

22-23

Parent/Student Handbook



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Mission Statement:

Mission: Nixyaawii Community School is dedicated to recognizing all students' abilities to achieve academic outcomes that will better their future. Our school provides a safe learning environment to empower our students to better understand their educational, cultural, economic, and social goals.

Nixyaawii Community School is a sponsored charter school of Pendleton School District 16R and is governed under the state of Oregon and its laws.

School Board Members

- **Candice Patrick, Chair**
- **Marissa Baumgardner, Co-Chair**
- **Boots Pond, Member**
- **Steven Hart, Member**

School Phone: 541.966.2680 or 541.429.7900

Staff Directory: email = first initial and last name @pendletonsd.org example = rheinrich@pendletonsd.org

- **Ryan Heinrich, Principal**
- **Carrie Phinney, Administrative Assistant**
- **Aaron Noisey, PE/Health**
- **Zach Gaulke, Math**
- **Jewel Kennedy, Science Teacher**
- **Zack Brandsen, Social Studies**
- **Nicci Harrison, Language Arts**
- **Robby Bill, Behavior Support**
- **Kayla Jenkins, Multiple Subjects**
- **Alison Zubiria, Multiple Subjects**
- **Wyekin Bill, Special Ed. Assistant**

BELL SCHEDULE

	Begins	Ends
Breakfast	7:30am	7:55 am
1st Period	8:00	8:51
2nd Period	8:56	9:47
3rd Period	9:52	10:43
4th Period	10:48	11:39
LUNCH	11:39	12:15
5th Period	12:15	1:06
6th Period	1:11	2:02
7th Period	2:07	2:58
Advisory	3:03	3:25

ACADEMICS

Graduation Requirements

To graduate from Nixyáawii Community School, a student will successfully complete **all** 25 credits and meet **all** essential skills requirements as per the State of Oregon. Seniors wishing to participate in the graduation ceremony will need to have successfully completed **all** requirements by Thursday at 4:00 pm, the day before graduation. All requirements are outlined below:

Nixyáawii Community School Graduate

- English (4 credits)
- Math (3 credits)
- Geography and History (2 credits)
- Tribal History (.5 credit)
- Native Language (2 credits)
- Government, Civics, Economics, and Personal Finance (2 credits)
- Wellness (1 credit Health and 1 credit P.E.)
- Science (3 credits)
- Career Education (1 credits) and Success 101 (.5)
- Electives (5 credits)
- Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5).

Native Language

- The Oregon Graduation Credit Requirement for Applied Arts, Career Education, and Foreign Language is three credits.
- Nixyáawii requires two credits of a Native Language of Walla Walla, Nez Perce/Cayuse, and /or Umatilla Languages.

Service Learning

- Students will be required to perform a community service project/s. This will be determined by the school board, principal, and senior class advisor. Students are encouraged to perform and document 100 hours of service learning hours sometime during their high school careers.

Essential Skills

- Students must meet benchmark on one of the following: Smarter Balanced, Workkeys, Compass, ACT/SAT, or earn a passing score on (2) work samples in reading, writing, math

Minimum required classes

- All students attending NCS must be registered for and actively attending five classes per quarter.
 - Only one of these classes can be a TA (Teacher Assistant) at NCS.
 - Students who are actively working can count their job as TWO class periods of electives. They will need to provide proof of employment to the principal, prior to their schedule being changed and monthly proof they are still employed. (Students must work a minimum of 8 hours per week)
 - Students taking less than 7 periods will be expected to be off campus during their off periods.

Grades/Grading/Friday School

Grades

- Students' progress in academic classes will be based on classwork, participation, exams, and proficiency.
- Core classes will be graded on a scale of A, B, C, D, F
- Electives can be graded on a Pass/Fail basis.
- Teachers keep up to date records of student progress.
- Parents/guardians can access these records via parent vue on the school website, or by contacting the teacher, or the school office.

Friday School

Fridays will be used for students to make up missed class time. These will be assigned by the teachers, or the principal based on grades, behavior, and attendance. Nixyaawii will also be offering Culture Days on non-Friday school days. ***Students who are absent from assigned Friday School will be subject to further disciplinary action.***

Attendance

It is the parent's responsibility to support their student in attending **on time, every day**. Regardless of the adult-status of the student, parents are still responsible for student attendance. Parents play a major role in influencing their son or daughter to regularly attend school.

Absences and Excuses

Parents are responsible for notifying the attendance office when their son/daughter is absent from school. It is preferred that the parents call the school before or on the day of the student's absence. All covid related absences will need to be verified by Yellowhawk or Umatilla County Health Department.

Parents need to call the attendance office (541) 966-2680 or (541) 429-7900 or write a note for their student.

Students are responsible for making up any schoolwork missed during an "excused" absence. Absence from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Pre-arranged college visitations;
- Court appointments;
- Family commitments ;(i.e. including funerals, memorials)
- Other reasons deemed appropriate by the school principal when satisfactory arrangements have been made in advance of the absence.

NOTE: State of Oregon school law gives the school the right to make the final decision and interpretation as to whether an absence is excused or unexcused. Students forging notes or falsifying phone calls to obtain an excused absence will be subject to disciplinary action.

Pre-Arranged Absences

Students who know in advance that they will be absent from school for one or more days need to complete a Pre-Arranged Absence form and turn it into the office prior to leaving school. To obtain a Pre-Arranged Absence form, the student must either bring a note to the office explaining the date, time, and reason for the absence or have his/her parent/guardian telephone the school to arrange for the absence. The student must have each teacher whose class they will miss sign the Pre-Arranged Absence form and return it to the office the day preceding the pre-arranged absence. The school makes the final determination as to whether a pre-arranged absence is "excused" or "unexcused".

Late arrival/early dismissal

Students arriving late to school must sign in at the school office. Students leaving school before the end of the day must notify the secretary and sign out before leaving campus.

Excessive Absences

Students who are absent for 10 consecutive days will be dropped as per Oregon state law.

Suspended Students

Students who miss school because of suspension will be provided with the work they missed while gone. Teachers have the option of awarding credit for daily work and smaller assignments. Students will have the opportunity to earn full credit on tests, projects, work samples or other larger assignments.

Student Request to Return from Alternative Placement

In order to be considered for admittance to Nixyáawii Community School after being enrolled at an alternative placement a student must be making sufficient progress in all three areas:

- 1) Academics, 2) Social/behavior, and 3) Regular attendance

*** Students who were referred to alternative placement due to drug or alcohol violations will also be required to be enrolled in or have completed an Alcohol and Drug Rehabilitation Program that is approved by Nixyáawii Community School principal.

Attendance law

Oregon Law requires students to attend school until they are 18 years of age, until they graduate from high school, or they complete an approved alternative education program. Alternative education programs require parent/guardian and administrative approval. (ORS 339.010, 339.020, 339.080, 090) Students are expected to maintain regular daily attendance in all of their classes. (ORS 339.065)

***In addition to NCS Attendance Policy and Oregon law, CTUIR Attendance Statutes apply to all Native American students, regardless which school they attend, or which tribe they are enrolled.

STATUTES of the CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

Compulsory School Attendance – Truancy and Tardiness Violations

1. Except as provided in this section, all juveniles five (5) to eighteen (18) years of age who have not completed the twelfth (12th) grade are required to attend each school

STATUTES of the CONFEDERATED TRIBES of the UMATILLA INDIAN RESERVATION

As Amended through Resolution No. 17-029 (May 15, 2017)

JUVENILE CODE PAGE 29

day, and on time, unless the juvenile has been excused from attendance for that day, or that time, by school authorities or good cause otherwise exists for the juvenile to miss school. The school may be a public school, charter school, alternative school, alternative course of instruction, or private parochial school, as long as the source of instruction is accredited by the Confederated Tribes or a state. Private home schooling that is not connected with a public school is prohibited.

2. Except as provided in this section, every person having care, custody, or control of a juvenile between the ages of five (5) and eighteen (18) who have not completed the twelfth (12th) grade is required to send the juvenile to, and maintain the juvenile in, regular, full-time school and ensure attendance is on time.

a. In the event a person having care, custody, or control of a juvenile between the ages of five (5) and eighteen (18) are unjustifiably unable to compel the child to attend school, or habitually fails to ensure the child attends on time, the court may order the filing of a Minor-In-Need-Of-Care case pursuant to section 1.03(B)(26)(k) of this code.

3. Juveniles sixteen (16) to eighteen (18) years of age, who are lawfully employed full-time, lawfully employed part-time and in school part-time, or engaged in equivalent activities are not required to attend school full-time.

4. A juvenile shall be considered truant or tardy if the juvenile fails to attend school or does not attend on time as required by this section for more than three (3) days for each month of school, or if the juvenile fails to maintain at least a 90% attendance rate or on time rate for each month of school. If the juvenile is found, in whole or in part, to be responsible for the truancy or tardiness, the court may issue any appropriate order designed to compel the juvenile to attend school and on time. Such order may include drug and alcohol, psychological, or other relevant evaluation and compliance

with resulting recommendations as well as an order compelling the juvenile to seek appropriate services from the Department of Children and Family Services.

a. If a juvenile is truant beyond three (3) days, or fails to maintain at least an 90% attendance rate, or is not at school on time beyond three (3) days, or fails to maintain an on-time attendance rate of 90%, for each month of school, without justification or school approval, the Education Department shall notify the person having care, custody, or control of the juvenile in writing to produce the child at school, on time, the next school day.

i. Failure of a person having care, custody, or control of the truant or tardy juvenile, without justification, to produce the child as notified in this subsection, shall constitute a civil infraction subject to a fine of \$100 a day until the child returns to school and on time.

b. The school district superintendent, Tribal Court or Education Department designated truancy officer, tribal law enforcement officer, or tribal prosecutor may issue a citation to the person having care, custody, or control of the truant juvenile for violation of section 6.04(D)(4).

i. Citations issued under this subsection shall contain a time, date, and place for a hearing before the Tribal Court unless the Tribal Court otherwise issues a notice of court hearing. The citation shall contain the dates the child was unjustifiably truant or tardy. The citation shall also contain a notice that continued failure to produce the child at school, on time, the next day, will result in an additional \$100 fine for each day the child is truant or tardy.

a). Failure to include the \$100 fine warning in the citation shall not render the citation defective, but shall not subject the person to
STATUTES of the CONFEDERATED TRIBES of the UMATILLA INDIAN RESERVATION
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an additional \$100 fine for each additional day the juvenile is truant or tardy.

c. Any person who has been issued a citation as outlined in this section must show cause to the Tribal Court why the juvenile is not, or has not, attended school or has been tardy. Following a hearing, the Court may, in its discretion, enter an order:

- i. compelling the person to send the child to school, and on time,
- ii. requiring the payment of \$100 fine for each day of truancy or tardiness,
- iii. requiring community service,
- iv. requiring the filing of a Minor-In-Need-Of-Care case pursuant to section 1.03(B)(26)(k) of this code,
- v. compelling the person to obtain a drug and alcohol evaluation, domestic violence evaluation, psychological evaluation, parenting classes, or such other relevant evaluation, and comply with the recommendations of such evaluation, failure of which to follow could result in a finding of contempt subject to penalties the Court deems appropriate,
- vi. compelling such person to contact and seek appropriate assistance from the Department of Children and Family Services. Failure to do so may result in a finding of contempt subject to penalties the Court deems appropriate, and/or
- vii. refer the matter to the Community Accountability Board.

5. A duly authorized law enforcement officer may detain a juvenile who is absent from school long enough to determine whether the juvenile has been excused from attendance or good cause otherwise exists for the juvenile to miss school. If the juvenile has not been excused from attendance and good cause does not otherwise exist for the juvenile to miss school, the officer may:

- a. Return the juvenile to school;

- b. Return the juvenile to the juvenile's parent(s), guardian, or custodian; and/or
- c. Issue a citation alleging that the juvenile has committed a truancy or tardiness violation.

6. The Court may enforce its orders under this section, provided it is in compliance with the current Gaming Revenue Allocation Plan, by:

- a. issuing an order seizing dividends issued by the tribal government to the person having care, custody, or control over a truant or tardy juvenile,
- b. issuing an order that the juvenile's dividends not be released to the person having care, custody, or control over a truant or tardy juvenile,
- c. issuing an order for the collection of fees owed by a person having care, custody, or control over a truant or tardy juvenile including the garnishment of wages, and/or

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- d. issuing an order that a juvenile not be issued dividends until such time as they graduate from High School or passed a General Education Development (GED) test.

REGISTRATION AND ENROLLMENT

Student Education Records

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and school official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent, and eligible student notice and consent will comply with all state and federal laws. Personal identifiable information shall not be disclosed without parent or eligible student authorization, or as otherwise provided by NCS Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the high school office by the principal.

Permanent records shall include:

- *Full legal name of student;*
- *Name and address of educational agency or institution;*
- *Student birth date and place of birth;*
- *Name of parent/guardian;*
- *Date of entry into school;*
- *Name of school previously attended;*
- *Course of study and marks received;*
- *Credits earned;*
- *Attendance;*
- *Date of withdrawal from school;*
- *Social security number;* The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent.

Student Request for records

Students will contact the office during office hours to request transcripts, report cards, etc. The school will fill the request within 10 days. Students requested report cards, records or diplomas may be withheld for nonpayment of fines or fees.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the school is provided evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours in the principal's office.

ASB Fees. Fees will be paid at the school office.

Possible fees:

- ASB Fee **\$25**
- Athletic Fees **\$40** each sport each player (max **\$150** per family)
- Club dues
- Fees for extra school materials (Art, supplies, etc.)
- Athletic equipment and apparel
- Voluntary purchases of school pictures
- Class rings, graduation announcements, etc.
- Fees for damaged library books and school- owned equipment
- Field trips considered optional to the school's regular school program

All fees must be paid or arrangements made prior to each activity or students will not be allowed to participate. Any required fee or deposit may be waived by providing to the office a copy of a letter from the State of Oregon entitling the family to public assistance.

Insurance

At the beginning of the school year, the school will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The school shall not be responsible for costs of treating injuries or be liable for any other costs associated with an injury.

Before participating in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance. (2) Has provided proof of insurance; or (3) signed a form rejecting the insurance offer.

Student supplies

A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and personal physical education apparel. Contact the school office if you need basic school supplies.

PARENTAL INVOLVEMENT / COMMUNICATION

Parent/Teacher Conferences

Parents are encouraged to contact the school any time to learn about student progress in class, behavior, attendance, or any other school-related issues. Teachers are readily available to communicate with parents about the progress of the student's learning at school.

Parent-teacher conferences are held quarterly. Parents can attend in-person or online. Parents are encouraged to attend to support and monitor progress of the student and maintain open lines of communication.

Report Cards/Progress reports

Report cards are available online or they can be picked up in the office. Credits will be entered on transcripts at the end of every quarter. One quarter is equal to .25 credits. Students must receive a D/P or better in order to receive credit for each class.

Progress Reports are sent home periodically throughout the school year. Parents may request a progress report for their student at any time. Parents may check Parent VUE on the school website to see up-to-date information about their student's progress and attendance.

School Closure/ Weather delays

In case of hazardous or emergency conditions, the principal may alter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of school, delayed openings of school, and early dismissal of students. School closures due to inclement weather, will be the same as announced for the Pendleton School District. Access any of the following: local radio stations, CTUIR communications, Pendleton School District website, or the IMESD website for announcements of school closure and delays.

Fundraising for class/athletics

Any and all fundraising activities conducted in the name of the school, in regards to a class, event, or athletic program will be conducted through the principal or athletic director. These must be pre-arranged 2 days prior to the fundraising event. Any and all funds raised MUST be submitted to the Administrative Assistant. No funds will be distributed without the following accounting procedures of the school. If gifts are purchased with such funds, they will be held at the school and dispersed when the principal deems necessary. (i.e. graduation gifts)

STUDENT RIGHTS AND RESPONSIBILITIES

Students with Disabilities

The school provides special programs and services for students with disabilities through the Pendleton School District. A student or parent with questions should contact the Principal or Pendleton School District Special Education Director

Media Access to Students

- Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.
- Parents who do not want their student interviewed or photographed should direct their student accordingly.
- A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.
- School employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Placement/Enrollment of Homeless Students

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Harassment

State and Federal law prohibits harassment, bullying and intimidation of all students and adults who attend or work at Nixyáawii Community School. Oregon law defines these behaviors as: "An act that substantially interferes with a student's educational benefits, opportunities or performance that take place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation or at an official school bus stop, and that has the effect of;

- Verbally abusing, physically harming a student, or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- Creating a "hostile educational environment."

Students found to be guilty of violating our policy are subject to disciplinary procedures, which could include suspension, citation by the police, and expulsion from school.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in school business is strictly prohibited in the school. School includes school facilities, school premises, and non-district property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.

Sexual harassment means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The principal will have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Steps in the report process can be found in the Nixyáawii Community School website School Board Policy Handbook. <https://5il.co/wezi>

Complaint Procedures

Nixyáawii Community School is committed to reasonable, effective and timely means of addressing complaints submitted by students, parents, and other concerned citizens of the community. We understand conflict and interpersonal differences are a natural part of everyday life and that conflict can be an opportunity to grow and learn. The goal is to advance mutual understanding and safety of individuals and groups throughout the school community.

A chain of command is expected to be followed in all complaint procedures.

1. Student or parent brings a complaint regarding classroom teacher to appropriate teacher or staff member.
2. Parent/teacher meetings are documented and sent to the principal for records purposes.
3. If the outcome is unsatisfactory, a conference with the principal can be requested.
4. If the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the principal, **within 10 calendar days.**
5. The principal will investigate the complaint and render a decision.
6. If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the Board, in care of the principal, with 7 calendar days following receipt of the principal's decision. At which time, the principal will provide the complainant with necessary Board procedures.
7. The appeal will be held at the next regularly scheduled board meeting; **no special meeting will be called except in extreme cases, including complaints filed against the principal.**
8. If a parent/guardian does not show up to the Board meeting after being informed of being included on the agenda, the decision reverts to principal recommendation. **Board decisions are final.**

Student Interviewing/Questioning

When school administrators permit law enforcement officers to interrogate public school students during school hours, on school property, the school officials should exercise discretion as to whether it is appropriate for others to be present during the interrogation.

- The above procedure relates only to the questioning of the students and does not apply to situations in which the proper warrant has been drawn and an arrest is to be made.
- The above procedure does not apply when the law enforcement officer has been summoned to the school by the building administrator to aid the administrator in the fulfillment of his/her responsibilities.
- As appropriate to the situation, a reasonable effort will be made to inform parents or guardians. Parents

may be present as long as they do not interfere with the process, and there is not a suspicion of child abuse.

- When potential child abuse is being investigated or when child abuse has been reported, law enforcement representatives or representatives of the Department of Children and Family Services may interrogate students on school property during school hours, and may exclude school officials from being present during the interrogation.

Search and Seizure

Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of any person. Students shall not conceal evidence of an illegal act or school violation.

In search and seizure situation, the following procedures shall be followed:

- Illegal items, (firearms, weapons, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others, or evidence of an illegal act or school violation, may be seized by school officials.
- Items, which may be used to disrupt or interfere with the educational process, maybe temporarily removed from the student's possession.
- A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school may be seized.
- **The school reserves the right to use canine units to search lockers**
- The students shall be given the opportunity to be present when a search of personal possessions is conducted.

Physical Restraint

A teacher, principal or classified staff member is authorized to employ physical restraint when in their professional judgment the physical restraint is necessary to prevent a student from doing harm to anyone. When so employed, physical restraint shall not be considered a form of physical discipline.

Discipline of Disabled Students

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

BEHAVIORAL EXPECTATIONS

Code of Conduct

Students at Nixyáawii are entitled to a school and classroom environment conducive to learning. There is a climate at Nixyáawii, which assures the safety and welfare of all individuals and their possessions.

Student Responsibility

High School students need to be given freedom to learn by being given responsibility. Students must receive training for everyday activities they will face after high school. Employers expect courtesy, completion of work, timeliness, cooperation, and respect for others' feelings, tolerance, honesty, and acceptance of self.

To ensure a safe, positive, and productive learning environment, all students, staff, and teachers involved with Nixyáawii Community School are required to abide by the following expectations, which incorporate the Native American values:

I. RESPECT ALL PEOPLE AND PROPERTY.

- a. Speak politely and appropriately.
- b. Respect people's privacy, personal property, and personal space.
- c. Comments or teasing which refers to a person's race, religion, ethnic background, culture, age, or sexual orientation will not be tolerated. Culturally accepted humor at times may be misinterpreted and hurtful if not understood.
- d. Horseplay, physical or verbal bullying, fighting, or touching of other students is unacceptable.

II. CITIZENSHIP.

- a. Attend school daily and be on time for class.
- b. Have needed materials when entering class.
- c. Contribute positively to group, individual, and/or class activities and lessons.
- d. Participate in all cultural aspects of the curriculum, including protocol.
- e. Actively participate in advisory.

III. ACADEMIC HONESTY.

- a. Complete daily and weekly assignments
- b. Use class time to complete coursework
- c. Submitted work which is copied and/or not the student's original work will not be accepted, and a failing grade will be issued for that work
- d. If you are not clear on direction(s) given to you, or do not understand an assignment, it becomes the student's responsibility to seek additional support from the staff
- e. Work towards and meet goals outlined in the student's education plan

IV. CARING ENVIRONMENT.

- a. Work toward creating a community of students, staff and teachers where education and individuals are important and valued
- b. Follow the Nixyáawii Community School policy of no drugs, no weapons, and no threats or harassment

Disciplinary Actions

- Discipline of a school age child is the responsibility of the parents and is most effectively handled in school through a cooperative effort by parent and teacher.
- Fairness and consistency in discipline shall be assured to each student.
- Behavior, which impedes the learning of any student, may cause school officials to discipline or remove the student from the formal learning environment for a period of time.
- Teachers and administrators have the authority to invoke disciplinary actions and procedures in maintaining a climate conducive to learning and protection of life and property.
- Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.
- In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco- related offenses or any other criminal act; he/she may also be referred to law enforcement

officials. Violations of the school's weapons policy, as required by law, shall be reported to law enforcement.

Student Discipline/ Referral Process

- When a staff or teacher encounters a student who is not meeting expectations, the referral process outlined below will be implemented.
- The severity of the situation and previous student behavior will determine on which step the staff will begin.
- If issues are resolved at a specific step, the referral process will end.
- If issues continue, staff will move to the next step in the process.
- For students who are on an Individual Education Plan, the Special Education teacher will be informed.

STEP 1:

Warning/Intervention: Teacher will talk with student and provide clear choices on best action and/or Teaching Team will move student to a Quiet Area, if appropriate

STEP 2:

Intervention: (any or all options depending on severity or circumstance)

- Student will be assigned to Quiet Area to complete classroom assignments
- Student informed of the referral process
- Incident report completed and routed to office or administrator
- Administration /Staff conference
- Parent/guardian informed via phone call/ email/text
- Staff will review with the student the situation and may ask student to rejoin their class
- Student is sent home (out of school suspension)
- Parent/ guardian picks student up from school

STEP 3:

Student is placed on behavior and/or academic/attendance contract addressing pattern(s) of behavior

- Parent/guardian informed
- Parent/guardian meeting
- Possible referral to community agency

STEP 4:

- Possible 1-5-day suspension (in-school and out-of-school)
- Parent/guardian informed
- Parent/guardian meeting
- Possible referral to community agency
- Conference with parent/guardian and student prior to return to school.
- Behavior contract may be revised by staff and reviewed with student and parent/guardian upon return to school

STEP 5:

- Team decision is implemented regarding appropriate placement
- Behavior contract may be revised by team and reviewed with student and parent/guardian upon return to school.
- Possible referral to community agency
- Possible exit from Nixyáawii Community School

Suspensions: Schoolwork missed by a student while on suspension may be made up upon the student's return to school. A student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

DISCIPLINE APPEAL PROCESS

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and principal (see **complaint procedures** section of this handbook).

Dress Code

A student's appearance affects daily behavior, purpose for being at school, and productivity in the classroom. We are making a concerted effort to establish good grooming and personal character at Nixyáawii Community School so that our students will be adequately prepared to enter mainstream life.

Specifics

- NO HOODS
- All clothing will be worn as the design was intended, no oversized clothing, pants must fit at the waist.
- Shoes must be worn on campus.
- No undergarments may be revealed.
- Straps on blouses or tops are to be at least 2 inches in width.
- Underwear-type sleeveless shirts (camisole tank tops), crop tops are not allowed.
- Tops must cover the midriff area.
- Dresses, skirts, and shorts must be at least the length of arms down to sides and fingers extended.
- Gang attire, related symbols or insignias are not to be worn or displayed.
- Clothing or hats with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups may not be worn.
- Anything deemed disruptive by school staff or principal will not be worn on campus.

Public Displays of Affection

Public displays of affection are not acceptable during school hours or at any school functions.

Food in the Classroom

FOOD in the classroom will be determined according to each teacher's classroom rules! Beverages with closed top only! Food delivered to school prior to lunch will be held in the office until lunch. Food delivered after lunch will be held in the office until after school.

Cell Phones / Electronic Devices

- In order to limit class disruptions, Cell phones or electronic devices including headphones and earbuds will be turned off and put away.
- Instructional time is defined as any time that class is in session during the school day, officially noted by the audible bell tones.
- Students are permitted to use Cell phones or electronic devices on school property before and after school, during passing times, and designated lunch times.
- Any student who needs to use a phone during instructional time may use a school phone with permission.
- Nixyáawii Community School shall not be responsible for loss, theft or damage to personal communication devices or other personal electronic devices brought to district property or school-sponsored events

Students who violate this policy are subject to the following:

- 1st offense: the device will be confiscated by teacher and claimed in the office at the end of the day
- 2nd offense: the device will be confiscated and must be claimed in the office by parent
- 3th offense: the device will be confiscated and must be claimed in the office by parent at the end of two weeks

*** Students who refuse to comply with any staff request to relinquish any PED (personal electronic device) are subject to immediate suspension.***

Note about electronic device use:

- The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any student taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs may be reported to law enforcement and/or other appropriate state or federal agencies.

Nixyáawii Community School prohibits the existence of gangs and gang activities at school. Students on or about school property or at any school activity:

SCHOOL MEAL PROGRAM

Lunch and Breakfast

Nixyáawii Community School will provide free breakfast and lunch to all students.

Free and Reduced opportunities

Families that are eligible for Free and Reduced Lunches should pick up an application at the Nixyáawii Community School office. All information is held in strict confidence. Students who qualify for free and reduced lunch also qualify for a fee- waiver for some exams (such as SAT exams), and for admission fees to some colleges.

Limited Open Campus/Closed Campus

Nixyáawii Community School has a limited open campus policy.

During school hours, including passing time, students are required to remain on campus. If a student must leave campus, he/she MUST check out of the school office before leaving.

Lunchtime:

- Students are required to follow all campus and school expectations while they are off campus.
- **Students will lose their off-campus privileges if they do not meet the standards of the school. This will include behavior, attendance, and tardiness.**
- All decisions are up to Attendance Team discretion.

GENERAL INFORMATION

Transportation of Students

- A student being transported by FIRST STUDENT is required to comply with the rules of the company, as well as the Student Code of Conduct.
- Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Computer Use

All Nixyáawii students must sign the Computer Use Agreement, and adhere to the policy set forth in the agreement. Students who do not follow the agreement are at risk of losing the privilege of accessing school computers, technology resources, access to student accounts and information, and technology equipment. School computers are to be used for school-based purposes only.

Visitor Policy

All visitors MUST check in at the main office upon entering the building. Parents and guests wishing to visit classrooms must have prior approval from the school's principal or lead teacher. Parents, community members, and students' guests may be allowed to visit Nixyáawii Community School and must check in at the office. Visitors are prohibited from bringing alcohol, tobacco or firearms onto campus.

Loss or Theft

Nixyáawii Community School is not responsible for the theft of student property. The school does not carry theft insurance nor does it reimburse students for stolen property. The administration and local police department will make a conscientious effort to investigate theft and retrieve stolen property. Students are requested not to bring large sums of money or valuable property to school. A Lost and Found area is located in the main office, and students should inquire there for missing items. Likewise, students finding items should deliver them to the office.

Field Trips

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in school-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervision.

MEDICAL TREATMENT

Health Services / Medication

If a student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

Students can be seen by a Yellowhawk clinic nurse, if the medical consent form has been completed and signed by the student's parent or guardian.

Nixyáawii students are not permitted to have any medications with them at school. Any medications taken during the school day must be brought into the school office by a parent with written instructions for administration of the medication. Any doctor prescribed medications must have a prescription with the medication with instructions for administration of the medication.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. It is the parents' responsibility to update this information when any changes have been made.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Counseling

Personal or Mental Health Counseling

Nixyáawii faculty are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. Staff is encouraged to refer students for more professional help from local agencies, such as Yellowhawk counseling services, or CTUIR prevention programs.

Drug & Alcohol

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation.

Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct and Oregon Law.

SAFETY

Drills—Fire, Earthquake and Other Emergency Drills

Student and faculty safety is taken very seriously. Nixyáawii Community School works closely with the CTUIR Police and Fire Departments to ensure communication, knowledge, and practice of emergency situations are understood. Instruction on fire and earthquake dangers and drills for students shall be conducted each school month. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion. Students are to remain on campus during an emergency drill.

Supervision of Students

Adult supervision is provided to students during regular school hours, while traveling on school-provided vehicles to and from school and while engaged in school-sponsored activities.

Nixyáawii Community School
Parent/Guardian Handbook Acknowledgement and Consent Form

- ☐ I understand and consent to the responsibilities outlined in the Parent-Student Handbook/Student Code of Conduct.
- ☐ I understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on school-provided transportation.
- ☐ I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

_____ (initial) I have read and understand the new **graduation requirements** (Page 4).

_____ (initial) I have read and understand the **Cell Phone/electronic devices** policy (Page 15).

_____ (initial) I have read and understand the **Nixyáawii Community School Student/Parent Handbook**.

_____ (initial) My **son** or **daughter** (circle please) **will adhere to the policies** listed within this document.

Student:

Name: (Please Print)

Student Signature:

Date:

Parent/Guardian

Name: (Please Print)

(relationship to student)

Parent/Guardian Signature:

Date:

Return to Nixyáawii Community School Office ASAP