

Na' Neelzhiin Ji Olta', Inc.



Parent and Student Handbook SY 2019-2020

School Vision

"To Learn, Grow and Succeed"

Mission Statement

We, at Na' Neelzhiin Ji Olta', are a Dine community of students, staff, and family. Na' Neelzhiin Ji Olta' is preparing future leaders by providing quality education through life skills and college career readiness.

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Parent Advisory Committee
Kenneth Toledo, Principal
Governing Board

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NA'NEELZHIN JI OLTA' INC. 2019/2020 ACADEMIC CALENDAR



AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 - Instructional Days
08/08 & 09 - Staff Orientation
08/12 - 1st Day of School

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 - Instructional Days
09/02 - Labor Day Holiday

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 - Instructional Days
10/14 - 1st 9 wks. Ends

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 - Instructional Days
11/11 - Veterans Day Holiday
11/28 - Thanksgiving Holiday

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/19 - 2nd 9 wks. Ends
12/25 - Christmas Holiday
12/23-31 - Christmas Vacation

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 - Instructional Days
01/01 - New Year's Holiday
01/2&3 - Christmas Vacation
01/06 - School Commences

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

19 - Instructional Days
02/17 - President's Day Holiday

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 - Instructional Days
03/06 - 3rd 9wks. Ends
03/16-20 - Spring Break

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 - Instructional Days

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - Instructional Days
05/15: 4th 9 wks. Ends
Last days of School

CODES	DESCRIPTION
Red	1st & Last of School
Blue	Holiday - No School
Green	Sch Vac. Days - No Sch
Yellow	Staff Professional Days - No School
Orange	9 Wks Grading Period

180	Instructional Days
6	Holidays
14	School Vacation Days
3	Staff Professional Days

Joseph K. B...
School Principal

Frank M. Letto
Executive Board President

12-Mar-19

Introduction

The Parent and Student Handbook contains information for parents/guardians and students regarding school policy to ensure optimal student learning and safety. We encourage you to become familiar with this policy and its expectations.

Registration

To enroll your child at Na' Neelzhiin Ji Olta, Inc. (NJOI), you must complete a registration packet which is available with the front office receptionist or the registrar. The child's birth certificate, immunization records and any legal documents pertaining to the child's legal guardian status.

- All Native American students must provide a copy of their Certificate of Indian Blood (CIB).
- The child's immunization must be up-to-date to be enrolled.
- Legal documents are justification for check-out and bus changes for students.

Parent/Guardian Involvement Policy

Parents are considered very important stakeholders at Na' Neelzhiin Ji Olta', Inc. Parents are partners with our school and are encouraged to actively participate in creating and implementing educational programs for their children.

- a. Parents/guardian are entitled to reasonable access to all written records of a school concerning their child; including attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, and reports of student behavioral patterns.
- b. Parents/guardian are entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom.
- c. Parents/guardian are entitled to full information regarding the school, inclusive of annual school audit report, school budgets, annual AdvancEd report, and all other annual reports.
- d. Parents/guardian should be involved in supporting student learning to meet the measurement of academic standards:
 - i. Attend 9-week Parent Teacher Conference
 - ii. Parent Classroom Training, Conference, Workshops, and Social Activities
 - iii. Attend Parent Meetings to obtain updated information regarding their child(ren)'s school
 - iv. Volunteer at school with required background clearance (Parent Involvement Funds will pay the expenses of \$25.00 for the first 5 parents).
- e. PAC will attend annual parent training sessions, school reauthorization trainings and AdvancEd training sessions. PAC will share the information/skills learned during the regular parent meeting.
- f. PAC will have work sessions to update the Parent Handbook and Bylaws annually at the beginning of the school year.
- g. PAC in connection with the parent liaison will set Parent workshops on topics that are requested during parent meeting.

Parent Survey

Parent survey will be conducted twice in a school year in attempt to improve school operation, parent involvement, and learning topics for parents. First survey will be conducted during the annual Parent Summit and the second to be conducted in May.

Parents & Family School Activities

The following major family activities will include:

- a. Parent/Teacher conference
- b. School wide activities and events
- c. Parent Educational Workshops
- d. Travel and conference opportunities
- e. Parent Summit beginning of the school year. All departments may give information about the services they provide to the parent & community.

School Activities parents should be involved in:

- a. Parent Meetings
- b. Open House events
- c. Enrollment Day
- d. Navajo Culture Week
- e. School Presentations and Workshops
- f. Awards Day
- g. Sports events

Parent Volunteer

NJO encourages parents and/or guardians to volunteer at their child's school. Volunteers must have a background clearance before working with any students. Parent volunteers should not make any directives or give any assignments to any Na' Neelzhiin Ji Olta' Inc. staff. Parents should be polite with manners and display respective behavior.

Attendance

Attendance plays a vital part in your child's success/progress in their education. During absences, your child will miss important instructional activities and can also compromise their testing results. Attendance is based on 180 scheduled days in the school year. Please help your child make every effort to attend unless he/she is ill. Please follow the procedures below if your child will be absent from school:

- Parents should call the school to report a student absence. The school phone number is 731-2272, if there is no answer, please leave a voice message with the school receptionist with the reason for your child(ren)'s absence.
- Parents may send a note with their child upon his/her return to school stating the reason for the student's absence.

Although some absences are considered "excused", all absences are recorded by the teacher on a daily basis and counted in the student's records. Absences are considered excused if the child is ill, there is a death in the family, or there was an emergency. The student is responsible for completing any work missed. If the student accumulates 3 or more absences consecutively the following actions may be taken:

1. 3 absences: Parent/guardian will receive a notice from the school of regarding student absence. School personnel will be sent to the home to investigate the absence and report back to the registrar, principal and teacher(s).
2. 5 Consecutive Absences: Parent/guardian will be contacted by the principal or the school counselor to notify that the parent and student will be called to a Student Assistance Team meeting (SAT) to try to resolve ways to avoid more absences in the future.
3. 7 Absences: The parent will receive a notice from the principal detailing that the school will make a referral to the Navajo Nation Department of Children, Youth & Family for educational neglect. The school is responsible for notifying the proper authorities of a student's high absenteeism, including, the New Mexico Department of Human Services and the Juvenile Probation Office.
4. 10 Absences: NJOI will withdraw the student from school. The parent/guardian will have to re-enroll the student.

Promotion and Retention

All students, K-8th grade, are encouraged and expected to complete all classroom assignments, homework and, most importantly, attend school every day during the school year. If a student demonstrates difficulty in any school subject(s), the teacher will notify the parent/guardian immediately. The teacher and parent/guardian must schedule a parent/teacher conference to plan an intervention that will assist the student in these subject areas. If the student continues to struggle and/or if the student has numerous unexcused absences, the student will be referred to the Student Assistant Team (SAT). The parent, student, teacher, school counselor and other staff assigned to the SAT team will meet to develop a new intervention or action plan for the student. Follow-up meetings will be determined.

Students who attend school on a regular basis and are demonstrating benchmark or higher standards in their academic subjects will be promoted to the next grade. Retention may be considered if a student continues to struggle with current grade level work or continues to perform poorly with academic grade level work due to poor attendance. Retention may also be considered due to high absenteeism (Truancy).

Student Assistant Team (SAT)

A Student Assistant Team is comprised of a group of school licensed professionals. The intent for a SAT is to initiate assistance to a student that is referred by their teacher for struggling with academics, behavior, social-emotional health, attendance or any issue resulting in poor academic results. The teacher will refer a student when he/she has exhausted all attempts to assist with the student and is now requesting for a team or group intervention. In the referral, the teacher will document the various methods or interventions that were attempted and to include the result of the student. The parents/guardians are an essential part of the SAT team therefore, the parents/guardians will be included in the SAT meetings. The SAT will schedule a meeting to discuss the student's progress and determine alternatives to meet the needs of the student. The teacher will receive the notice of the intervention to try. A follow-up meeting will be scheduled after the

determined time of the intervention to be used to determine the success or failure of the intervention. A SAT referral is not an automatic referral to Special Education.

Student Check Out

Please make every effort to have your child attend the entire school day. Early check outs are disruptive to the classroom and it also counts against your child's attendance record. PLEASE DO NOT CHECK OUT YOUR CHILD EARLY UNLESS IT IS AN EMERGENCY. We encourage you to make doctor and dentist appointments and other personal errands during weekends, holidays, school in-service days, or during school breaks. Anyone coming to the school to check out a student must be listed on the student's checkout list. If you are not on the checkout list, you will not be allowed to take the student. If there are custody issues, please make sure that school office has copies of all legal documents. Students who achieve excellent attendance will be eligible for rewards and special recognition.

If an individual who is listed on the check-out list is evidently inebriated (intoxicated), the school will not release the student to that individual for the safety of the student.

Change in Student Information

It is important that the school office be notified immediately of a change in your address, home, or work telephone number, and emergency contact information during the academic school year. Without a current phone number, we will not be able to reach you in case of an emergency. The school must have a current phone number when you can be reached at all times it can also be used for the purposes of messaging to be sent out by the School Messenger for school closures, early dismissal, meetings, etc.

Photographs

Occasionally NJOI staff members/coaches will take pictures of their students/athletes and use the photos for activities. Several times students' photos have appeared on social media. If you prefer that your child's photograph NOT be taken and/or used for school purposes, please contact the school and inform them of your wishes.

Student Records

Parent/guardians have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. NJOI's policy on student records complies with the Family Education Rights and Privacy Act (FERPA) of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.

Health Related Services

NJOI does not have a school nurse. If a student becomes ill at school, he/she must tell their teacher immediately. A determination of the necessary course of action will take place and the student's parent/guardian may be contacted and asked to come to the school and pick up the student.

School staff are prohibited from providing or administering any type of medication to any student. There are some exceptions such as in the case of asthma.

Head Lice:

Head Lice can be a problem from time to time during the school year. When a student is found to have head lice, that child will be sent home at the end of the school day. The School Counselor, or designee, can assist in making appropriate preparations for treatment. Your child may have to visit a health care provider to ensure that all the eggs have been removed before returning to school. If you have transportation difficulties, please contact the school. Further information and support are available from the school counselor, or designee.

Policy: NJOI is committed to utilizing best practice recommendations for lice management in our school in a manner that respects the data privacy of students and families. Lice exclusions are viewed as necessary only when excessive infestations are present or there is lack of follow up with treating lice.

Head Lice Procedure Purpose:

1. NJOI recognizes that head lice are not typically responsible for spreading or causing disease but do cause uneasiness within the school. Lice are typically not spread within the school setting. Lice transmission requires close head-to-head contact or the sharing of personal hair related items.
2. In general, exclusions from school due to lice is no longer considered best practice, supported by the US Center for Disease Control, MN Department of Health, American Academy of Pediatrics, and National Association of School Nurses.
3. While minor cases do not necessitate exclusion, excessive infestations may disrupt the school setting and therefore exclusions will be implemented in these cases.
4. The local healthcare clinic, experienced with lice recognition, can greatly assist families with needed lice education and be supportive of families' treatment efforts.
5. The healthcare clinic and all school staff will assure student's and family's right to privacy.

Lice management plan separated by roles (Parents & School staff):

PARENTS - Management of lice is primarily the role of parents/guardians.

1. PREVENTION:

- a. Parents will stress the importance of their student avoiding head-to-head contact with non-family members or individuals known to have lice.
- b. Parents will instruct students to avoid sharing items that have contact with their own head or with the heads of other persons at school.

2. MONITORING

- a. Parents need to monitor the status of their students heads weekly throughout the school year and ongoingly watch for symptoms of lice (itchy head).
- b. When lice is discovered, parents need to follow through on treatment protocols and monitor the effectiveness of treatment which is enhance by combing through hair daily for a two-week time period, removing nits and monitoring for new lice.
- c. Parents are asked to inform the school when lice are discovered on their student.
- d. If parents are uncertain if lice are present, they are advised to ask healthcare providers for an assessment prior to treating. Parents are advised to not treat 'just in case.'

3. TREATMENT

- a. Active cases of lice require treatment prior to returning to school. Local healthcare office can provide information on treatment options and can discuss the pros and cons of each.

4. COMMUNICATIONS

- a. Parents are asked to inform their child's teacher when their student has lice.

TEACHERS: Lice management by classroom teachers

1. PREVENTION - Classroom teachers will:

- b. Reinforce lice prevention strategies.
- c. Stress the need for students to avoid head-to-head contact with others.

2. MONITORING - Classroom teachers will:

- a. Recommend to the parents/guardian to refer students with lice symptoms (itchy heads) to the local healthcare office for head checks.

3. COMMUNICATION - Classroom teachers will:

- a. Assure all communications are respectful of data privacy rights.
- b. Connect students with any missed classroom work resulting from lice management/treatment process.

SCHOOL TRANSPORTATION:

1. COMMUNICATIONS

- a. No notifications will be made to bus drivers unless the principal, or designee, indicates the need.

2. MONITORING:

- b. Students will not be denied access to school transportation due to lice status.

School & Instruction Hours

Instruction begins at 8:15 am each day Monday through Friday. Dismissal on Wednesdays will usually be at 1:15 pm, unless the school is making up for a school closure due to weather or other factors that may prompt a school closure. Classes end at 3:15 pm on Mondays, Tuesdays, Thursdays and Fridays. Students should NOT arrive earlier than 7:45 a.m. on any school day or remain on campus later than 3:15 p.m. - 1:15 on early release days - unless they are participating in a supervised activity. SUPERVISION IS NOT PROVIDED FOR STUDENTS WHO ARRIVE PRIOR TO 7:45 a.m. OR REMAIN AFTER 3:15 p.m. These procedures are designed for the safety and well-being of your children.

Uninterrupted Instructional Time

The school has designated an uninterrupted Core Reading & Math instruction times as follows:

Uninterrupted Core Reading Instruction Times	Time	Grades
	8:15 a.m. - 10:00 a.m.	Kindergarten - 8 th grade
Uninterrupted Core Math Instruction Times	10:15 a.m. - 11:15 a.m.	Kindergarten - 8 th grade

The school protects Reading and Math instructional times by ensuring classes are not interrupted with announcements or messages from home. When you have messages or materials, please take them to the school office. **PLEASE TRY NOT TO CHECK OUT YOUR CHILD DURING THESE TIMES.**

Late Arrival/Tardiness

A student will be considered tardy after 8:20 a.m. if the student's tardiness exceeds 3 consecutive tardies or 3 unexcused tardies, it will equal one unexcused absence. Consistent tardies will require the parents meeting with the Student Assistance Team.

Cafeteria Service

Breakfast and lunch are served to all students daily. The cafeteria starts serving breakfast at 7:45 a.m. and students are sent into the cafeteria upon their arrival. We encourage all students to go through the service line and eat a nutritious breakfast each day. For lunch, students are brought to the cafeteria during the scheduled times by grade level. Again, we have all students go through the serving line and encourage them to eat a hearty lunch. Students are encouraged to try all food served, including milk. Students will not be forced to eat all food or drink all milk.

If your child needs special considerations for food due to allergies, lactose intolerance, or personal lifestyle, please inform your child's teacher or school counselor so that special arrangements can be made for your child. A doctor's order must be provided for any dietary changes.

Bus Safety

In order to promote a safe and comfortable ride on the bus, proper behavior is expected from every student. All students must be seated facing front when the bus is moving and not making excessive noise. Students are to keep hands to themselves and respect the belongings of others. (See also "Bus Contract")

Consequences of Misconduct on the Bus

Students who do not promptly obey the directions of the bus driver shall forfeit their right to ride on the bus. In cases of misconduct, incident reports will be issued by the driver and given to the principal. One copy is given to the parent/guardian.

Bus and Transportation Changes

Whenever you need to make a change to your child's bus or transportation arrangements you must either come into the school to make the arrangements or you must send a note that includes the parent/guardian signature addressed to your child's teacher. The teacher will give the note to the school receptionist who will fill out a "Bus Change" form and distribute the information to the respective school personnel. No changes will be made without a note! At no time will a bus change be made through a phone call. The school must have written documentation! This is because we cannot identify a parent/guardian over the phone. Please understand that this is a safety issue. Any changes must be made before 11:00 a.m. so that the proper arrangements may be made with the appropriate school personnel.

Inclement Weather

For the safety of the students, there may be times when school may be delayed, cancelled, or students may be dismissed early. It is the parent's responsibility to monitor news reports via television and/or radio stations. A text, email or phone call notification will also be sent through our school messaging system. It is for this reason that the school have a current phone number on file. Early dismissals usually occur after 1:00 p.m. The school will make every attempt to contact you of early dismissals. You may also call the school for verification.

Homework Policy

We value homework as an integral part of the learning experience. We consider it an opportunity to reinforce concepts introduced in the classrooms. It is also a time when students will develop independent organizational skills, time management techniques, effective study habits, & responsibility.

Students receive a homework folder to help them organize their assignments, handouts, and parent check-off sheets. Completion of homework is a priority. Incomplete homework could mean your child will lose free time to complete homework. Habitually incomplete homework activities may lead to further disciplinary action and parental contact.

All students are expected to read at least 30 minutes every night at home. We encourage parents to discuss books with their children & to read aloud to them at all grade levels. Do support your child by establishing a quiet place at home to study without distractions. Having a dedicated routine each day to complete homework or time to read a book will build good study habits.

Parent and Teacher Conferences

We believe a partnership between parents/guardians and teachers is vital to your child's success in school. Parents/Teacher conference is a good time for parents/guardians to discuss their child's progress. Parents/Teacher conferences are scheduled once at the end of each quarter and will proceed as scheduled on the school calendar. Memos and messages through the School Messenger will be posted for dates and times of the Parent/Teacher Conference.

However, we welcome your requests for conferences with teachers at any time for the duration of the school year. We feel it is very important that you know what is going on with your child at school. Please feel free to ask questions to your child's teacher so that you can work together to meet the needs of your child.

Field Trips

Student participation in field trips and off campus activities are privileges. Permission slips are to be signed by the parent/guardian ONLY and returned to the teacher before the trip. Students without signed permission slips will not be permitted to participate in a field trip. Students will be assigned to chaperones and must follow their instructions. Parent chaperones are expected to follow all school rules and assist in supervising students. Parents must formally checkout their child with the teacher if picked up from the field trip site. Parents must make prior arrangements in writing for child pick up or drop off. If a parent/guardian DOES NOT authorize their child to participate in the class/school field trip, please do not send your child(ren) to school, there will be no supervision for your child. The student will be considered absent.

Conduct of Parents/Guardians/Visitors

Parents/Guardians and/or visitors are to sign in at the front office and obtain a visitor's badge. Parents are asked to sign in and sign out including returning of visitor's pass upon completing their visit. The badge represents your presence and indicates permission to be on the school campus. All parents and guardians or visitors are asked to model appropriate behavior. Procedures are as follows:

1. Sign in at front office, specify your purpose, who you are visiting and where your destination will be.
2. Obtain a visitor's pass
3. Conduct your business appropriately. If any shouting or violence occurs by the visitor to any student and/or staff, the visitor will be asked to leave the premises immediately. School security or law enforcement may be involved.
4. Return to front office to check out.

Filing Parental / Guardian Concerns

Parent/guardian and student concerns are recognized, as such, concerns will be handled in a timely manner as follows:

1. A parent may opt to file a complaint/concern to the Parent Advisory Committee as their first step of grievance.
2. Written and signed complaint is filed with the principal/designee, if complaint is on the principal, the parent will file with the school board president;
3. The principal/designee or school board president, if complaint is on the principal, will determine the best possible solution and communicate in writing within 5 working days;

All documentation pertaining to situation / complaint will be placed on file.

Student Dress Code

The NJOI Executive Board approved a revised uniform policy on July 2017. The purpose of this policy is to provide: *a safe school; foster a unified school culture; promote positive student behavior; reduce school clothing cost; and to focus on academic excellence.*



Any solid (one color) polo or button-up shirt

Navy blue/Beige Khakis or Jeans

The following applies to all FACE - 8th grade students:

Pants: Jeans or Khaki pants, No baggy jeans or any holes in them.

Shirt: Polo or button-up shirt with collar. Any solid color is acceptable.

Shorts/Skirts: Skirts must be knee level and no baggy pants.

Jumper/Dress: Must be below the knees and can be any solid color. The final decision on the appropriateness of dress will be the Principal. The NJOI Parent Advisory Committee will accept donations of good, used uniform clothing at the school office or call (505) 731-2272 to make arrangements for pick-up of donated clothing.

- If the students come to school without proper uniform, he/she will be asked to change.
- Student new to the district will have five (5) days in which to purchase the proper clothing items for the uniform dress code.
- School uniforms must be worn upon arrival to school campus during instruction hours. Students must wear school uniforms during sports and field trip events unless otherwise instructed.

Campus Rules

1. Hats and caps are to be worn outside the building only. If students "forget", they will be asked to remove hat.
2. Beanies and bandanas are not allowed on the School Campus or on the Bus.
3. Children arriving after 8:20 a.m. must stop at the office for an admit slip before going to class.
4. No pets are allowed
5. Forgotten items from home (i.e. homework and messages for individual students about after school activities or transportation) should be dropped off or left with the front office receptionist to be delivered to the student during the mandated reading instructional hours, if it is homework, otherwise will be delivered after the mandated reading instructional hours.
6. Teachers will escort students from the building to the bus. Any student not riding the bus shall be picked up by parents from the academic office or the designated pick-up zone.
7. For the safety of all students and staff, every visitor to the school is required to first visit the school front office, sign in as a visitor and receive a visitor's badge. No one should be in the school or on campus unless they are wearing a visitor's badge. If a visitor is not wearing a visitor's badge, he/she will be asked to sign in at the front desk and receive a visitor's badge.
8. For safety reasons, students are not to be on campus before 7:00 a.m. or after 4:00 p.m. Staff who conduct morning duty do not check-in until 7:45 a.m. Students are to leave campus promptly after school ends unless they are staying for a club meeting, athletic event, tutoring, etc. If staying for one of these activities, the student must report promptly to the teacher or sponsor who will be supervising him/her.
9. Students must use appropriate language and voice volume at all times.
10. Radios, CD players, portable video and tape recorders, electronic games, cell phones, mp3, etc., are not allowed on campus or buses. If brought to school, the item(s) will be confiscated and will only be returned to the student's parent(s)/guardian(s).
11. Student must respect school property and avoid littering.
12. Food is allowed only in the cafeteria unless otherwise designated.
13. Students not under direct supervision of a staff member must have a Hall Pass (i.e. restroom, sent to office or another classroom, etc.)

14. When students are playing, the following guidelines are in effect: no tackling, hitting, tripping, pushing, and/or horse-playing. Play only in designated areas and return all borrowed equipment promptly.
15. Bicycles are not allowed on the campus.
16. Skateboards, non-motorized vehicles, roller skates, or built-in roller skate shoes (heelines), may not be ridden or driven on campus at any time.
17. **Walk** on all sidewalks and in the buildings.
18. Throw only playground balls, not sand, rocks, snowballs or any other objects that could injure others or result in property damage.
19. Take turns when using the playground equipment.
20. Stop playing when the whistle is blown and proceed, by walking not running, with your teacher to the classroom.
21. Settle differences peacefully, without fighting, threats, name-calling or put-downs. Ask for help from a teacher or another adult when you can't resolve differences yourself.

Categories of Misconduct and Range of Possible Consequences

Na' Neelzhiin Ji Olta employees must report any known student offenses to parents, supervisor, and other authorities, such as law enforcement, using an incident report form, SCAN forms, etc. Parents will be responsible for transportation to and from school if the student is suspended from the school. The table below will apply to any violation of the academic policies. Intervention Programs are set in place to help the student.

Misconduct/Infractions/Incident(s) Descriptions

1. **Inappropriate Verbal Language:** Verbal messages that include swearing, name calling or use of words, sounds, gestures in an inappropriate, disrespectful, hurtful way.
2. **Defiance, Disrespect, Insubordination & Non-compliance:** Student engages in failure to respond to adult requests. Refusal to follow directions, talking back and/or engaging in socially rude interactions.
3. **Dress Code Violation:** Student wears clothing that does not fit within the dress code guidelines practiced by NJOI Student Handbook (See page 11).
4. **Disruption:** Behavior causing an interruption in a class or activity. This includes sustained loud talk, yelling or screaming; noise with materials, horseplay or roughhousing; and/or sustained out-of-seat behavior.
5. **Technology Violation:** Student engages in inappropriate (as defined by the NJOI Student Handbook) use of cell phone, pager, music/video player, camera, or computer.
6. **Fighting/Physical aggression:** Student engages in inappropriate physical contact- pushing, shoving, slapping, punching, etc. towards students and/or staff.
7. **Property Misuse/Damage:** Student engages in misuse and/or damaging of any property.
8. **Tardy (5 minutes or longer):** Student arrives unexcused at class after the bell (or signal that class has started) 5 minutes late or longer.
9. **Use/Possession of Alcohol:** Student is in possession, bringing, using, distributing or selling alcoholic beverages.
10. **Inappropriate School Location/Out of School Area (AWOL):** Student is in an area that is outside

of school boundaries and/or in an unauthorized area (as defined by the NJOI Parent/Student Handbook).

11. **Use/Possession of Combustible Items (Matches, Lighters, fireworks, gas, rubber cement, etc.):** Student is in possession, bringing, using, distributing or selling substances/objects readily capable of causing bodily harm and/or property damage.
12. **Arson:** Student starting, attempting to start or promoting the continuation of any fire or explosion.
13. **Use/Possession of Drugs (in any form, illegal drugs, controlled substances, narcotics, prescribed/non-prescribed medication):** Student is in possession, bringing, using, distributing or selling controlled substances while on or about school or at a school-sponsored event.
14. **Threats of any Kind:** Threats made to staff or other students both physical and verbal, which includes student delivering a message of possible bomb threats on campus, near campus and/or pending explosions.
15. **Forgery:** A student signing a person's name without that person's permission; a student using or attempting to use the identity, signature, academic work or research of another person and representing it as his/her own.
16. **Theft:** Student is in possession of, attempting to steal, having passed on, or knowingly receiving or being responsible for removing someone else's property.
17. **Harassment/Bullying:** No student shall threaten, intimidate or cause another person, child or adult to feel unsafe by threats, intimidation, obscene gestures, pictures, written notes, negative comments and/or verbal attacks.
18. **Lying:** Student not telling the truth when confronted by an adult and/or telling lies about another person.
19. **Cheating:** Students copying assignments/homework from others.
20. **Display of Affection (Physical Contact):** The school does not allow for display of any type of public affection among student when they are school grounds or on any school related activity during school operation hours. Public affection means; kissing, hugging, necking, intimate touching, embracing, snagging, etc.
21. **Use/Possession of Tobacco (in any form):** Student in possession, bringing, using, distributing or selling any type of tobacco.
22. **Skipping Class:** Student leaves class/school without permission or stays out of class/school without permission for more than 5 minutes.
23. **Truancy:** A student accumulating 3 or more absences, whether excused by a parent/guardian or not.
24. **Vandalism:** Student participating in any activity that results in substantial destruction or disfigurement of property.
25. **Weapons Use/Possession:** Student in possession, bringing, using, selling weapons, explosives, knives, guns (real or look-alike) or any other objects readily capable of causing bodily harm.
26. **Physical Aggression/Threats:** A student who attempts to or succeeds in striking or hurting anyone will be immediately referred to the principal; local law enforcement may be notified depending on the severity of the threat.
27. **Any other incidents not listed above:** Student engages in any other problem behaviors that do not fall within the above categories.

Misconduct/Infractions/Incident(s) Consequences

If a student has 3 or more major incident reports in one event, then each incident will be counted as separate, progressive incidents. For example, the three separate major incidents in one event would progress to the 3rd major incident on the Disciplinary Action Matrix, which leads to expulsion.

Problem areas marked with asterisk (*) may violate New Mexico laws. Law enforcement will be called to investigate serious violations. If this occurs, school officials will notify parents/guardians. Any actions taken by law enforcement officials will be in addition to the action taken by the school.

Depending on the type of substance per New Mexico law, the minimum consequence may vary and the maximum (expulsion) may be recommended.

MISCONDUCT	1 st INCIDENT	2 nd INCIDENT	3 rd INCIDENT
1. Abusive/Inappropriate Language	Warning and counseling by the principal or school counselor.	Student/Parent conference and Behavior Intervention Plan (BIP)	
2. Defiance/ Disrespect/ Insubordination/ Non-compliance	Warning and counseling by the principal or school counselor.	Student/Parent conference and Behavior Intervention Plan (BIP)	
3. Dress Code Violation	Warning and counseling by the principal or school counselor.	Student/Parent conference and Behavior Intervention Plan (BIP)	
4. Disruption	Warning and counseling by the principal or school counselor.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	
5. Technology Violation*	Warning and counseling by the principal or school counselor.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	
6. Fighting/Physical Aggression *	Suspension for 1 day and Student must return with parent for a meeting to determine further action.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta
7. Property Misuse/Damage*	Suspension for 1 day, Student must return with parent for a meeting to determine further action, contract and restitution.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP), contract and restitution.	Expulsion from Na' Neelzhiin Ji Olta and restitution.
8. Tardy (More than 5 minutes from designated area)	Warning and counseling by the principal or school counselor.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	
9. Use/Possession of Alcohol (in any form) *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Parent must return with student for readmission. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
10. Inappropriate School	Suspension for 1 day and Student must return with parent for a	Suspension for 2 days, Referral to Student Success Team (SAT), Parent	Expulsion from

Location/Out of School Area * (AWOL???)	meeting to determine further action.	must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Na' Neelzhiin Ji Olta
11. Use/Possession of Combustible Items (Matches, lighters, fireworks, gas, rubber cement, etc.) *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
12. Arson *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
13. Use/Possession of Drugs (in any form, misuse of prescribed or non-prescribed medication) *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
14. Bomb Threat/False Alarm	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
15. Forgery/Theft *	Suspension for 1 day and Student must return with parent for a meeting to determine further action.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta
16. Harassment/Bullying *	Suspension for 1 day and Student must return with parent for a meeting to determine further action.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta
17. Lying/Cheating	Warning and counseling by the principal or school counselor.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta
18. Inappropriate Displays of Affection (Physical Contact)	Warning and counseling by the principal or school counselor.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta
19. Use/Possession of Tobacco (in any form) *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
20. Skip Class/Truancy (Absent without permission and no authorization to leave designated area)	Suspension for 1 day and Student must return with parent for a meeting to determine further action.	Suspension for 2 days, Referral to Student Success Team (SAT), Parent must return with student for readmission, Student/Parent conference and Behavior Intervention Plan (BIP)	Expulsion from Na' Neelzhiin Ji Olta

21. Vandalism *	Suspension for 3-5 days, referral to SAT, Parent-Student conference and Report for Substance Abuse Assessment, Behavior Intervention Plan. Possible expulsion.	Expulsion from Na' Neelzhiin Ji Olta	
22. Use/Possession of Weapons on School Property or at School-Sponsored Events *	Expulsion from Na' Neelzhiin Ji Olta		
23. Other/Unknown Behavior * Behavior that places a person or property in harm's way.	Expulsion from Na' Neelzhiin Ji Olta		

Problem areas marked with asterisk (*) may violate New Mexico laws. Law enforcement will be called to investigate serious violations. If this occurs, school officials will notify parents/guardians. Any actions taken by law enforcement officials will be in addition to the action taken by the school.

Depending on the type of substance per New Mexico law, the minimum consequence may vary and the maximum (expulsion) may be recommended.

Consequences

Short-Term Suspension (1-2 days): Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of time of ten days or less.

The school Principal or designated administrator has the authority to impose short-term suspensions per Table of Consequences. The student shall receive verbal and written notice of the alleged misconduct and the evidence that exists to support the allegation.

The student will have an opportunity to explain his/her version of the facts. There is not a right to appeal a short-term suspension. A written record of the decision will be kept in the student's file.

In addition to imposing a short-term suspension, the school administrator may recommend to the School Board that a long-term suspension or expulsion be imposed.

Expulsion: Expulsion means the permanent withdrawal of the privilege of attending school at NJOI. The student and parents/guardian will be informed when a student is subject to expulsion from school.

Expulsion requires official action of the NJOI School Principal or designated administrator. Formal notification will include instructions regarding the School's due process procedure. All documentation will be recorded in the student's file.

Freedom of Speech: Students are entitled to express their personal opinions as long as that expression does not interfere with the rights of others to express themselves. The students' free expression cannot disrupt school or classroom activities. It also cannot violate any school rules, tribal laws, state or federal laws.

DUE PROCESS RIGHTS

Statement of Policy

This section governs student rights and due process procedures in education and disciplinary proceedings. As a matter of policy NJOI will respect the rights of students under the Navajo Nation Bill of Rights; and, the statutory, civil and human rights of individual students. NJOI will also recognize the rights of students under Navajo traditional and fundamental law and the role of Navajo tribal law and courts.

Student Rights

Individual students have the following rights:

- a. The right to an education that that incorporates traditional and fundamental Navajo values.
- b. The right to an education that incorporates rights granted or recognized by applicable Federal and Tribal law.
- c. The right to due process under Navajo law which includes notice and the right to be heard in instances of disciplinary actions.

Violation of School Policies

In addressing alleged major violations of school policies, the school will consider, to the extent appropriate, the reintegration of the student into the school community.

Formal Disciplinary Hearings

A formal disciplinary hearing is required before a suspension in excess of 10 school days or expulsion, unless the student's parent or guardian waives the student's right to a hearing.

Students facing a formal disciplinary hearing will be issued a written notice of the charges stating the and a fair and impartial hearing as required by this section.

- a. The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges will include the following:
 1. A copy of the school policy allegedly violated;
 2. The facts related to the alleged violation;
 3. Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements; and
 4. Information regarding those parts, if any, of the student's record that the school will consider in rendering a disciplinary decision.
- b. The school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
 1. If the student's actions require immediate removal (such as, if the student brought a firearm to school) or if there is some other basis for removal;
 2. In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
 3. If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive the student's right to a hearing.

- c. In an emergency situation under paragraph (b)(2) of this section, the school:
 1. May temporarily remove the student from the school classroom, school building, or campus;
 2. Must immediately document for the record the facts giving rise to the emergency; and
 3. Must afford the student a hearing that follows due process, as set forth in this part, within ten school days of the emergency removal.

Student's due process rights in a formal disciplinary proceeding

A student has the following due process rights in a formal disciplinary proceeding:

- a. The right to have present at the hearing the student's parents or guardians (or their designee);
- b. The right to be represented at their own expense by legal counsel licensed on the Navajo Nation
(the school will not pay the student's legal fees);
- c. The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;
- d. The right to a copy of the school's documents relating to the disciplinary action, including written findings of fact and conclusions;
- e. The right to administrative review and appeal to the school board;
- f. The right not to be compelled to testify against himself or herself; and
- g. The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.

Victims' rights in formal disciplinary proceedings

In formal disciplinary proceedings, the school will consider victims' rights.

- a. The victim's rights include the right to:
 1. Participate in disciplinary proceedings in writing, by video or in person;
 2. Provide a statement concerning the impact of the incident on the victim; and
 3. Have the disciplinary process and outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.
- b. For the purposes of this part, the victim is the actual victim, not his or her parents or guardians.

Information on student rights

The school will:

- a. Include these policies in a student handbook;
- b. Provide all school instructional and senior administrative staff a current and updated copy of these student rights and responsibilities before the first day of each school year;
- c. Provide all students and their parents or guardians a current and updated copy of these student rights and responsibilities every school year upon enrollment; and
- d. Require students, school staff, and to the extent possible, parents and guardians, to confirm in writing that they have received a copy and understand the student rights and responsibilities.

Anti-Bullying Policy

Having a safe, caring, respectful learning environment for all students is what NJOI strives for. Bullying is strictly prohibited and will not be tolerated. The NJOI anti-bullying policy includes but not limited to: school buildings, school grounds, riding the bus coming to and going home from school, any school-sponsored promptly and thoroughly by school administration.

Student Search and Seizure Policy

General Statement of Policy; Searches of School Property

Under the Navajo Nation Bill of Rights, any search of students or their belongings must be reasonable under the circumstances. On the other hand, school property, including but not limited to computers, phones and other electronic devices, desks, lockers and school vehicles, may be searched at any time by authorized personnel. Students do not have an expectation of privacy with respect to school property. Items or information found in a search of school property are subject to seizure by the school. Seized items or information (including electronic communications or photos) may be disclosed to law enforcement.

Searches of Student Property or Students

Students have an expectation of privacy in their clothing and belongings such as a backpack or cell phone.

Students' clothing such as jackets or pockets or their belongings may be searched by authorized school personnel when the search is related to a reasonable suspicion of a crime or violation of school policy that was formed before the search occurred. Random searches are therefore not permitted.

A search of a student's clothing or belongings must be reasonable under the circumstances. A good rule for school personnel to follow is whether they would want their own children to be subject to the same type of search by another person in similar circumstances.

Items or information discovered in a search are subject to seizure and may be turned over to law enforcement.

Personnel Authorized to Conduct a Search

Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when justified by reasonable suspicion.

Conduct of searches; witnesses

Searches should be conducted by not less than two authorized persons.

Physical searches of a student's clothing such as pockets or jackets may be conducted only by an authorized person who is of the same sex as the student. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction. Students should not be asked to disrobe.

Any abuse of the search policy for purposes unrelated to a search for evidence of a crime or violation of school policy may subject the employee to disciplinary action, civil lawsuits or criminal prosecution. For example, a school employee may not search a student's clothing solely for purposes of engaging unlawful physical contact with the student or to collect contact information or photos from a student's phone without reasonable suspicion of a crime or school policy violation.

Seizure of Items or Information

Illegal items such as weapons or drugs, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of law enforcement authorities

The school has discretion to notify the law enforcement when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Special Education Student Services

To be eligible for services with NJO Special Education Program, a child must have a disability that adversely affects educational education performance and requires specially designed instruction. Children must be identified under one or more of the following categories: autism; cognitive impairment; deaf-blindness; developmental delay; emotional disturbance; health, hearing, language, orthopedic, speech or language impairment; learning disability; or traumatic brain injury.

NJO shall make available the following services through its SPED program:

1. Modifications in the regular classroom
2. "Pull out" for speech/language
3. "Pull out" for occupational or therapy
4. Resource room activities

To determine eligibility the IEP Team must determine the following:

1. Whether the child has a disability
2. Whether the disability adversely affects the child's educational performance
3. What specific special education and/or other related services are required based upon the findings in 1 & 2; and
4. An IEP in the least restrictive environment for the child.

Promotion and retention decisions affecting a student enrolled in Special Education will be made in accordance with the provisions of the IEP established for that student.

Transportation: Students will be picked up and dropped off at a designated site agreed upon by the parent/guardian, transportation coordinator and principal. An alternate site will be designated in case of an emergency.

Misconduct: If a current SPED student has a behavioral incident, the coordinator will invite the parent/guardian of the student to an IEP meeting to determine the best course of action. The IEP team will develop a behavioral plan if one is not already in place, modify the existing plan, or determine what other least restrictive alternative is available to continue to meet the student's educational needs. If the IEP team determines that the student's disability doesn't impair his/her ability to understand or control the consequences of the behavior, then the child shall be disciplined as any other student. In no circumstances can educational services be denied for more than ten (10) school days in a school year.

Parent/Student/School Compact

In partnership with parent/guardian, we wish to work together toward student achievement and student success. As such, a School/Parent/Student Compact has been designed to enhance and establish an agreement of unity between school and home which emphasizes responsibilities of all stakeholders in achieving student achievement and student success. The compact will be issued for signature to each student and their parents at the beginning of the school year and returned to the student's teacher to be placed in the student's file, where it will be kept for the entire school year.

NJOI Parent/Student/School Compact Agreement: School Year 2018/2019

At Home: Parent/Family Agreement

Parents understand that participation in their child's education will help his or her achievement and attitude.

To accomplish the goal of my child's learning, I will do the following:

- Make sure my child attends school daily, is on time, prepared to work and returns completed homework.
- Provide a home environment that supports students in achieving learning goals.
- Work with the school staff to support students in learning strategies to achieve learning goals.
- Attend Parent/Teacher Conferences and open houses to communicate frequently with my child's teacher through notes, personal visits, telephone calls, e-mail.
- Expect that my child will be respectful, responsible, and act in a safe manner.
- Encourage and support the school's behavioral expectations to allow for an atmosphere conducive to learning
- Participate in parent education programs and parent-school events as offered by the school.
- Know the skills my child is learning in reading, math, science, social studies, and Dine culture each day.

Parent/Guardian Signature

Date

Students

Student success comes when you take ownership of your own learning; you are responsible for your own achievement. As a student, I will do the following:

- Come to school on time every day and be prepared to do my best.
- Complete homework on time and to the best of my ability.
- Ask my family to read with me for 30 minutes each day.
- Encourage my family to read with me for 30 minutes each day.
- Show respect for students, staff, and myself by following the behavioral expectations of being: Safe, Respectful, and Responsible.

Student Signature

Date

In the School: Teachers and Principal Agreement

To assist parents in understanding NJO's academic standards and assessments, I will do the following:

- Welcome and involve all families.
- Set high academic expectations.
- Provide a challenging curriculum
- Report on school-wide assessment data with teachers and parents to help them understand how information can be used to improve achievement scores.
- All textbooks used are adopted by NJO's Board of Education.
- Teachers provide an atmosphere that fosters learning, provides success and helps to develop a responsible, caring, civic-minded independent student.
- Model respect for myself, students, and colleagues by following the behavioral expectations of being: Safe, Respectful, and Responsible.

Teacher Signature

Principal Signature

Date

STUDENT NAME: _____ GRADE: _____

This form will be filed in the student's file.

**PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT/SIGNATURE FORM**

You may include each child you have enrolled at NJOI on this form.

By signing this form:

MY CHILD(REN),

Print Student Name

Print Student Name

Print Student Name

Print Student Name

Print Student Name

Print Student Name

AND

I, PARENT/LEGAL GUARDIAN,

Print Parent/Legal Guardian Name

received and have read and understand the contents in the Na' Neelzhiin Ji Olta, Inc. Parent/Student Handbook.

Student Signature	Grade	Date Signed
Student Signature	Grade	Date Signed
Student Signature	Grade	Date Signed
Student Signature	Grade	Date Signed
Student Signature	Grade	Date Signed
Parent/Legal Guardian Signature		Date Signed

PLEASE RETURN THESE FORMS TO YOUR CHILD'S TEACHER BY FRIDAY, AUGUST 17th for your child to receive a reward.

This form will be filed in the student's file.