAN protocol.

## **Snacks**

KCS follows the USDA guidelines for student meals. These guidelines state that students are not allowed to bring snacks to school and eat them during bus rides, recess or instructional times. This includes, but is not limited to: soda/pop, Energy Drinks, sunflower seeds, pinon nuts, chips, candy etc. USDA guidelines prohibit students from drinking soda/pop/energy drinks during school hours and/or at lunch. Food and beverages are allowed in the classroom when the teacher has scheduled a cooking activity or a class celebration (holiday parties, birthday parties etc.). Parents may be notified of these activities in writing and in advance. Staff members are not allowed to drink soda/pop or energy drinks when students are present – they are to model good eating habits. Drinking bottled water or water in a cup is permissible.

**Please refer to the [Return-to-School Plan, In Response to COVID 19 Handbook](#) for additional information on outside food restrictions during COVID 19. During this time classroom cooking activities and class celebrations, such as parties, will not be allowed.**

## **Medications**

No prescription or over-the-counter drugs are allowed on campus unless an Authorization to Administer Medication Form is on file with Wellness Coordinator. The form must be signed by a parent or guardian and provides the school with the name of the medication, prescribed dosage, and other vital instructions and information. Students are not allowed to have medicines on their person. All medicine must be turned in to the Wellness Coordinator for administration. Any questions regarding medications or administration should be directed towards Marie John, Wellness Coordinator.

## **Field Trips**

Classes and programs may schedule field trips throughout the year. These trips are meant to be enriching, engaging, and fun for students. All transportation, eligibility and school rules apply when students are on a field trip. The KCS bus service will not make unscheduled stops during a trip. All students, staff and chaperones that depart KCS on a field trip must return to KCS. No student, staff or chaperone is to depart from a different location unless prior arrangements are made and approved. Students participating

in a field trip must use the provided school transportation. Parents who are not authorized chaperones will have to pay their own admission, food, and other costs to participate in the field trip activities.

During the COVID 19 pandemic all field trips will be postponed until further notice.

## **Fundraising**

All fundraising activities must first be approved by the Executive Director. The committee, team or class planning to raise funds must first develop a Plan of Operation. The Plan of Operation must give detailed information on who will be responsible for activities (set up, clean-up, security, etc.), who will count the money, who will deposit the money and how the money will be utilized. Any fundraising money must be turned over to the Business Manager, who will then deposit the money at the bank. The Business Manager will be the only one that has access to checks and deposits. Contact the Business Manager for more information and forms. The school Business Manager keeps a spending record of all monetary transactions and is subject to audit.

Any fund-raising activities that bear the KCS name, the Hawks name or the Hawks logo must be approved by the KCS Administration and/or School Board.

## **Lost and Found**

Students who are missing items may check in the main office. Any student who finds items should turn them into the front office. Please keep track of your child's sweaters, coats, jackets, gloves, etc. At the end of the year, any unclaimed items may be donated.

## **Dogs and Pets**

Please keep the family dog(s) and other pets secured at your house when your child is walking to school. Due to student safety, no pets will be allowed on school campus. The Animal Control Officer will be called to pick up all stray dogs or other pets on campus.

## **Prohibited Items**

KCS does not allow the following items to be brought to school. Should a student bring any of the items listed below to school, KCS will not be responsible for any theft or damage to these items. KCS will not replace or repair any of these items. If students bring these items, the staff will confiscate them and issue a receipt for property. The items will be placed in the Director of Instruction's office. These items will only be returned to the parent/guardian in person. If a confiscated item is lost and/or stolen, KCS will not be responsible for replacement of the item. Please remind your child not to bring these items to school. The following items are not to be brought to school.

- Handheld electronic games, laptop computers, tablets, or any other electronic devices. Calculators are acceptable devices.
- Snacks: chips, candy, gum, cookies, etc.
- Energy Drinks and/or Soda/Pop.
- Toys, trading cards, dice, and other play items.
- Makeup, cologne, or hairspray.
- Cell phones are not allowed to be with students during the day. Students may make arrangements with their teachers to safe keep their phones during the school day. However, all cell phones must be turned off during the instructional day. Students are not to make calls, receive calls or participate in any text messaging during the school day. During school wide and/ or state testing, cell phones are not permitted and will be collected by the test administrators.

## Meals

KCS is participating in a Universal Lunch and School Breakfast Program for the current school year (2020-2021). All students enrolled at this school may participate in the breakfast and lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

All students will report to the cafeteria for breakfast as soon as they arrive on campus. Breakfast is served until 8:00am each morning. Students are encouraged to eat their breakfast and lunch, and drink their milk.

Students will be escorted to and from the cafeteria for lunch according to the lunch schedule. Staff members will supervise students during lunch. There are times when a child may be allergic to some foods. A doctor's note is needed to inform the cooks and administrator of any special meal requests. ***A note is required annually from your child's doctor regarding food allergies.*** If a parent wishes to have his or her child bring their own lunch it is permissible. If a child brings his or her own lunch it must meet the federal nutrition guidelines.

Staff members are expected to encourage students to eat their lunch or drink their milk. They will not force students to eat all of their food or drink all of their milk. Parents who wish to have lunch with their child(ren) will be required to pay \$3.00 per meal, which is required by the New Mexico Student Nutrition Bureau. Please stop by the front office to pay and obtain a meal ticket. The money received will be returned to the school lunch program.

**Please refer to the [Return-to-School Plan, In Response to COVID 19 Handbook](#) for additional information on food service when the school is in the distance learning or hybrid model.**

If you have any questions about the program, please feel free to contact the Director of Operations at (505)753-4406.

## Parent – Student – Teacher Compact

Each year parents/guardians are required to sign the KCS Parent/Student/Teacher Compact. The compact outlines how parents, the entire school staff and the students will share the responsibility for improved student's academic achievement and the means by which all parties will build and develop a partnership that will help children achieve the State of New Mexico's and the Common Core State Academic Standards.

Parents agree to:

- Support and follow the KCS student code and school rules;
- Support and model the KCS Core Values
- Ensure that his/her child attends school regularly, maintains the 95% attendance rate and completes any missed schoolwork;
- Ensures their children get to school on time;
- Establish a time and place for the completion of homework;
- Attend the Parent-Teacher-Student Conferences;
- Maintain open lines of communication with the teachers and school;
- Monitor television, video games and computer time;
- Ensure students get enough sleep;
- Read to, be read to, or support reading for a minimum of fifteen (15) minutes daily.

## Parent – Teacher Conferences

KCS operates on a quarterly schedule. Parent-Teacher Conferences are scheduled at the end of the first and third quarters for all students. Conferences after the second quarter/ first semester will be available as needed. The conferences provide an opportunity for parents and teachers to discuss the student’s academic progress and conduct. Parents are welcome to schedule additional or alternate conferences with their student’s teacher at any time throughout the year. Students are encouraged to attend and participate in the Parent – Teacher-Student Conferences. Teachers will coordinate conference schedules and notification of conferences will be sent to families in advance. The end of the quarters are as follows:

- October 26, 2020
- January 19, 2021
- March 25, 2021

## Family Advisory Committee (FAC)

KCS has a Family Advisory Committee (FAC). All parents are invited and welcome to attend meetings, which will be held on a monthly basis. Meeting activities may include reports from the Executive Director and/or members of the Leadership Team, reviewing student assessment data, and guest speakers. Involvement in the FAC allows parents the opportunity to provide appropriate input into school functions, policy making and operations. The group will establish by-laws and elect officers. Participation in FAC is voluntary. There is no monetary compensation for members or officers. If you are interested in becoming involved please contact the Director of Instruction.

## Parent/Guardian Involvement

KCS is rooted in an educational experience that is relevant to the community. In this light, parent/guardian involvement is highly encouraged.

KCS will provide opportunities for parent involvement and may include, but not limited to:

- Monthly Family Advisory Committee Meetings
- Parent/Family Involvement Nights (Literacy, Math, Cultural, Wellness, etc.)
- Sporting Events
- Open House
- Parent/ Teacher/ Student Conferences
- Homework Accountability
- Daily Reading with/to your child
- Attending School Board Meetings
- Volunteering opportunities (guest reader in the classroom, prepare bulletin boards, referee/officiate sporting events, etc.)  
[Note: over forty (40) hours of volunteering requires a background check]

Additional family orientation and training will be provided to help families better support their child/ren while the school is providing distance learning or in the hybrid model.

## Behavioral Expectations

### Core Values

KCS uses core values to ground students and staff in expectations.

Respect - Respect is the base for all of our core values. We respect ourselves, our peers, our teachers, our families, and our community. We show respect by being courteous to others, helping those younger and older than us, and caring for our environment.

**Compassion** - Compassion means we care. We care for our school, our community, and each other. We show we care by helping others and cheering each other up when we need it.

**Community** - We are here to serve our community. This means we greet and respect visitors to our community. It also means we care for our community, its lands, and its people.

**Responsibility** - Responsibility means being accountable for our words and actions. We show responsibility by working hard, listening to each other, and being honest.

**Perseverance** - Sometimes we face difficult tasks or issues. Perseverance means we work through those times, asking for help when we need it and thinking positively about ourselves, our peers, and our community.

**Generosity** - Generosity means when help is needed, we do not refuse. We try to help each other meet our needs and achieve our hopes and dreams. We remember if we give, we will always have.

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

Although school will begin in a distance learning model there is the continued expectation for positive behavior to be demonstrated.

## Acceptable Use of Technology

KCS offers use of computers in the classroom. All students have access to the KCS computer network if they have a signed **Acceptable Use of Technology Agreement** on file. Access to the Internet enables students to access thousands of libraries and databases. However, some material accessible on the Internet may contain items that are inappropriate for the school setting. Therefore, all parents are given the opportunity to provide parental permission for Internet usage.

The Internet is filtered and is provided for users to conduct academic research. Users are responsible for appropriate behavior while using the Internet. KCS will not be liable for the actions of student users connecting to the Internet. All users shall assume full liability – legal, financial or otherwise- for their actions. In addition, KCS accepts no responsibility for any information or materials that are transferred via the Internet.

Internet access at KCS is a **privilege not a right** and requires that the user practice consideration and accept personal responsibility.

When using the KCS computers and internet, the following are to be followed:

- Computer use is to complete schoolwork, as assigned by the teacher and not for any other reason. Use of a school computer for personal or illegal purposes is not allowed.
- The internet will only be used in ways the teacher has approved.
- Personal passwords are to be kept private, and students are not allowed to access others passwords.
- Personal information of a student or other students, such as an address or telephone number, is not allowed to be placed on a computer or shared through the internet.
- Students are not allowed to upload, link, or embed an image of themselves or others on public sites.
- Students are not allowed to download images, documents, movies, music or other media without permission from the teacher.
- Students are not allowed to print documents or images without permission.
- Students are not allowed to use personal email, social media, YouTube or any other unapproved websites. Students will only access websites that the teacher has given permission to use.
- Students are to be polite and considerate when using the computer. Students will not be mean, frighten, or tease anyone. Students will not use “bad” words or rude language.
- Students will not use the computer to bully anyone, including peers, teachers or other children.
- Students will not try to see, send, or upload anything that is not appropriate to see in school.
- Students will not intentionally damage the computer.
- Students will not break copyright rules or take credit for anyone else’s work.
- If a student has or sees a problem, the student will not try to fix it but will tell the teacher. If the problem is an inappropriate image the student will turn off the computer and then ask for help.
- Students will not block or interfere with school or school system communications.
- A student’s computer is not private. The school may monitor or view any computer at any time. If a student is not following the rules, there will be consequences which may include not being able to use the computer or internet.
- The rules that are in place to use the computer at school are the same rules that are to be followed when a student uses the computer outside of school.
- If a student breaks the rules in school or outside of school there will be consequences, such as losing computer and internet privileges.

Violations of the above may result in the loss of computer and Internet privileges. In addition, the violation may be treated as a major incident if warranted.

At all times, KCS students have priority access over parents or community members.

## Student Dress Code

The dress code was developed to promote an atmosphere for academic excellence and for student safety. All staff members are expected to enforce the dress code. All students are required to follow the dress code.

1. Pants must fit at the waist and not drag on the ground
2. Loose fitting pants must be worn with a belt.
3. No see-through clothing
4. Undergarments must not be visible.
5. Caps, hats, beanies, etc. may only be worn outside the building.
6. Sunglasses are not to be worn in the building.
7. No bandanas permitted.
8. No clothing may contain images or writing pertaining to alcohol, drugs, gangs, tobacco products, profanity or vulgar images.
9. Student clothing should be neat and clean.

## Offenses and Consequences

### Minor Offenses

A minor offense is when a student breaks a rule that can be taken care of immediately by the person working with the student at the time of the incident.

Some examples of Minor Offenses are:

1. Not responding when called upon in the classroom or when addressed in the hallway;
2. The use of language and other forms of expression that are considered inappropriate, abusive or offensive;
3. Not completing class assignments;
4. Not being in the appropriate area (out of class, off-campus, etc.) for less than fifteen (15) minutes;
5. Not following rules or instructions regarding safety, health or appropriate behavior;
6. Committing an unsafe act that endangers the health or safety of any student;
7. Running in buildings or walkway
8. Self-marking of any kind including but not limited to writing on hands, arms, wrists and neck. This includes writing on clothing;
9. Inappropriate use of school materials

### Consequences

Minor incidents will be dealt with first by the classroom teacher. The staff member that saw the act will discuss the matter with the student immediately. This applies regardless of where the incident takes place. Consequences will vary upon classroom, but may include:

- Loss of classroom privileges
- Loss of extracurricular activities privileges
- Loss of recess
- Staying after school
- Conference with parent or phone call to parents
- Counseling referral

If the behavior continues, the teacher will write up a minor incident report for the guidance counselor to review. The guidance counselor will work with the student and refer him/her to the Director of Instruction if necessary.

### Major Offenses

A major offense is when a student commits an act that is serious enough that suspension or expulsion may be considered.

Major offenses include:

1. Bullying – Mistreatment of people or animals including but not limited to name calling, spreading gossip, telling untruths, intimidation, pinching and pushing others;
2. Possessing or using alcoholic beverages, tobacco products, drugs, drug paraphernalia and/or other dangerous substances;
3. Possessing or using weapons or ammunition of any kind;
4. Assaulting, sexually assaulting and/or causing significant injury to self or to another person;
5. Assaulting another student with fists, feet, objects or a weapon;
6. Stealing, vandalizing or damaging personal or school property;
7. Being absent without leave (AWOL) from KCS for more than 15 minutes;
8. Playing a game of chance for monetary gain;
9. Purposely causing a false emergency situation or seriously endangering the welfare of others, including but not limited to pulling the fire alarm, possessing matches/lighters, etc.;
10. Threatening others in other forms including cyber bullying and/or phone calls;
11. Participating in gang related activities including but not limited to fighting, graffiti, threatening, identifying with gangs, displaying gang gestures, displaying gang logos/names on property including notebooks;
12. Using the computers and internet system inappropriately including but not limited to browsing inappropriate websites and playing inappropriate games;
13. Clogging toilets, urinals or sinks;
14. Cutting up or puncturing bus seats;
15. Altering toilets, sinks or urinals to cause continual water flow;
16. Unwarranted calling of 911 or inappropriate use of phones including pay phone.
17. Participating in peer pressure fads such as “ham boning” or other inappropriate fads that are unsafe and inappropriate for the school setting.
18. Committing an unsafe act that endangers the health or safety of any student;

## Consequences

The following consequences may apply:

1. The Parent/Guardian will be notified
2. The student may be placed in SMART in-School Suspension
3. The student may be taken home – suspended immediately.
4. The student and parent/guardian may meet with the Director of Instruction or designee to develop a plan for re-admittance.
5. In the case of violation of Tribal, State or Federal law, the school will notify law enforcement.
6. A referral may be made to the Student Assistance Team for proper intervention.

Depending upon the offense, the following may or may not apply:

- In the case of property damage, the offender will work off the damages up to \$50.00. The offender will be responsible to pay any remaining balance. Parents may be required to supervise the student work detail.
- Removal from school sponsored extracurricular activities.
- Field Trip privileges will be revoked.

All major incidents will be thoroughly investigated by the Director of Instruction or designee. If expulsion is a recommendation from the Director of Instruction the information gathered will be turned over to the Student Assistance Team to begin a review. The Student Assistance Team will determine if expulsion is appropriate or if other consequences are appropriate for the incident. The recommendation will then be given to the Executive Director. All final decisions will be made by the Executive Director.

## Consequences of Expulsion

In the event of expulsion, the student will not be permitted to re-enroll at KCS for a period of one (1) calendar year. Re-enrollment after one (1) calendar year will be subject to verification by the parent and student of appropriate interventions for improvement in the areas of need.

In cases of sexual abuse and/or severe injury or harm to another student or employee, the expulsion will be permanent.

## Transportation

Students within the interior boundaries of the Santa Clara Reservation are eligible for bus service. A bus schedule with pre-designated stops has been developed to provide students with consistent and safe transportation to and from school.

KCS students will be assigned to ride on a bus that operates daily according to schedule. The bus will pick students up only at the assigned place and time. The bus driver is not permitted to make unscheduled stops. If your child misses the bus, he/she may board at the next scheduled stop, as long as it is safe. Parents will be provided a bus schedule as well as the rules for appropriate bus behavior. It is the responsibility of the parents and students to know the bus stop time. The buses will unload students at the school drop-off area in the morning. Cooperation with the bus drivers is expected and appreciated.

The policy of KCS is that the bus will stop only at designated stops. Students should be at the bus stop in time to board the bus at the scheduled pick-up time. The bus will wait no longer than 2 minutes at each bus stop. If a student misses the bus, it will be the parents' responsibility to ensure they arrive to school on time.

If the bus driver determines that it is not safe for a child to be left at a bus stop (e.g. if it appears that there is no one home to receive the child or if there is an unknown or suspicious adult in the vicinity), the child will be kept on the bus, returned to school and either sent to the office or school resource officer until an appropriate person can pick up the child.

The KCS Student Code and Dress Code apply to all students who are riding the bus. All student code rules regarding major and minor offenses apply while riding the bus. The procedures for violating the Student Code will be followed. A major violation of the Student Code may result in the loss of bus privileges. All bus rules and regulations apply to students riding the bus for sports or activity trips. If a passenger's behavior endangers the welfare of the driver and/or other students, the driver will call the School Administration and/or the police. The bus driver is the person in charge of the bus. Students are to follow all instructions from the bus driver.

The bus driver will demonstrate bus safety rules. Students are encouraged and required to abide by all school bus safety rules. Keep in mind, riding the school bus is a privilege and not a right, which means if a student does not respect the rules of the bus he or she will lose the privilege to ride the bus. The bus is an extension of the school; once students get on the bus – they are considered “at school.”

### Bus Safety Requirements:

1. No food or drink will be allowed on the bus at any time; this is to ensure the health and safety for all students and to keep the bus in good physical and operating condition.
2. Students will sit in their assigned seats at all times.
3. Students will not touch, hit, kick and or yell at other passengers NO Exceptions.
4. Students will not yell or scream at any time on the bus or while it is moving.
5. Students will only be allowed to pick up and drop off at their approved locations, unless a parent or legal guardian has called the front office and made other arrangements. Students will not be allowed to come to the front office and call parents to get permission to go to an alternative location.
6. Students will not mark, cut and destroy bus seats or any other areas of bus at any time.
7. Students will treat the bus as they would their school and class room while on the bus and respect the bus drivers at all times.

### First Offense:

- If any of the above areas are found to be in violation then the student and description of the incident will be dealt with in a meeting with the Director of Instruction, students' parents and transportation staff. At the meeting it will be then determined the course of action for the student.

### Second Offense:

- Student will lose his or her bus privilege for three days. Upon returning to the bus a behavior agreement will be into place with students, parents and school administrations signatures.

### Third Offense:

- Student will lose their bus privilege for a determined amount of time to be decided by the school administration.

We want to provide a safe mode of transportation for all students and ensure they do not lose this privilege. Operating the school bus in a safe manner at all times is the overall goal. This requires the driver and staff to have special certification and skills. Any questionable behavior should be addressed immediately for the safety of everyone.

**Please refer to the [Return-to-School Plan, In Response to COVID 19 Handbook](#) for additional information on transportation protocol when the school is in the hybrid model.**

## **Other Modes of School Arrival and Dismissal**

KCS has a number of students who do not utilize the bus transportation, but either walk or are brought to school using a personal vehicle. These students should enter through the front gates and go to the cafeteria for breakfast. Students riding bikes to school will have a parent permission slip on file in the front office. Students will utilize the bike rack and should have their bikes secured with a lock. KCS will not be responsible for any stolen bicycles and/or will not be responsible for any damages incurred to the bike or its accessories. Bike riders will obey all traffic laws and regulations.

Personal vehicles dropping off/picking up students will utilize the front parking lot and driveway. Please proceed with caution and wait your turn. Parents will not be allowed to be parked in the bus loading area or on Kee Street. If a parent or guardian needs to notify the school of a change in bus or pick up for their child, they need to notify the front office by 2:00pm Monday through Thursday and Fridays by 11:00am without exception. School officials will be out in the pick-up zone to assist the students. In order to maximize student safety, your cooperation is appreciated.

Students who walk to school will be required to use the front gates. The back gate will be closed at all times due to National School Safety regulations. Students will use all traffic laws and look both ways before crossing any major roads.

## **CONTRACTS**

## Kha’p’o Community School Handbook Acknowledgement

The Kha’p’o Community School Board officially adopted the Student Handbook in order to provide parents, students and families with important information regarding attendance, the rules and expectations of Kha’p’o Community School.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions we encourage you to ask for an explanation from the student’s teacher, school counselor or school administrator.

Please read and sign the following forms. These forms must be on file in the main office in order for a student to be officially enrolled at Kha’p’o Community School. Return the completed forms to your child’s teacher or to the main office as soon as possible.

Thank you for your cooperation.

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## Bullying / Harassment Contract

Bullying and/or Harassment is not permitted on the campus of Kha’p’o Community School or while traveling by Kha’p’o Community School provided transportation. By signing this contract, you are stating that you have read and understand the Bullying / Harassment Policy. This will serve as the **first warning** regarding Bullying and/or Harassment.

Bullying includes, but is not limited to:

- Physical Assaults
- Threats
- Harassment
- Name Calling
- Racial Slurs
- Intimidation
- Sexual Harassment – physical or verbal
- Extortion (making someone give you something)
- Foul Language
- Taunting
- Making insulting remarks about another student’s family members
- Cyber Bullying

Bullying will not be tolerated at Kha’p’o Community School. Bullying will be treated as a major offense according to the Kha’p’o Community School Student Code.

## Attendance Contract

It is important for students to be in school every day. When a student misses school, he/she misses information, practice and activities that are important for his/her learning. It is difficult for a child to meet grade level expectations when they are not in class. It is the parent and/or legal guardians responsibility to ensure each student is at school on time each and every day. It is also their responsibility to ensure that the front office is notified each day if they are going to be late or absent.

Any work that is missed during an absence must be made up at the discretion of the teacher. If homework is requested due to a known absence, please work with the teacher several days in advance in order to prepare a work packet. It is the student's responsibility to consult with the teacher for make-up assignments.

If you have any questions we encourage you to ask for an explanation from the student's teacher, school counselor or administrator.

## Kha'p'o Community School Student Code Acknowledgement

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the rules and consequences, we encourage you to ask for an explanation from the student's teacher, school counselor, or school administrator.

The student and parent should each initial each section and sign this page on the space provided below, then return the page to your child's teacher.

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\_\_\_\_\_ We acknowledge that we have received the Kha'p'o Community School **Parent and Student Handbook** for the 2019-2020 school year. We are responsible for reading and understanding the rules and other information contained in this Handbook.

**Bullying and Harassment Contract**

\_\_\_\_\_ I understand what bullying and harassment are. I understand that bullying and harassment are not permitted at Kha'p'o Community School. I understand what the consequences are for bullying and harassment.

**Attendance Contract**

\_\_\_\_\_ I understand that attendance is important. I understand the policy and procedures on school attendance and for reporting absences in a timely manner to the front office.

Student's Name (please print): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Kha'p'o Community School

### Parent – Student – Teacher Compact

It is important that families and schools work together and share the responsibility to help students meet high academic standards. This compact signifies a commitment on the part of all participants to work together to meet this goal.

#### As a Student, I will:

- Have a positive attitude about school;
- Maintain a 95% Attendance or better;
- Be responsible for my own behavior and work;
- Cooperate with others in order to learn;
- Interact with teachers and peers in a positive way;
- Complete my class work and homework to the best of my ability;
- Practice reading everyday outside of school for at least 15 minutes;
- Communicate with my parents and family about what I learned in school;
- Show my homework folder/planner to my parents/guardians every night.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### As a Parent/Guardian, I will:

- Make sure that my child attends school daily;
- Provide a time and a place for my child to complete homework assignments and make sure homework is completed;
- Communicate regularly with teachers by attending Parent/Teacher Conferences, by utilizing the student homework folder/planner, in writing, in person or by phone;
- Support a minimum of 15 minutes daily reading practice;

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### As a Teacher, I will:

- Provide a safe and caring learning environment;
- Motivate my students to learn;
- Treat all students with dignity and respect;
- Have good attendance;
- Have high expectations for learning;
- Communicate regularly with parents about student progress;
- Provide differentiated instruction and intervention based on need according to data;
- Follow the adopted Kha'p'o Community School curriculum;
- Enforce the Student Code fairly.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Kha’p’o Community School Acceptable Use of Technology Agreement

In order to enhance my education, Kha’p’o Community School gives me the use of a computer, internet and Google Suite to complete my schoolwork. Like in class I have rules to follow when I am on the computer. When using technology for school, I agree to the following rules:

1. I will use the computer only to do schoolwork, as assigned by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else’s password.
4. I will not put my address, telephone number, or any other personal information about myself or anyone else on the computer or share through the internet.
5. I will not upload, link, or embed an image of myself or others on public sites.
6. I will not download images, documents, movies, music or other media without permission from the teacher.
7. I will not print documents or images without permission.
8. I will not use my personal email, social media, YouTube or any other unapproved websites. I will only access websites that my teacher has given me permission to use.
9. I will be polite and considerate when I use the computer. I will not be mean, frighten, or tease anyone. I will not use “bad” words or rude language.
10. I will not use the computer to bully anyone, including peers, teachers or other children.
11. I will not try to see, send, or upload anything that is not appropriate to see in school.
12. I will not damage the computer.
13. I will not break copyright rules or take credit for anyone else’s work.
14. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the computer and then ask for help.
15. I will not block or interfere with school or school system communications.
16. My computer is not private. The school may monitor or view my computer at any time. If I am not following the rules, there will be consequences which may include not being able to use the computer.
17. I know that the rules that are in place to use the computer at school are the same rules that I follow when I use the computer outside of school.
18. If I break the rules in school or outside of school there will be consequences, such as losing computer and internet privileges.

Print Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and discussed the Acceptable Use of Technology Agreement with my son or daughter and I give permission for him or her to use the technology resources provided by the school. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources and their use is monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parents’ Names \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

