



## Family & Student Handbook

"The Naytahwaush Community Charter School is a child-centered environment where learning is relevant and respects the traditions and wisdom of the community, family and self."

Office: 218-935-5025

Website: [www.naytahwaush.org](http://www.naytahwaush.org)

*"Every Minute Counts at NCCS" 8:00-3:30*





Naytahwaush Community Charter School 4155  
PO Box 09, 242 Church Street  
Naytahwaush, MN 56566  
Phone: 218-935-5025-Fax: 218-936-2105  
[www.naytahwaush.org](http://www.naytahwaush.org)

Boozhoo NCCS Families,

Miigwech for entrusting the Naytahwaush Community Charter School to help educate your child(ren). Our board and staff are committed to helping each student in our school do their best and learn skills for success. We greatly value your partnership and support in helping your child come to school ready to learn. Your child will thrive here when he/she comes to school well rested and on time. Good attendance makes sure essential learning is not missed.

Here are some of our key features:

1. Daily Ojibwemowin: Students learn Ojibwe daily with a licensed instructor. Ojibwe is also integrated in all of our classrooms and all staff learn along with our students.
2. Benchmark Literacy: At least 120 minutes is dedicated to reading, writing, spelling, phonics and comprehension every day. Our staff receives intensive training and coaching.
3. Math Expressions: Students receive at least 75 minutes of math instruction daily and teachers work with a math coach to constantly improve their skills.
4. Intervention: If a student has a difficult time learning a new skill, additional learning time is provided to work one-on-one with a teacher to ensure success.
5. Family Fun Days: We value working together with families to help students enjoy and succeed with their learning. Every month we have a Family Fun activity to help build those important relationships.
6. Success for the Future: We have been awarded another grant to support students learning multimedia skills. Student created projects have become a hallmark of our school.
7. Child Wellness: We have added a healthy life choices component to be delivered by our staff. We also have student advocates and interventionists who help support students with any needs they may have in order for them to be successful and able to focus on their learning
8. Service Learning: We believe our students develop important life skills when they find ways to help serve needs in our community. All classes work on service learning projects throughout the year.

We are very excited to serve you and your children. We welcome your ideas and participation!  
Sincerely,

Terri Anderson, NCCS Director

## **SPECIAL NEEDS PROGRAMS**

Students who meet the criteria for special education are provided the support necessary according to the severity and category of the disability.

## **WEAPONS ON THE SCHOOL PREMISES STUDENTS MAY NOT POSSESS WEAPONS OF ANY KIND ON SCHOOL PROPERTY.**

This includes knives, handguns of any kind (including pellet guns) or rifles of any kind or any other object used as a weapon. Violation of this prohibition will result in immediate suspension from school pending possible expulsion from school. The incident will be reported immediately to the local law enforcement officials.

## **WELLNESS POLICY**

NCCS promotes healthy living for students by supporting lifetime wellness, nutrition education and regular physical activity as part of the total learning environment.

Board Approved Revisions 9-13-2018

## **PETS IN SCHOOL**

Pets are not allowed in school for insurance liability purposes, with the exception of ADA approved service animals. Any educational curriculum activities related to living organisms (i.e. butterflies, tadpoles, chicks, etc.) need prior approval by the Director.

## **RECESS POLICY**

Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the school day. If the outside temperature is below 0° Fahrenheit, children will be kept inside. Parents may also request their child to stay inside due to illness with a note.

## **RIDES TO SCHOOL/EMERGENCY OR MISSED BUS**

It is the responsibility of the parent to get their student to school on time. In the rare case of an emergency or missed bus, then the parent must contact the school for transportation before 9:00 A.M.

## **SCHOOL CLOSING NOTICE/EMERGENCY CLOSING**

The Director, in the event of extreme weather conditions or emergency circumstances, may close school. Official announcements will be made with our Instant Alert System. Notifications may also be included with Mahnommen School District announcements and broadcast on: KRJM (Mahnommen 101.5 FM), KDLM (Detroit Lakes 104 FM), KFGO (Fargo 790 AM) and KKCQ (Bagley/Fosston Radio Station FM 96.7 and FM 107). TV Stations: KXJB (Ch. 4), KVLV (Ch.11). Please keep your contact information up-to-date by notifying the office of any changes.

## **SCHOOL DAY/TIME**

Breakfast is available in the cafeteria beginning at 7:30 AM. The school day begins at 8:00 AM and ends at 3:30 PM.

## **SECURITY SYSTEM**

The NCCS building and campus is monitored with a motion and video surveillance system. It is in operation 24/7. All visitors are required to enter via the North Door entrance, near the library, and sign-in with the receptionist in the main office. Visitors will only be allowed entrance to the school through the video monitored north entrance. These recordings are considered private data and may not be released to or viewed by the public.

## **INDEX**

ALCOHOL, TOBACCO AND NARCOTICS .....	3
ATTENDANCE PROCEDURES.....	3
ATTENDANCE AWARDS.....	3
ATTENDANCE-TRUANCY.....	4
BULLYING STATEMENT OF POLICY.....	4
BULLYING DEFINITIONS.....	5
BULLYING REPORTING PROCEDURE.....	5
CELL PHONE/ELECTRONICS/TELEPHONE USAGE.....	5
CHANGE OF INFORMATION .....	6
VISITORS.....	6
TECHNOLOGY ACCEPTABLE USE POLICY .....	6
CONFERENCE DAYS/REPORT CARDS .....	6
CUMULATIVE RECORDS.....	6
DAMAGE TO SCHOOL OR OTHERS' PROPERTY.....	7
DISCIPLINE POLICY .....	7-8
DRESS CODE POLICY.....	9
ENROLLMENT PROCEDURES.....	10
FIELD TRIPS & WORKING OUTSIDE THE CLASSROOM.....	10
HEALTH AND MEDICATION.....	10
HEAD LICE POLICY.....	11
HOMEBOUND INSTRUCTION.....	11
HOMELESS EDUCATION.....	11
INSURANCE/ACCIDENTS.....	11
MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT.....	12
NOTICE TO PARENTS .....	12
LEAVING SCHOOL EARLY AND CHANGE IN DROP OFF LOCATION..	12
NOTICE CONCERNING USE OF PEST CONTROL MATERIALS.....	12
PETS IN SCHOOL.....	13
RECESS POLICY.....	13
RIDES TO SCHOOL/EMERGENCY OR MISSED BUS.....	13
SCHOOL CLOSING NOTICE/EMERGENCY CLOSING.....	13
SCHOOL DAY/TIME.....	13
SECURITY SYSTEM .....	13
SPECIAL NEEDS PROGRAMS.....	14
WEAPONS ON THE SCHOOL PREMISES.....	14
WELLNESS POLICY .....	14

## **ALCOHOL, TOBACCO AND NARCOTICS**

The School Board does not permit students to use or possess tobacco, alcohol or narcotics on school premises, at school activities or on school buses. Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation, the items will be made available to the student's parent or guardian by appointment and law enforcement will be notified. Student property may be subject to search by canine/and or law enforcement officials at the discretion of the Director.

## **ATTENDANCE PROCEDURES**

Attendance is necessary for your child to succeed at school. If your child is absent, please call the NCCS office at (218) 935-5025 or send a note explaining the absence. According to MN STAT. 120A.22 the school can require a parent or guardian to verify in writing the reason for a child's absence from school.

Excused absences are illness, medical, dental, orthodontic or counseling appointments, family emergencies, death or serious illness or funeral of an immediate family member or other exemptions included in the district's attendance policy.

School District policy expects students to arrive at school on time. Arriving late interrupts his/her educational program and the educational program of others. Being at school on time is very important for your child. Tardiness is disruptive to a child's (and his/her classmates) learning experience. Please make every effort to have your child here on time. Students who arrive late to school must stop in the office and get a tardy slip. Students arriving to school after 8:05 AM will be marked tardy. If the bus arrives late, students will not be marked tardy. Tardies will be accumulated towards absences. If a student arrives after 10:00 AM, they will be marked present for half a day of school. If a student has two half-day absences, this will accumulate towards a full day. Excused will equal excused and unexcused will equal unexcused. Students have to be in school until 1:30 PM to be credited for a full day of school. If a student leaves school before 1:30 PM, they will be given credit for half a day of school. Parents should provide healthcare documentation in order to receive an excused absence. Breakfast will be served until 9:00. A granola bar and juice will be available for students in the office if they arrive after 9:00 and missed breakfast at home or school.

## **ATTENDANCE AWARDS**

The class with the highest percentage of students attending for each week will get to have the trophy in their class for a week. Students with perfect attendance at the end of each quarter will have an attendance party. Students with perfect attendance and those who miss five or less days will be taken to a waterpark at the end of the school year. **Please note, five excused or unexcused tardies will equal one day absence.**

## **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

It is the policy of NCCS to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of NCCS to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible childcare in all settings. In all cases where there is a reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Indian Child Welfare and/or W.E. Mental Health.

## **NOTICE TO PARENTS**

If a problem or disagreement arises concerning the school (teachers, Director or other staff), the Board of Education requests that you take the following action:

- Personally contact the individual who is directly involved.
- If you are unable to resolve the problem by contacting the individual directly involved, please contact the Director.
- In the event that you feel the problem has not been resolved, you are invited to address your concerns to the NCCS School Board.

## **LEAVING SCHOOL EARLY AND CHANGE IN DROP OFF LOCATION**

Please contact the NCCS office if you intend to pick your child up from school early. When it is necessary to make a change in the way your child comes home from school, parents should send a note requesting the change. In emergency situations only, parents may call before 2:30 p.m. to notify the office of changes to their child's departure plans. If students don't have a note or other notification, they will be dropped off at the usual location.

## **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions.

## **HEAD LICE POLICY**

Head lice are a concern for all schools. We will conduct head checks monthly or as needed and notify parents/guardians if their child has head lice. Families should treat head lice immediately. The school will provide general information regarding treatment options. When treatment is complete the child will be rechecked when returning to school. If the recheck results in finding head lice or nits, the child will be sent home for additional treatment. It is encouraged that parents/guardians consult with CHR staff for treatment procedures and options as needed. If a child has repeated cases of head lice, NCCS staff will make personal contacts with letters and phone calls to encourage treatment and offer support. If the child continues to have head lice/nits, NCCS staff will refer the family to Indian Health Services.

## **HOMEBOUND INSTRUCTION**

Homebound excused absences may be provided when medical reasons prevent a student from regular school attendance. In order to qualify for homebound, students must:

- Be under a doctor's care.
- Have a doctor's request or recommendation for homebound instruction.

## **HOMELESS EDUCATION**

To raise awareness among district personnel and community agencies, programs to address problems associated with homelessness are available through the school district. A letter will be sent out at the beginning of the school year.

## **INSURANCE/ACCIDENTS**

Safety of our students is foremost in our minds and we do everything possible to avoid students getting hurt. Naytahwaush School District 4155 does not carry health insurance on students for injuries such as broken bones, stitches, etc.

## **ATTENDANCE-TRUANCY**

Students with 7 or more unexcused absences will have a letter of concern sent home to the parent or guardian. Students with 12 or more unexcused absences will have truancy filed with White Earth Tribal Court. NCCS will process all truancy in accordance to Minnesota Statute 260A.

## **BULLYING STATEMENT OF POLICY**

- An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to student who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school district resources.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- False accusations of reports of bullying against another student are prohibited.
- A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for the act in accordance with school district's policies and procedures. The school district may take into account the following factors;
  - The developmental and maturity levels of the parties involved;
  - The levels of harm, surrounding circumstances, and the nature of the behavior;
  - Past incidences or past or continuing patterns of behavior;
  - The relationship between the parties involved;
  - The context in which the alleged incidents occurred.
- Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## **BULLYING DEFINITIONS**

For purposes of this policy, the definitions included in this section apply. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student with the intent to do harm, commonly within an interpersonal relationship characterized by an imbalance of power. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: Harming a student; Damaging a student’s property Placing a student in reasonable fear of harm to his or her person or property; or creating a hostile educational environment for a student.

## **BULLYING REPORTING PROCEDURE**

Any person who believes he or she has been the victim of bullying or any person with knowledge of belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. Reports of bullying are classified as private educational and /or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individuals(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **CELL PHONES/ELECTRONICS**

Students are expected to turn in their device to their teacher in the morning and pick them up at the end of the day. Students are not allowed to use cell phones/electronic devices on school grounds during school day hours. If a device has not been turned in and is seen by a staff member, it will be confiscated. The student can pick up the device at the end of the school day. Should there be a second offense; the phone will be held until the student’s parent/guardian can pick it up, where a plan will be set up for any further offenses.

## **TELEPHONE USE:**

**Calls to Students:** We ask students not be interrupted during school hours except in case of an emergency. However, if it is necessary to reach your child on a school day please call the office. Office personnel will relay your message to your child.

**Calls to Teachers:** If you wish to speak with your child’s teacher by telephone, please call before school, during their prep time, or right after school. Office staff will take a message for calls not made during these times.

**Student Use:** Telephone calls should be made in the classroom and be monitored by an adult.

## **ENROLLMENT PROCEDURES**

NCCS will enroll any eligible pupil who submits a completed application, available from the school office. NCCS will not limit admissions to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. A student continuing for the next school year will be re-enrolled for the next school year without reapplication. Procedures:

- Parents and students interested in enrolling at NCCS can request an Application for Enrollment from the school office.
- Students who submit a completed Application for Enrollment will be enrolled at NCCS.
- Each student attending school in Minnesota is required to have the following immunizations/shots: diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, measles, mumps, rubella, varicella (chickenpox) and in preschool, Haemophilus Influenza or the parent may obtain a medical exemption or the conscientious objection on file at school. This form is available at the local clinics and Indian Health Services and needs to be completed, signed and on file at the school before admission to school. The information on your child’s immunization record will be made available to Indian Health Services to determine if your child has received the minimum recommended immunizations.
- Students may enroll at Naytahwaush Charter School provided they are five (5) years old on or before September 1 for kindergarten or six (6) years on or before September 1 for first grade.
- New students can start the day after their application has been approved.

## **FIELD TRIPS & WORKING OUTSIDE THE CLASSROOM**

Students may learn in a variety of settings outside the school grounds. Students are expected to use appropriate behavior in all settings. Parents will receive a permission form to be signed for all yearly field trips.

## **HEALTH AND MEDICATION**

In order for a student to receive Tylenol, cough drops, orajel or receive a prescription medication at school, the parent must provide permission. The medication must be in a regular prescription bottle.

## **DRESS CODE POLICY**

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and appropriate dress are vital to the success of an individual and to those with whom the student shares a classroom or locker.

- Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as athletics, physical education, etc.
- Clothing that displays open midriffs and/or low-cut, see through or revealing clothing is prohibited. Clothing must cover midriff, chest, torso and undergarments. No baggy pants or short shorts are allowed. Clothing that is revealing is prohibited.
- Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
- NCCS does not permit or condone student apparel that includes words, symbols, pictures which are obscene, vulgar, abusive, discriminatory, racist, and sexist or chemicals, tobacco or any other controlled substance products.
- Gang affiliation clothing is not permitted in school. Clothing and other items or grooming in a manner that represents and/or promotes gang behavior cannot be worn.
- For safety reasons, shoes should be worn while outside of the classroom. Tennis shoes are needed in physical education classes. No shoes with wheels allowed.

## **CHANGE OF INFORMATION**

If your family has a change in address, phone number, number of children in family, custodial/ parental rights or other pertinent information, please notify the school office so records may be kept current. Also, if there are any restrictions on whom may take kids from the school (because of custody, court orders, etc.) please let our office know the details.

## **VISITORS**

Parents/guardians are encouraged to visit your child's classroom and to discuss their progress with the teacher. Parents should contact the teacher to setup a visitation time when possible. When arriving, parents/guardians and other guests are required to sign in at the office and get a visitor/guest pass.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

NCCS has a computer lab and a variety of technology in the classrooms. Students must agree to abide by the Acceptable Use Policy. Inappropriate use will lead to consequences as stated by the Acceptable Use Policy.

## **CONFERENCE DAYS/REPORT CARDS**

Conferences are scheduled twice each year. Information (time/day) will be sent home with your child prior to the conferences. If you would like a conference at another time during the school year, please contact your child's teacher. Quarterly report cards will be sent home.

## **CUMULATIVE RECORDS**

School records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, immunization records and standardized test results. These records are confidential. Access to them is limited to school employees and parents. Parent permission must be obtained to release these records to another party. The only exception to getting parent permission is when a student changes schools. If your child moves to another school during or after the school year, the cumulative records will be sent to that school. If you wish to see your child's records, please contact the director.

## **DAMAGE TO SCHOOL OR OTHERS' PROPERTY**

Any student damaging school or others' property will be responsible to make restitution and/or restore the property to its original condition. Tampering with or unauthorized use of school property or the property of school personnel and/or others will be subject to disciplinary action at the discretion of the administration.

## **DISCIPLINE POLICY**

Naytahwaush Community School will provide an environment where learning is relevant to the life environment of the child and his/her individual needs. High academic expectations will be fostered through environmental learning, the arts and cultural exploration. Parents and guardians will play a vital role in their child's education and expected behavior at school. Schools have a responsibility to provide a quality learning environment to ensure maximum education for all students. Students are expected to respect themselves, others, and property by:

- Coming to school prepared to learn.
- Caring about the quality of their work.
- Following safety rules and directions carefully.
- Treat others with dignity and concern.
- Helping each other learn.
- Valuing each other's differences, talents and work.
- Using all equipment and materials appropriately.
- Cleaning up after their work.
- Demonstrating concern for the entire school.

## **Implementation of Disciplinary Action**

The following discipline procedures will be put into place when a student does not follow the above policy and the behaviors interrupt learning:

- Student will be given the choice and control to redirect their behavior.
- Student will be given time to redirect their behavior in the "take a break chair."
- Student will be given time to redirect their behavior in the buddy room.
- Student will be given time to redirect their behavior in the redirection room.

If a student's interrupting behavior does not redirect in the redirection room, the following steps will be put into place:

- The student will be given extra time in the redirection room.
- A phone call home to the parent or guardian will be made.
- In school suspension will occur with the suspension taking place in an assigned area.
- A referral will be made to the director requesting out of school suspension.

If suspension occurs, a conference will be held upon returning to school with the following:

- Director
- Classroom Teacher
- Behavior Support Specialists
- Parent
- Child

If a student is sent to the redirection room, the incident will be logged by the redirection room team into tracking software at the school. The following behaviors are not permitted on school property and can warrant suspension at the discretion of director based on the totality of the incident:

- Verbal Bullying
- Physical Bullying
- Proactive Fighting
- Reactive Fighting
- Swearing at staff
- Swearing at peers
- Leaving school grounds without permission
- Possession/ use of tobacco, narcotics, or alcohol
- Destruction or stealing of school property