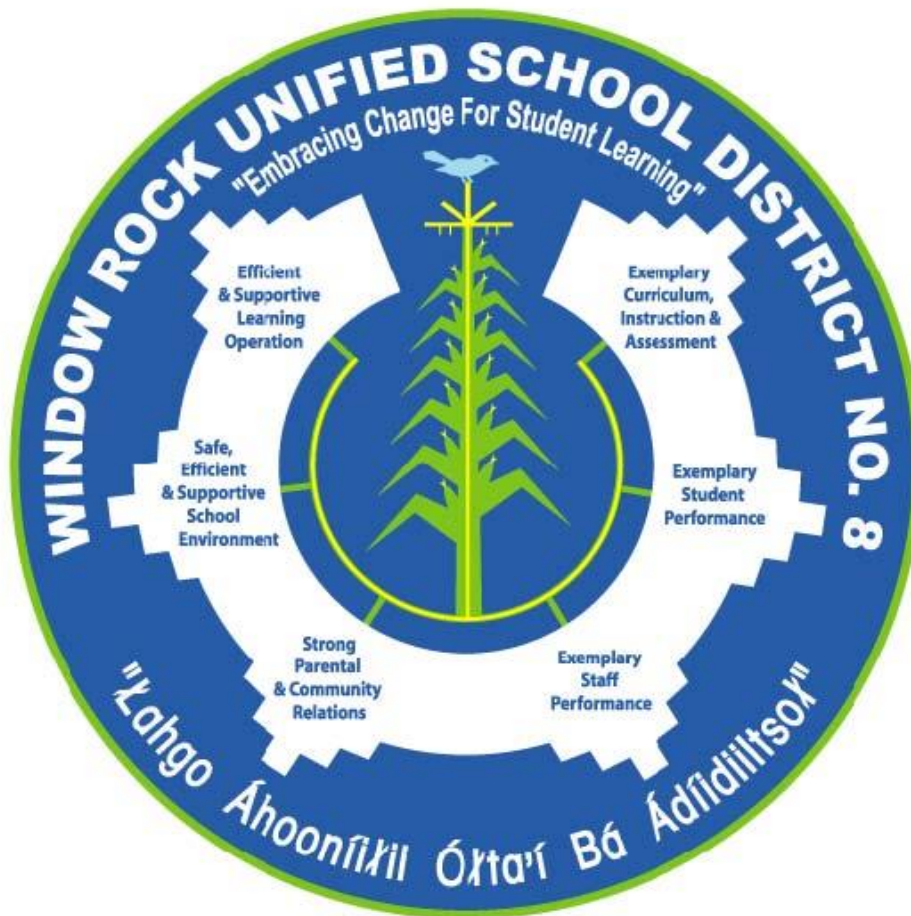


# Tsehootsoo Intermediate Learning Center



## Student Handbook 2023-2024

✉ PO Box 559, Fort Defiance, AZ 86504

☎ (928) 729-6815

☎ (928)-729-6811/6862

## **WINDOW ROCK UNIFIED SCHOOL DISTRICT NO. 8 MISSION STATEMENT**

We exist to ensure relevant learning for all students to be successful in a multicultural society.

## **WINDOW ROCK UNIFIED SCHOOL DISTRICT NO. 8 VISION STATEMENT**

To be an exemplary student-centered learning organization reflecting the Dine values of life-long learning.

## **GUIDING PRINCIPLES**

### **STUDENTS**

We believe:

- All students can learn.
- All students must be provided with appropriate opportunities to maintain and to enhance the values of Navajo, English, and other languages, and cultures.
- All students should be highly motivated, positive, responsible, and contributing members of society with dignity and respect for themselves and others.
- All students must have the academic knowledge and skills to function as life-long learners capable of using higher order thinking skills and understanding technology.

### **COMMUNITY**

We believe:

- Parents are the first teachers of children.
- Cooperation, communication, and trust must exist between the school and community.
- All parents and community members should serve as responsible role models for children.
- The Governing Board of Education will work with the district and community in making education policy decisions.
- The school district and the community will work together to provide a safe, orderly, and wholesome school environment that nurtures growth and promotes learning.

### **STAFF**

We expect:

- All staff to demonstrate sensitivity, care, and respect for all students.
- All staff will demonstrate professionalism in delivering educational services to students.
- All staff will work collaboratively to promote high student achievement.
- All staff to establish clear and high expectations for students' academic performance.

### **BELIEF STATEMENTS**

We believe:

- All students are capable of learning, achieving, and succeeding.
- All students are responsible for their learning, decisions, and actions.
- Students learn best when they are actively engaged in the learning process.
- Challenging expectations to maximize individual student performance.
- Each student is a valued individual with unique intellectual, social, emotional, cultural, and physical needs.
- Strong parental and community relations promote student success.

## **WINDOW ROCK UNIFIED SCHOOL DISTRICT #8 GOVERNING BOARD OF EDUCATION**

Board President: Yvonne Kee Billison  
Board Member Patrick Lynch  
Board Member: Stephanie Calabaza

Board Clerk: Dr. Jacqueline Wauneka  
Board Member: Dr. Shayla Yellowhair

## WINDOW ROCK UNIFIED SCHOOL DISTRICT #8 ADMINISTRATION

Superintendent of Schools: Dr. Shannon Goodsell  
Human Resources Director: Elissa James  
Director of Exceptional Student Services: Karen Henderson

Business Manager:  
Federal Programs/Academic Director:  
Information Technology Director: Sheldon Yazzie

### GENERAL STUDENT INFORMATION

#### **DIRECTORY:**

Often students and parents/guardians do not know whom to see in the school for specific information. Here is a handy checklist:

Principal:	LeAndrea James	928-729-6802
Asst. Principal:	Leona Paywa	928-729-6813
School Secretary:	Jessica Jim	928-729-6815
School C.N.A.:	Kayla Kee	928-729-6827
Attendance/Registrar:	Linaka Guy	928-729-6825

### DINE VALUES OF LIFE-LONG LEARNING

#### **Possessing Dignity:**

- ❖ Having a sense of self-identity
- ❖ Having Self Awareness
- ❖ Care for self
- ❖ Acknowledge relatives

#### **Respectful Speech:**

- ❖ Used as a basis for recognizing relationships
- ❖ Making your words honorable
- ❖ Speak kind, sympathetic, empathetic words
- ❖ Speak words that are in good spirit

#### **Acknowledge/Recognize Relationships:**

- ❖ Wherever you go, acknowledge clan members
- ❖ Mother, father, siblings
- ❖ Extended family
- ❖ Co-workers, classmates

#### **Possess and Value a Holistic Outlook:**

- ❖ Care for surroundings, environment
- ❖ Value possessions
- ❖ Value home, livestock
- ❖ Value all creatures

#### **Ever Thankful/Appreciative**

- ❖ Be appreciative, be thankful for everything
- ❖ Beyond the boundaries of your life
- ❖ Appreciate your home, your family
- ❖ Appreciate relationships; job, colleagues, classmates, etc

#### **Protect One's Sacredness:**

- ❖ Respect self
- ❖ Speak and think well of self
- ❖ Be aware of sacredness around you (sun, earth, sky ,air)
- ❖ Portray your sacredness in dress, action, and speech

#### **Possess Caring/Sharing Outlook:**

- ❖ Show kindness to everyone. Extend hospitality
- ❖ We are all someone's child, someone's granddaughter, someone's aunt/uncle, someone's mother/father
- ❖ We take care of one another
- ❖ All the values work together and support each other

# Character Counts!

<b>Respect</b>	<i>Treat others the way you want to be treated.</i>
<b>Responsibility</b>	<i>Do what is right, be accountable for your behavior.</i>
<b>Trustworthiness</b>	<i>Tell the truth, keep your promises, do what is right.</i>
<b>Citizenship</b>	<i>Work to make your school and community a better place.</i>
<b>Fairness</b>	<i>Play by the rules, be open minded and treat people right.</i>
<b>Caring</b>	<i>Be kind, helpful and giving, value the feelings of others.</i>

Accordingly, these values and character traits, along with the Dine Core Values, will be taught in our classrooms and exemplified by our teachers, support staff and administration. Positive student behavior will be rewarded through individual and group recognition, privileges, and special activities. Unacceptable student behaviors will require school officials to impose consequences.

## **A SPECIAL MESSAGE FOR STUDENTS AND PARENTS**

Welcome to Tsehootsooi Intermediate Learning Center. We are here to serve all students in our community. We offer a comprehensive academic program to meet the needs of each student. We have qualified faculty to serve the academic needs of our students and a support staff who are here to help provide a safe and caring environment for each individual who is part of our school community.

Our State Standard curriculum is data {informational} driven and focuses on student achievement. We have high expectations for each student. Each individual student is monitored and assessed for the best fitting classes and programs. We expect students to attend school regularly, put forth an effort in each classroom, and respect the rights of each individual in our school community. Additionally, we believe that the implementation of our school-based culture of Character Counts {see previous page} will help provide the framework for individual and school success.

The goal of Tsehootsooi Intermediate Learning Center is, in partnership with students, parents, and the community, to educate and encourage all students to reach their full potential and become successful contributors to society.

## **I.COMPLIANCE NOTICES**

### **A. Public Notice of Non-Discrimination**

Window Rock Unified School District #8 does not discriminate based on race, color, national origin, sex, age, or disability in access or admission to success or treatment in, any of its educational programs, activities, or employment opportunities. Additionally, a lack of English language skills shall not be a barrier to admission or acceptance into any program including vocational education.

For further information regarding the implementation of the above-mentioned laws, statute, and regulations or about the existence of services available, contact:

Elissa James, HR Director: Window Rock Unified School District  
Post Office Box 559 ~ Fort Defiance, AZ 86504

### **B. SECTION 504 OF THE REHABILITATION ACT OF 1973**

Window Rock Unified School District No. 8 complies with Section 504 of the Rehabilitation Act of 1973, which requires all agencies that receive federal funding to facilitate access for any disabled person to an education free of discrimination based on their disability. If you believe you may have a learning, mental, physical, or emotional disability, please contact your school counselor and principal to make arrangements for addressing your disability with reasonable accommodations on the school campus.

### **C. ASSEMBLIES**

Assemblies serve many important purposes. First, they provide an opportunity for the total school to share in a common learning experience. Secondly, they affect unity between staff and students that fosters a positive school spirit. Assemblies are an extension of the classroom learning experience. Assemblies create school spirit, develop leadership and talent, and give the student body good entertainment with educational value. Students are expected to go promptly to any assembly and always conduct themselves in a courteous manner during assemblies.

### **D. ATTENDANCE POLICY**

Pursuant to **A.R.S. §15-901(A)(2)** "...excused absences shall be identified by the AZ Department of Education...". The AZ Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, medical emergencies, and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. Once a student has reached the 10% absences of the instruction days offered during a school year all further absences will be reported as unexcused.

Students who are habitually truant (**A.R.S. 15-802, 15-803**) may be referred to the Navajo Nation Courts Peacemaking Program and/or Apache County Attorney's office Truancy Reduction Program. Please be aware: Pursuant to **A.R.S. §15-802(E)**, parents who do not ensure their child (ren) between the ages of 6-16 regularly attend school may be held criminally liable.

BASED UPON THE JUVENILE'S ATTENDANCE, A POTENTIAL PROBLEM OF TRUANCY MAY BE IDENTIFIED BY THE SCHOOL AND REFERRED TO THE JUVENILE AUTHORITIES. The collaboration amongst students, parents, schools and Navajo Court is designed to reduce truancy and subsequently curb delinquent activity in the community. For more information, please contact the site administrator.

**If a student accumulates 18 days of out of school suspension, he/she may be withdrawn from school (A.R.S 15-803 B). (Following appropriate due process procedures.) If a student is absent from school ten consecutive days, he/she will be dropped/withdrawn from school. School personnel will contact parents/guardians before the ten consecutive absences to document the reason for consecutive absences.**

➤ **An excused absence may be one of the following:**

**School related:** If a student misses a class for a school activity (i.e., field trip, counselor, sports participation, etc.) he/she is not reported absent to the front office but will be responsible for making up all missed work.

➤ **Other excused absences:** A parent must contact the office by note to excuse an absence within 24 hours. This contact should be on the day of the absence, but not later than before the student's regularly scheduled class on the day of his/her return to school.

➤ **Unexcused Absences:** Unexcused is when a parent or guardian does not contact the school or write a note regarding their child or children's reason for missing school. The school has not been notified within 24 hours of the student's absence.

**Make-Up Work:** When an absence is excused, students are allowed to submit make-up work at the teacher's discretion.

➤ **Suspensions:** If a student is suspended, that student will be responsible for completing assignments they miss during their In-School Suspension (ISS). Students will have the opportunity to make-up the assignment based on the number of days they are in In-School Suspension. Note: It is at the teacher's discretion to provide assignments for students who are on out of school suspension (OSS).

#### **E. BOOKS**

The teacher distributes textbooks to students. Students must pay for lost or damaged books before they are allowed to check out at the end of the school year. Payment for lost books may be made to the Registrar. School records may be withheld for lost or damaged textbooks. Library books that are lost or stolen must be paid for before any report cards/records are released; also, a record of the lost book(s) will be kept on file in the Main Office.

#### **F. CAFETERIA**

Each student is provided with an opportunity to eat in the school cafeteria. Students are expected to conduct themselves in a courteous manner. Students have access to a cafeteria where a variety of meals are prepared. These meal options include a variety of hot and cold food entrees each day. Students are expected to clean up after themselves when they eat in the cafeteria.

#### **Cafeteria Rules:**

- For safety reasons, students will walk to the cafeteria and continue to walk in the cafeteria when selecting their lunch and when lunch is dismissed.
- Each student is required to wait their turn in line for their lunch tray without pushing or shoving.
- In order to keep the cafeteria clean and sanitary, students are expected to dispose of excess food and drink, packaging and cafeteria trays in the garbage cans provided.

\* No outside food such as fast food due to our district's health and wellness policy.

\* Students may bring their own healthy lunch. No soda, energy drinks, and candy/sugary sweets.

#### **G. CALENDAR**

For your convenience, the 2023-24 school year calendar is available at the front office and you may access it at our website: <http://www.wrschool.net/> or on our school webpage: [www.wrschool.net/TILC](http://www.wrschool.net/TILC)

#### **H. CHANGE OF ADDRESS AND PHONE NUMBERS**

Any updates or changes of address and/or telephone numbers should be reported to the registrar as soon as

possible. It is the responsibility of parents/guardians to report these changes to the registrar, front office, attendance clerk, or to a designated school administrator.

#### **I. CHECK OUT POLICY (Also see Visitor Policy)**

**Only parent(s) and legal guardian(s) or (a) person(s) designated on a student's enrollment form are allowed to check out students: Proof of I.D. will be required. These rules, due to the legal liability that the District assumes when students attend our School, apply without exception to all students.** Parent(s)/legal guardian(s) need to submit a note with a verifiable phone number for the time period the student was checked out upon return. This will be used to obtain an admit slip for an excused absence. Parent(s) or legal guardians, who designate a person other than those on the check-out list for their student(s), must call the Principal or Assistant Principal for approval. The designated person must submit a note from the parent/guardian with a contact number and proof of identity in order to check out a student from school. SEE ALSO *Attendance Policy*.

***Students will not be allowed to get check out beginning at 2:00pm/ Please make arrangements that work with this expectation.***

#### **J. CLASSROOM RULES**

Students are required to comply with any classroom rule or policy that a teacher establishes for their classroom and/or class meetings. Class rules will be based on the Character Counts cornerstones.

**Plagiarism (All of the following are considered plagiarism):**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks.
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)
- This includes using websites to answer questions.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

#### **K. CLOSED CAMPUS**

All WRUSD schools have a closed campus. Students are to remain on campus from the time they arrive on campus until dismissed for the day unless they have completed the Check Out procedures as outlined in the *Check Out Policy* enumerated above. Parents are asked to refrain from checking students out during the last 30 minutes of the school day. **PARENTS MUST COME IN PERSONALLY TO CHECK OUT STUDENTS.**

#### **L. DELIVERIES**

Deliveries to students of non-school items such as flowers, candy, etc. will be kept in the office until the end of the school day. This is inclusive of holidays, birthdays; etc.

#### **M. FACULTY**

All classroom teachers are trained specialists in the fields in which they teach and are eager to help students get the most out of their courses. Students who need special help have the responsibility to contact the appropriate teacher and/or counselor for assistance. In addition to setting rules and delivering instruction in their own classrooms, teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies established by the administration. All faculty members will be available to

assist students and meet with parents/guardians **by appointment** before school, after school and during the teacher's planning period. Pre-arranged parent-teacher conferences are encouraged.

#### **N. GENERAL CONDUCT**

Conduct which interferes in any way with the right of a student to learn or the right of a teacher to teach will result in appropriate disciplinary action.

It is the responsibility of the student and parent to:

- Be aware of all rules and regulations for student behavior and conduct, which includes being aware of and complying with federal, state and tribal laws.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Always follow all lawful directives of a school staff member.
- Exercise proper care when using public facilities and equipment.
- Attend school daily.
- Report to all classes promptly and on time.
- Complete all academic assignments in a timely manner.

#### **O. HEALTH SERVICES**

A student health service is maintained for the treatment of illnesses that may result during the school day. Students should become familiar with its location and services at the beginning of the school year. Students can inform their teacher if they need to see the health aide for the designated school to address minor wounds, illness, and injuries that occur during the school day.

#### **P. LOCKERS / BACKPACKS**

Lockers are not available. Students may carry their backpack to school with the school supplies and assignments needed. We encourage families to conduct a weekly bag check and cleaning to ensure there is no food left in the bag and to check for important notes from their teacher and school.

#### **Q. TELEPHONES**

Telephones are available throughout the school building; however, they may only be used by students in certain instances. Students will only be allowed to use office phones in case of an emergency or if necessary to immediately contact a parent or guardian. Moreover, unless authorized by the principal or her designee, students will not be called out of class for a phone call. If a family emergency arises, students will be escorted from their class meeting and sent to their guidance counselor or designated administrator for further assistance.

Phone calls will not be transferred to the classroom during instructional time. We value the importance of our teachers providing quality instruction with limited interruption. Please contact your child's teacher through email or leave a message for the teacher to return your call.

#### **R. FIELD TRIPS**

Field trips are an extension of concepts taught in the classroom. They are encouraged and supported. Only students exhibiting responsible behavior may go on field trips.

If an incident occurs on a school-sponsored trip in which a student violates one or more school rules or regulations, that student shall be disciplined and may be prohibited from participation for the remainder of the school year. Students will only be permitted to use electronic devices on a school-sponsored trip with the sponsor's approval. **(WRUSD/TILC will not be and is not responsible for lost, damaged, and/or stolen items).**



## **S. VISITORS**

Visiting students from other schools is not allowed on campus at any time during the regular school. All adults who enter campus must report directly to the front office. Unauthorized persons on campus may be considered trespassers in the eyes of school officials, putting such individuals at risk of consequent legal action. Students and parents/guardians are encouraged to inform adult relatives and friends that if they find it necessary to visit you on campus, they will need to report to the front office at once upon arriving on campus. Visitors will be required to give their name and purpose of visit to TILC/TMS front office (**ID is required for school safety purposes**).

Visitors/Parents are encouraged to actively engage in their student's education, if a parent or guardian wishes to observe a class, they only need to inform the teacher/s and principal of the day they wish to come to the school to observe {this is done with at least a weeks' notice}.

## **II. SCHOOL ITEMS**

### **A. HOMEWORK**

As a courtesy to our students, homework can be requested through the TILC front office staff or email the teacher of homework request for the day(s) missed. The parent/guardian must request homework from the TILC front office and teacher at least one day prior to pick-up. The teacher will put the homework requests in the TILC front office area for parent/guardian to pick up by after 3 PM. Parent/Guardian will be contacted by the teacher or TILC front office staff when homework request is ready for pickup.

### **B. SCHOOL WITHDRAWALS**

Should a parent/guardian decide to withdraw their child from school, parent/guardian will need to:

- Stop by and request withdrawal from the registrar's office and parents will need to sign the withdrawal form and designate where student will be attending school.
- Ensure students return textbooks to teachers at the time of the withdrawal.
- Have students return any checked-out materials.
- After the student and parent/guardian have cleared the above procedures, an official withdrawal form will be given to the parent/guardian.

### **C. SUMMER SCHOOL**

Summer school is offered each year for the purpose of meeting students' academic needs. Summer school will be offered for the purposes of academic skills remediation.

## **III. EXTRACURRICULAR ACTIVITIES**

### **A. ATHLETIC SPORTS**

Sixth grade students can participate in athletic sports with the Tsehootsooi Middle School athletes.

The sports **6<sup>th</sup> grade students** may participate in are:

FALL:	Football and Cross-country
WINTER:	Wrestling (Basketball is for 7 <sup>th</sup> and 8 <sup>th</sup> grade)
SPRING:	Track and Field (Baseball and Softball are for 7 <sup>th</sup> and 8 <sup>th</sup> grade)

## VI. STUDENT GUIDELINES

### A. BULLYING

Tsehootsooi Intermediate Learning Center is a place where students should feel safe and not have to worry about being called names or being picked on because of who they are or what they wear. Tsehootsooi Intermediate Learning Center implements the Character Counts program. The Character Counts program is centered around the Six Pillars of Character – Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Throughout the school and classrooms, we encourage students to understand and display the characteristics of a good citizen amongst their peers and within our school and classroom. Teachers provide mini lessons to their students as each character is explained and examples are shared amongst students.

**Cyberbullying** – including text messaging, Facebook, Instagram, Twitter and anything of this nature will not be tolerated at TILC. Students who become involved in bullying will have their parent/guardians notified and will be subject to disciplinary action. School Officials may notify the proper police authorities of the offense. Parents should provide proof of cyberbullying for the school administration to proceed with corrective action. SEE ALSO District Governing Board Policy JII-EB: STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES: **Attachments are on the last page of this handbook.**

#### **Complaints-**

Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

#### **The guidelines to be followed are:**

- The allegations must be made within fifteen (15) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent.

#### **Forms are available in the school office.**

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.
- Complaints by students may be made only by the students on their own behalf. A parent who wishes to initiate a complaint must do so with their student in attendance. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.
- A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than fifteen (15) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### B. CAMPUS SECURITY

The District Campus Safety Department supports our school by helping to maintain a safe, secure environment for all people working, attending or visiting the school campus. Campus Safety Officers are assigned to and working at our school sites periodically. Campus security is here to not only get to know our students and become involved in what is happening at the school site, but to be there in cases of emergency that require more personnel to control situations. Their primary duties include ensuring student safety, eliminating vandalism and identifying non-students from entering the school campus. Security also ensures that students do not leave campus without authorization. Students leaving campus must follow check out procedures established in the student handbook. Failure to comply with a reasonable request as it pertains to school safety will constitute insubordination and may result in disciplinary action.

### **C. CONFISCATION OF PROHIBITED ITEMS**

Window Rock Unified Schools and Tsehootsooi Intermediate Learning Center is a place of learning. Therefore, all (non-school related) items are prohibited, if confiscated, will be labeled with the name of the owner and the date confiscated, and will be placed in a secured area by the principal and/or assistant principal. Confiscated items may be returned to the owner and/or the student's parent/guardian as determined by the Administration. Some items may be turned over to law enforcement officials (e.g. weapons, drugs). (WRUSD/TILC will not be and is not responsible for lost, damaged, and/or stolen items).

### **D. UNIFORM/DRESS CODE POLICY**

#### **1.0 Policy (Administration has final say on all dress policy matters)**

- 1.1 This policy supports Window Rock Unified School District No. 8 Core Principle #5, "Safe, Efficient & Supportive School Environment."
- 1.2 The Governing Board can establish rules for the adoption of a Uniform/Dress Code Policy at a school level.
- 1.3 The Uniform/Dress Code Policy should be appropriate for a positive learning environment and free from distraction in the classrooms and schools.
- 1.4 All clothing must be in good repair, free from rips, holes and frays
  - 1.32 Shoes must be worn at all times. For safety reasons, comfortable and appropriate shoes need to be worn. (Examples of shoes that promote safety are athletic shoes, oxfords, flats, pumps and sandals with straps on the back of the foot to decrease the likelihood of them slipping off the feet. Heelies and slippers are not permitted.
- 1.5 All clothes must fit appropriately (no sagging, not too tight, no visible underwear or bare midriffs).
- 1.6 No red, green or royal blue "hoodies" or long overcoats are allowed at any time.
- 1.7 Shirts must be buttoned up. Only the top button may be unbuttoned.
- 1.8 Shirts cannot exceed the fingertips when arms are at your side.
- 1.9 Teams may wear uniform tops, but bottoms must be the accepted style and color approved in this policy.
- 1.10 Sunglasses and hats cannot be worn in the building. Prescription sunglasses are allowed if documented by a doctor's note.
- 1.11 No Insane Clown Posse/or colors signifying or associated with gang membership will be permitted on attire; this includes insignias on belts, undershirts, shoelaces, bandanas, jewelry, hats, or other miscellaneous items.
- 1.12 Administration will announce special theme dress-up days.
- 1.13 Face coverings are optional when deemed appropriate by Navajo Nation Guidelines and Center for Disease Control and Prevention (CDC)

#### **2.0 Responsibilities**

- 2.1 Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored activities and field trips. Interpretation of the following Uniform/Dress Code Policy is subject to administrative discretion.
- 2.2 Parents are responsible for seeing that their children are dressed appropriately for school in accordance with the Window Rock Unified School District Code Policy.

2.3 Parents will be required to bring a change of clothes if their child is not dressed appropriately.

### 3.0 Procedure

3.1 The school administration has complete authority to determine if a student's manner of dress is a cause (or potential cause) of disruption to the educational process at the school. Students will be asked to change the item that is (deemed) disruptive. Should the student refuse, they could be suspended for refusal of a direct request.

3.3 Shorts and skirts must be of appropriate length for a professional environment.

3.4 Belts must be smooth or braided leather-solid black or brown. **No other color is permitted.**

3.5 Special Rules, accommodations and exemptions:

3.6 Dark Glasses may not be worn inside buildings unless a documented health problem exists.

3.7 Protection of students' religious expression: a school uniform policy must accommodate students whose religious beliefs are substantially affected by a uniform requirement. Schools may not prohibit the wearing of religious attire.

3.8 Accommodations of students' disabilities or medical conditions: The Uniform/Dress Code Policy must reasonably accommodate a student's disability or medical condition.

3.9 Students who received exemption from the Uniform/Dress Code Policy due to religious expression or accommodations for disabilities or medical conditions will not be subject to any discipline.

3.10 Student wearing hats, hoods, and beanies will be asked to remove from their head, as students are in the school building. If they are not removed, the administration will confiscate the item and return it to them at the end of the day along with a warning.

### F. ELECTRONIC DEVICES

Students are not permitted to use electronic devices **during instruction time**. If a student uses an electronic device during instructional time and the teacher has made clear expectations that the device is not welcome in the class; the staff member may confiscate the item and turn it into administration.

- 1st occurrence electronic device will be returned to student at the end of the day.

- 2nd and subsequent occurrences electronic device will only be returned to parent or guardian. (WRUSD/TILC is not responsible for lost, damaged, and/or stolen confiscated items).

### G. EMERGENCY DRILLS

In order to provide a safe, efficient, and supportive school environment, emergency drills will be conducted throughout the school year with or without notice to staff or students. During these drills, students are to follow the directions of their teacher(s) and other school officials with regard to the safe exit of their classrooms and of the building. All staff and students will follow procedures as listed in the Emergency Procedure Manual until an "all-clear" signal is given by the administration. Any individual who jeopardizes the safety of students or faculty during a drill or emergency is subject to discipline.

### H. PROHIBITED ITEMS

The following items are prohibited at school and at school sponsored activities, items can and will be confiscated (WRUSD/TILC) will not be and is not responsible for lost, damaged, and/or stolen items).

Markers of all colors

Tobacco products/including Vape Pens

Any written material promoting the use of illicit drugs, pornography, suicide, and/or other anti-social behaviors.

Caps, beanies, sweater caps, hair nets, hats of any kind, etc.

Drugs, alcohol or paraphernalia {including Vape Pens}

Dice, gambling paraphernalia

Lighters

Skateboards, roller blades, and roller skates

Any other item that interferes with instruction.

## **I. SEARCH AND SEIZURE (re: A.R.S. 8-224, 8-546. 01, 13-3993, A.G.O 77-211.88-062)**

To ensure a safe, efficient, and supportive school environment, school officials will search students and student property where they have reasonable suspicion that some material or matter detrimental to the health, safety, and welfare of the student(s) or student body exists or that the student has possession of contraband in violation of law and district policy. School property such as lockers and desks for storage of personal items are provided as a convenience to students but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy in the areas mentioned. Periodic inspections may be conducted by school authorities without a search warrant of lockers, desks, and storage areas provided by the school. These inspections may be conducted for any reason, and at any time. School officials may request the assistance of drug-sniffing dogs where appropriate.

## **J. STOLEN ITEMS**

WRUSD/TILC is not responsible for lost, damaged, and/or stolen items. Students are advised to put their name on the item and keep it in their sight at all times, this includes money. This also includes confiscated items. This includes anything taken from a locker or athletic bag in the gym or in the main building by another student.

## **K. SEXUAL HARASSMENT**

Federal and state laws make sexual harassment illegal, whether it involves different-sex or same-sex situations. Sexual harassment may be in various forms such as physical, verbal, or nonverbal. Harassment can occur between students, teacher and student, and faculty/staff members. Types of conduct which are prohibited in the school, and which may constitute sexual harassment include, but are not limited to, unwelcome sexual flirtations or propositions; sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; graphic verbal comments about an individual's body or clothes in a sexual way. conversation; sexual jokes, notes, stories, drawings, pictures, or gestures; spreading sexual rumors; touching an individual's body or clothes, in a sexual way; cornering or blocking of normal movements; displaying sexually suggestive objects in the educational environment. Reports of sexual harassment or intimidation and the investigation will be kept in the strictest confidence to the degree permitted by law and the WRUSD's policies for the protection of all parties involved.

WRUSD has a policy against sexual harassment. Sexual harassment by staff, students or visitors is not tolerated. If you feel you are the victim of sexual harassment, you should report the sexual harassment to the Compliance Officer. The Compliance Officer is the Principal and /or Assistant Principal. If the allegation concerns the Compliance Officer, then the report should be made to the Compliance Officer's Immediate Supervisor. All reports will be investigated.

## **L. TARDIES**

For our school to achieve exemplary student performance, all students are expected to be in class on time. "On time" means being inside the classroom at the beginning of the instructional day. Students who arrive after 8:00am will be given an admit (tardy) slip to be admitted to the classroom. Parents/Guardians, please write a note regarding why your child/children are arriving late.

## **M. TRUANCY (DITCHING)**

WRUSD Policy JHB defines truant as "a child between the ages of six and sixteen failing to attend school during the hours school is in sessions unless excused pursuant to A.R.S. 15-803. Truant means an unexcused absence for the morning or afternoon attendance during the day. This includes absence from class, or activity during the school

day for which the student is scheduled.” Leaving campus without proper procedure being implemented will be counted as truancy. Parent/guardian will be notified by the school of any unexcused absence.

These areas violate school rules and may also violate state law. For minor offenses school officials may notify appropriate police authorities. For serious offenses, school officials will notify appropriate police authorities.

#### **N. DISCIPLINE PROCEDURES**

Disciplinary action taken against a student for a violation of school district policy can range from an informal warning from a school official to expulsion depending on infraction. All formal disciplinary action shall be documented and/or recorded and the documentation and other records shall be kept in the administrative files and/or the student’s file(s). A conference may be conducted between the student, their parent(s) or guardian, appropriate school personnel, and any other individuals concerned. Parent/guardian involvement to help correct the student’s disciplinary problem is encouraged by our District.

Students who become involved in problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student and the student’s past record, one or more disciplinary actions may be taken by a school official.

If the student’s conduct constitutes a violation of state, federal or tribal law, school officials may notify the law enforcement authorities of the offense. School officials are not required to initiate any due process hearing procedures prior to notifying the police authority of a possible violation of a serious criminal offense or a possible serious violation of A.R.S. 15-507.

If police authorities are notified, parents/guardians will be contacted as soon as practical by telephone, by letter or in person. Action taken by the police for a student’s criminal behavior will be in addition to any disciplinary action taken by the school.

Under the law, if the student’s records are subpoenaed by a court or other lawful body and it is ordered by the court to be kept confidential, no one will be notified of records disclosure.

Each time the student goes to the office, or a disciplinary referral is submitted, appropriate disciplinary action will be taken by the administration according to A.R.S. 15-841.

**\*A.R.S. 15-507** makes it illegal to insult, abuse, or assault a teacher or other school employee while they are engaged in the execution of any official duties. State criminal penalties for violation of this law could range from a \$500 fine to imprisonment. For serious offenses in this area, school officials shall notify police authorities.

\*Fighting and physical assault as defined in the problem areas above shall not include the reasonable use of physical force necessary to protect the student, their property, or defend others from physical force. In order for a student to assert the self-defense claim, the student must not have provoked the assault. Additionally, the student asserting the self-defense claim must use only that force necessary for protection and must not use excessive force or continue the fighting or physical attack after need for protection has terminated, this will be determined to the best of the administration’s ability through their investigation.

\*The use of illegal substances and alcohol on school grounds is in violation of federal, state, and tribal law and violates our Governing Board policies and regulations regarding drug and alcohol use by students. Whenever a school official has a reasonable suspicion that a student is under the influence of alcohol, the student will be evaluated by school health assistant or security personnel. **Refusal by the student will be taken as an admission of being under the influence of alcohol or illegal substance(s).**

## O. VIOLATIONS / CONSEQUENCES

Depending on the circumstances, the School Administration may impose a more severe consequence if there are repeated violations, if the student is uncooperative, or if the circumstances warrant it.

The cumulative effect of infractions shall also be cause for out-of-school suspension, long-term suspension, or expulsion pursuant to A.R.S. 15-841.

Some of these violations are criminal offenses and are prosecutable in federal, state, and/or tribal courts. The following applies to all school sponsored activities. Following is a list of infractions and consequences. This list is not intended to be all-inclusive. This list of offenses presents only some problem areas with which the school is concerned.

*ISS denotes In School Suspension*

*OSS denotes Out of School Suspension*

*\*Glossary and definitions follow infractions*

Any misbehavior or noncompliance in ISS will result in 2 days of OSS.

**NOTE:** It should be understood that the attached list of offenses presents only some problem areas with which the school is concerned. Some of these areas are also violations of Federal, State, and Navajo law. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities. This list is not intended to be all-inclusive. Areas not specifically identified will be dealt with by the administration as necessary.

The following are penalties for misbehavior and are at the discretion of the Principal and/or Assistant Principal. [A.R.S. 15-841]. Students who refuse to serve this assignment will be subject to further disciplinary action as determined by the WRUSD Administration.

- Alternate Program
- Parent/guardian Conference
- Student-Administration conference
- Suspension up to and through 10 days
- Behavior contract
- Attendance contract
- Parent/guardian attending class with student
- Counseling referral
- Notification and Involvement of Law Enforcement
- Long-Term Suspension
- Expulsion
- Community Service as alternative

### **Disciplinary Action**

Students who violate behavior rules and expectations will be subject to disciplinary actions. Depending upon the behavior problem of the student, and prior discipline history, one or more of the following actions will be taken by the school officials.

#### **➤Conference**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct the inappropriate behavior.

➤ **Parent Conference**

Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

➤ **Behavioral Contract**

Following the parent conference, a behavioral contract is established which needs to be signed by both the parent and the student.

➤ **Other Disciplinary Actions**

Community Service  
Lunch Detention

➤ **Removal From Classes**

The student is removed from one or more classes but remains at school in an assigned study hall (ISS) during these class periods. The student is expected to complete class assignments while in the study hall.

➤ **In-School Suspension**

This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. Students may participate in extra-curricular activities if the infraction does not violate team/program policies. The student will receive credit for class work completed and submitted that day.

➤ **Overnight Suspension**

A student is suspended only until a parent has a conference with a school administrator concerning student behavior. Student will not return to school or classes until a parent or guardian has spoken with the school administration.

➤ **Short-term Suspension (10 days or less)**

Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by the school administration. While serving an off-campus suspension, the student will not participate in any school activities, including athletic competition and practice, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Students will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspension cannot be appealed. (Policy JKD)

➤ **Long-term Suspension (Over ten days)**

As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the appropriate District Director. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.

➤ **Expulsion**

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed.



## Discipline Procedures

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at school-sponsored events, traveling to or from school (including bus stops), on any district property, or when the student is engaged in misconduct that affects the climate of the school.

Infraction	Definition	Consequence
Absence without permission	Absence from class without parental permission. Parents must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	1 <sup>st</sup> offense: Warning/parent contact 2 <sup>nd</sup> offense: ISS/parent contact 3 <sup>rd</sup> offense: 2 days ISS/parent contact 4 <sup>th</sup> offense: 3 days ISS/parent contact 5 <sup>th</sup> offense: Referral to SAT/OSS until meeting attended 6 <sup>th</sup> offense: SAT follow-up/OSS/referral to social services
Alcohol	(Liquor law violations; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation	1 <sup>st</sup> Offense: 5 day suspension 2 <sup>nd</sup> Offense: 10 day suspension {Referral to Hearing Authority} 3 <sup>rd</sup> Offense: If hearing authority does not place student in long-term suspension and allows return to school...a 3 <sup>rd</sup> offense will break contract and result in Expulsion.
Assault	Physical attack or fight includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or "beats up on" another person who does not wish to engage in the conflict.	1 <sup>st</sup> offense: 10 day suspension; notification Law enforcement; Hearing Authority/possible contract or long term suspension 2 <sup>nd</sup> offense: Violation of contract Long Term Suspension/expulsion
Bullying	occurring over an extended period of time, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.	1 <sup>st</sup> offense: Conference---up to 10 day OSS 2 <sup>nd</sup> offense: ISS----up to 10 day OSS 3 <sup>rd</sup> offense: 10-day suspension; notification Law enforcement; Hearing Authority/possible contract or long term suspension 4 <sup>th</sup> offense: Violation of contract Long Term Suspension/expulsion
Cheating/Plagiarism	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way. Schools may have more restrictive guidelines.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS 4 <sup>th</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 5 <sup>th</sup> offense: 5 day suspension 6 <sup>th</sup> offense: 10 suspension/referral to Hearing Authority
Cyberbullying	Any act of bullying committed by Use of electronic technology or Electronic communication devices	1 <sup>st</sup> offense: Conference---up to 10 day OSS 2 <sup>nd</sup> offense: ISS----up to 10 day OSS 3 <sup>rd</sup> offense: 10 day suspension; notification Law

	Telephonic devices, social Networking, internet on school Computers, networks, forums and Mailing lists, or another district Owned property, and by means of An individual's personal Electronic media and equipment.	enforcement; Hearing Authority/possible contract or long term suspension 4 <sup>th</sup> offense: Violation of contract Long Term Suspension/expulsion
Dangerous item	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Taser or Stun Gun, Razor blade.	1 <sup>st</sup> offense: 10 day suspension/notification to law enforcement/hearing authority; possible contract/possible expulsion 2 <sup>nd</sup> offense: Violation of contract/ Long Term suspension/expulsion
Dangerous and Disruptive Tactics	A.R.S.13-2911: A person commits interference with or disruption of an educational institution. I.E., an act that would reasonably lead to the evacuation of closure of any property...cancellation or suspension of classes or other school activity...although this is not required to be considered an interference or disruption.	1 <sup>st</sup> offense: 10 day suspension/notification to law enforcement/hearing authority; possible contract or long term suspension 2 <sup>nd</sup> offense: Violation of contract/ Long Term suspension/expulsion
Defiance/Disrespect of Authority	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	1 <sup>st</sup> offense: Conference-up to 10 day suspension 2 <sup>nd</sup> offense: Lunch detention--- up to 10 day suspension 3 <sup>rd</sup> offense: Lunch detention--- up to 10 day suspension Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Destructive devices (Other than firearms)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter guns, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage.	1 <sup>st</sup> offense: 10 day suspension/notification of law enforcement/hearing authority; expulsion
Disruptive Behavior –	The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior.	1 <sup>st</sup> offense: Conference—up to suspension 2 <sup>nd</sup> offense: Lunch detention-- up to suspension 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation-- up to suspension 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority/possible long-term suspension/expulsion
Dress Code Violation	Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited. Face coverings are required when deemed appropriate by	1 <sup>st</sup> offense: Removal to ISS until correct attire is brought 2 <sup>nd</sup> offense: Removal to ISS until correct attire is brought 3 <sup>rd</sup> offense: ISS for the day 4 <sup>th</sup> offense: ISS for the day/SAT referral/contract 5 <sup>th</sup> offense: Week of ISS/Hearing Authority/possible long-term suspension/expulsion

	administration (administration follows CDC protocol and district requirements)	6 <sup>th</sup> offense:
Drugs (Possession, Use)	(Includes illegal drug possession, use, distribution, being under the influence) The unlawful use, cultivation, manufacture, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include but are not limited to all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. This includes Vape Pens, and any Vape substances.	1 <sup>st</sup> Offense: 5 day suspension 2 <sup>nd</sup> Offense: 10 day suspension {Referral to Hearing Authority} 3 <sup>rd</sup> Offense: If hearing authority does not place student in long-term suspension and allows return to school...a 3 <sup>rd</sup> offense will break contract and result in Expulsion.
Drugs (Distribution)	(Includes illegal/prescription drug possession, sale, use, distribution) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include but are not limited to all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. The category does not include tobacco and alcohol but does include Vape Pens and any accessory of a Vape Pen.	1 <sup>st</sup> offense: 10 day suspension/notification of law enforcement/hearing authority; expulsion
Electronic Devices	Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse, or blatant disregard of WRHS guidelines and procedures. While it is becoming increasingly popular for students to post material on Web sites such as Facebook, Instagram and twitter. Please be aware that if material posted, either at home or at school, is viewed as harassment	1 <sup>st</sup> offense: device taken away; returned at end of day up to suspension 2 <sup>nd</sup> offense: device taken away; parent pick-up at convenience up to suspension 3 <sup>rd</sup> offense and beyond: device taken away for week; ISS for week; parent pick-up after 5 days Up to suspension

	or disruptive to the educational environment, students will be subject to disciplinary action.	
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.	1 <sup>st</sup> offense: 10 day suspension/notification of law enforcement/hearing authority; expulsion
Fighting	Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. The purpose is to cause harm to another person. Fighting does not include verbal confrontation, tussles, or other minor confrontations. Students who stand around and video tape an altercation are subject to suspension themselves. Posting of videos on social media can result in further disciplinary action.	1 <sup>st</sup> offense: 5 day suspension/Behavior Plan with parent upon re-entry/contract 2 <sup>nd</sup> offense: 5-10 day suspension/Hearing Authority/Contract 3 <sup>rd</sup> offense: Violation of contract; long term suspension/expulsion
Firearms	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns	1 <sup>st</sup> offense: 10 day suspension/notification of law enforcement/hearing authority; expulsion
Forgery	Falsely and fraudulently making or altering a document.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Gambling	Participating in games of chance for the purpose of exchanging money or goods	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Gangs (negative group affiliation)	An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior	1 <sup>st</sup> offense: 5 day suspension/Behavior Plan with parent upon re-entry/contract 2 <sup>nd</sup> offense: 5 day suspension Behavior Plan Revision 3 <sup>rd</sup> offense: /Hearing Authority/Contract
Harassment	intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion

Hate Crime	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Intimidating Act	Intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media. Students who stand around and video tape an altercation are subject to suspension themselves.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person to intimidate any person. All types of knives are included: pocket or penknife. May be real or simulated. May be operable or inoperable	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Lewd Pictures, writing, behavior	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, involves lewd observance of pictures or writing and behavioral acts. This includes but is not limited to sexually suggestive material and sexually suggestive actions.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Lying	Knowingly giving false information or information intended to mislead about oneself.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Minor aggressive act	Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault. Students who stand around and video tape an altercation are subject to suspension themselves.	1 <sup>st</sup> offense: Conference-up to suspension 2 <sup>nd</sup> offense: Lunch detention---up to suspension 3 <sup>rd</sup> offense: ISS---up to OSS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Misbehavior	Willful conduct which interferes with the	1 <sup>st</sup> offense: Conference

	educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted redirection and classroom consequences. This includes besides classroom misbehaviors, but is not limited to: snowball throwing, playful pushing/rough housing, misuse of technology.	2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Physical Presence in Unauthorized Areas	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Profanity towards staff member	Swearing and/or use of vulgar language either directed to a staff member or non-directed. A.R.S. 15-507	1 <sup>st</sup> offense: ISS---up to OSS 2 <sup>nd</sup> offense: OSS---up to referral to Hearing Authority/contract/notify law enforcement 3 <sup>rd</sup> offense: 5 day suspension/referral to Hearing Authority/contract possible long term suspension 4 <sup>th</sup> offense: Violation of contract/long term suspension
Provoking Students	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	1 <sup>st</sup> offense: Conference—up to Suspension 2 <sup>nd</sup> offense: Lunch detention--- up to Suspension 3 <sup>rd</sup> offense: Lunch detention--- up to Suspension /Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Public Display of Affection	Any intimate physical contact.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Reckless Driving	Inappropriate or reckless use of a motorized vehicle on school property or to school sponsored events.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Robbery	Taking or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	1 <sup>st</sup> offense: suspension 2 <sup>nd</sup> offense: suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion

Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Sexual Harassment with contact	(Includes attempted) Forcible sexual assault against the person's will, or not forcibly or against a person's will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	1 <sup>st</sup> offense: 10 day suspension/notification of law enforcement/hearing authority; expulsion
Simulated firearms	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	1 <sup>st</sup> offense: Conference up to suspension 2 <sup>nd</sup> offense: Suspension up to hearing authority/long term suspension 3 <sup>rd</sup> offense: Hearing Authority up to expulsion
Tardiness	Arriving late to class. Truancy laws apply. Students who are late to class will be noted in Power School. Students who are more than a minute late without a note will be given a referral. Students who are habitually tardy will follow the guidelines as indicated by the consequences and the Level categorization on page 19.	1 <sup>st</sup> offense: Warning /call or letter home 2 <sup>nd</sup> offense: Lunch Detention/Call or letter home 3 <sup>rd</sup> -and any On-going offense: Overnight suspension until parent meeting with administration/call or letter home
Theft (Personal or School Property)	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Threatening Act	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Ex: bomb threat, threats made over the telephone or internet, threats to beat someone up.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Tobacco (Possession, Use, Distribution)	The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on school-sponsored transportation.	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Trespassing	To enter or remain on a public-school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension
Truancy	Students are not in their assigned class. Students who are not in class 5 minutes after the tardy bell rings are considered truant unless they have a legitimate from a counselor or administrator excusing the	1 <sup>st</sup> offense: Warning/parent contact/leaving campus without permission can result in OSS (add) 2 <sup>nd</sup> offense: ISS/parent contact 3 <sup>rd</sup> offense: 2 days ISS/parent contact

	absence. Leaving campus without permission (add)	4 <sup>th</sup> offense: 3 days ISS/parent contact 5 <sup>th</sup> offense: Referral to SAT/OSS until meeting attended 6 <sup>th</sup> offense: SAT follow-up/OSS/Referral to Hearing Authority/possible alternative placement
Unsafe Behavior/Endangerment	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations. Ex: Pulling a fire alarm	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion
Vandalism (Destruction of school or personal property)	Willfully destroying or damaging school or personnel property.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension (Restitution from damage can be assessed and fined toward the student for any offense)
Verbal Altercation	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act	1 <sup>st</sup> offense: Conference 2 <sup>nd</sup> offense: Lunch detention---up to ISS 3 <sup>rd</sup> offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 <sup>th</sup> offense: 5 day suspension 5 <sup>th</sup> offense: 10 day suspension/referral to Hearing Authority
Weapons Other than Guns and Knives (Possession, Use, Distribution)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: num-chuks, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. Weapons are strictly prohibited.	1 <sup>st</sup> offense: Conference----up to suspension 2 <sup>nd</sup> offense: ISS---up to suspension/hearing authority 3 <sup>rd</sup> offense: suspension----up to long term suspension/expulsion

### GLOSSARY

**Absence:** Student’s non-attendance in an assigned classroom during an assigned period.

- Excused absence is an absence for which the student has authorization from home by the parent/guardian, which explains the reason for the absence (i.e., illness, court date, death in family, doctor’s appointments, etc.)
- Unexcused absence or truancy is any absence from one or more class periods for which the student does not bring notification from the parent/guardian explaining the reason for the absence.
- School related absences are those in which a student is out of class because of approved school related activities (i.e., field trips, athletic trips, meetings, etc.).
- Suspension is when a student is excluded from the school premises and school related activities for a specified period of time. Suspensions are considered as unexcused absences.
- Truancy/ditching is when student is repeatedly absent from her assigned classes without parental consent and knowledge.

**Alcohol and Drugs:** The use of (including inhalation), possession of, or sale of alcoholic substances, drugs, narcotics, contraband, or their controlled substances, and /or their precursors is prohibited. Drug paraphernalia is also prohibited, such as rolling papers, pipes, roach clips, coke spoons, lighter, eye drops, screens, bags, cans, light bulbs, matches, and straws. Students who are suspected of using alcohol will be referred to the school administration and the school nurse’s offices or NNPD and are subject to a breath analyzer test and /or a drug testing performed here at the high school. Any student suspected of drugs will be tested. Any student who is charged with substance abuse will be required to attend substance abuse counseling.



**Arson and Misuse of Alarm:** Intentional burning of property or misuse of evacuation alarm.

**Bullying/ Fighting:** Engaging in or threatening physical contact for the purpose of inflicting harm on another person.

**Bus & Transportation:** Students and personnel are expected to abide by all transportation rules. School Transportation is provided to ensure timely arrival to school and may be enforced by RTI teams for those students identified with attendance issues.

**Defiance of School Personnel's Authority:** Students fail to comply with reasonable requests the first time they are asked, i.e., when students are asked to remove hats, change seats, etc.

**Destruction or Defacement of Property:** Destroying or mutilating objects or materials belonging to the school, school personnel or other persons.

**Disorderly Conduct, including profanity and obscene behavior:** Conduct and/or behavior that is disruptive to the orderly procedure of the school.

**Dress Code:** Failure to observe the school's dress code.

**Explosive Devices:** The use, possession, or sale of explosive and/or incendiary devices, and /or their precursors.

**Extortion:** The solicitation of money, or something of value, from another person in return for protection, or in connection with a threat to inflict harm.

**Falsification:** Making any statement which he/she believes to be false in regard to a material issue to a public servant in connection with any official proceeding. (A.R.S. 13-2704 A.2)

**Firearms:** Possession of a firearm on school grounds is a violation of State and Federal Laws. Firearms are not allowed in school buildings or on school grounds at any time, day or night.

**Forgery:** Writing/using the signature or initial of another person and/or the falsification of a document.

**Gambling:** Participating in games of chance for the purpose of exchanging money or items.

**Intimidation:** Creating a sense of fear in others.

**Lying:** Giving false information or information calculated to mislead

**Motor Vehicle:** The inappropriate use of a motor vehicle on school property.

**Physical Assault:** Physical attack of a person, or a group of persons, upon another person or persons, with the intent of inflicting harm or injury.

**Plagiarism and Cheating:** Inappropriate use of other's work. Talking during quizzes, tests, and exams or engaging in any other unauthorized behavior to improve scores. The burden of proof of innocence is on the student. This includes students talking while taking a test, quiz, etc. Students who have in possession without permission from the teacher an electronic device during an exam can be construed as cheating.

**Public Display of Affection:** Any overly familiar display of affection (such as hugging, kissing, etc).

**Searches:** Can be conducted by WRHS administration based on reasonable suspicion. NNPD Canine units will occasionally be called to do random searches throughout the school year.

**Tardiness:** Arriving late to class. A student is tardy if he/she is not physically inside classroom when the tardy bell finishes ringing.

**Theft and Attempted Theft:** Taking or concealing property or attempting to take or conceal property that belongs to others.

**Threats and Verbal Abuse:** Statements or actions which attempt to intimidate, or which threatens injury to another person.

**Tobacco:** The use, possession, or sale of tobacco of any kind on school property or during a school-sponsored activity.

**Trespassing:** The unauthorized presence of a student or other person on school grounds. If the person refuses to leave upon request, it is a violation of state law. When a student is suspended from school they are prohibited to be on campus at any time. This includes all school functions during or after school hours.

**Weapons:** The use or possession of a dangerous weapon, or the use or threatened use of an object to inflict bodily injury to another person or property damage.

## **P. OUT OF SCHOOL SUSPENSION (OSS)**

A.R.S. 15-841. Students who refuse to serve this assignment will be subject to further disciplinary action as determined by TILC Administration. A reinstatement conference, with student, parent/guardian and WRHS administration is mandatory. Short-Term Suspension: The student will be informed that he/she is subject to a short-term suspension (ten days or less). The student's parent or legal guardian will be notified, by telephone or letter that the student is subject to short-term suspension. Such short-term suspension shall be carried out in accordance with the procedures listed in this manual. Suspended students are not permitted to return to school or to attend any school sponsored functions. A student who has been placed on an out of school suspension will result in those days being considered as an unexcused absence. Those suspension days will not count toward the four days of unexcused absences that will result in a loss of credit.

**Long-Term Suspension:** The student will be informed that he/she is subject to long-term suspension (more than 10 days; not to exceed 180 days). The student's parent or legal guardian will be notified by telephone and/or certified letter that the student is subject to long-term suspension. Long-term suspension shall be carried out in accordance with the procedures listed under long-term suspension as set forth in this manual. The parent or legal guardian shall be notified of the long-term suspension procedures. Suspended students are not permitted to return to school or to attend any school functions during the time of suspension.

**Expulsion:** The student will be informed that he/she is subject to expulsion. An expulsion would permanently remove the student from being able to attend school in Window Rock School District No. 8. The student's parent(s) or legal guardian will be notified by telephone and/or certified letter that the student is subject to expulsion. An expulsion shall be carried out in accordance with the procedures as set forth in this manual.

**Summary Expulsion:** In those instances where the student's presence poses a continuing danger to other persons or property or where the student's presence poses an on-going threat of disrupting the academic process, the student may be summarily suspended prior to a due process hearing. In these cases, the required notice and hearing procedures as set forth in this manual will be followed as soon as possible.

## **Q. PROCEDURES FOR DISCIPLINARY ACTION**

Every student at Window Rock Unified School District is afforded their constitutional right to due process in matters relating to any action that may result in suspension from school, expulsion from school, or denial of their equal educational opportunity. In general terms, due process refers to the constitutional rights guaranteed to each individual. The Supreme Court has mandated that schools, as agencies for the government in whatever they do, must not act arbitrarily, capriciously, and/or unreasonably and must act fairly and in accordance with established rules. Thus, a school must follow certain procedures in disciplining students.

As the penalties increase so do the procedural safeguards which guarantee student rights. Portions of Governing Board Policies JKD-STUDENT SUSPENSION and JKE-EXPULSION OF STUDENTS are listed below.

## **R. STUDENT SUSPENSION**

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This Authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parent/guardians and with a notice and hearing following as soon as possible. The WRHS administrations shall report each suspension to the Governing Board, within five (5) days. [A.R.S. 15- 843]

In cases, expect summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In no instance shall students be released early from

school unless parents/guardians have been notified. The superintendent may designate a hearing officer for long-term suspension hearing

### **Regular Education Students**

Short Term Suspension (10 days or less):

**Step 1:** The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

After having received notice, the student will be asked for an explanation of the situation. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may: Suspend the student for up to ten (10) days.

- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension for expulsion or both.

### **When suspension is involved:**

- Attempt to make parent/guardian contact will be made before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parent/guardians.
- A letter to the parent/guardians will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available for short-term suspension.

### **Suspension for over 10 days for Regular Education Students:**

**Step 3:** If the offense is one that could result in a suspension of over ten days, in addition to Step 1 and Step 2, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

**Step 4:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the district's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's/parent/guardian's expense.
- If a hearing officer has been designated, the name of the hearing officer

**Step 5:** A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.

- The student or counsel may cross-examine witnesses presented by the district.
- The burden of proof of the offense lies with the district.
- Either the hearing must be recorded on tape, or an official record must be kept in some other appropriate manner.
- In addition, parent/guardians are to be allowed to tape-record the hearing at their own expense.
- The district has the right to present evidence and witnesses, to cross-examine witnesses, and may be represented by an attorney

**Step 6:** The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent/guardian(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing, or the decision rendered.
- The appeal to the Board will be on the record of the hearing. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

### **Special Education Students**

Suspension for ten days or less- Short-term suspension (ten days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement unless there is a series of suspensions totaling more than 10 days.)

**Step 1:** The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation
- The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parent/guardians.
- A letter to the parent/guardians will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help. It is the responsibility of the student to make sure that the parent/guardian is notified of discipline.
- No appeal is available from a short-term suspension.

### **Suspension for over 10 days for Special Education Students:**

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

**Step 3:** A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

**Step 4:** If the offense is not a manifestation of the disability of the student, the student may be suspended by following the district policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA may be suspended or expelled from school and educational services may be ceased if non-disabled students in similar circumstances do not continue to receive educational services.

**Step 5:** If the behaviors are a manifestation of the disability of the student, the district may not extend the suspension of the student beyond a total of ten (10) days.

An exception to the above allows for an IDEA - qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA - defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring.

## **S. EXPULSION OF STUDENTS**

A recommendation to expel a student shall be through the principal and forwarded to the Superintendent. The authority to expel students rests only with the Governing Board. All expulsions requested shall have supporting data indicating the required due-process procedure provided at the time of recommendation.

## **T. REMOVAL OF A STUDENT FROM THE CLASSROOM**

Based on A.R.S. Section 15—841 a teacher may temporarily remove a pupil from the classroom if either of the following conditions exists:

- The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- Readmission of the student to the class shall be determined pursuant to regulation JKA-R in the WRUSD Policy Manual, which is on file at the principal's office and may be reviewed and/or copied upon request.

## **U. Privacy & Grievances Policy/Forms**

### **1. PRIVACY OF, AND RIGHT TO REVIEW EDUCATIONAL RECORDS**

Arizona and Federal Law protect student records and provide parent/guardians and students over eighteen years of age certain rights with respect to the student's education records. The rights include:

- The right to inspect and review a student's education record.
- The right to request amendment of the student's education record.
- The right to consent to disclosures of personally identifiable information in student educational records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with requirements of the Family Educational Rights and Privacy Act (FERPA).
- The rights and protections are found in A.R.S. 15-141; 20U.S.C 1232; 34 C.F.R. 99.

## **2. STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Student concerns, complaints, and grievances may be submitted to the school pursuant to WRUSD Policy JII, Regulation JIIR and using the form attached to this handbook and identified as Exhibit JII-EA. The form is available at the principal's office for students. Any such grievance should be filed with the Principal or Assistant Principal(s). Grievances may not be filed regarding disciplinary or other proceedings under other District policies or regulations or where otherwise prescribed by law or where beyond the Governing Board's authority to act.

A complaint/grievance may be raised regarding one or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminatory treatment on the basis of race color, religion, sex, age, national origin or disability.
- Harassment of the student by another person.
- Concern for the student's personal safety.

The principal and assistant principal are the compliance officers for the grievance and the grievance should be filed with them.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

**(To be displayed in school building and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative, supervisor, or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

### COMPLAINT FORM

(To be filed with the school administrator or the administrator's supervisor, or with a professional staff member who will forward it to the school administrator or the administrator's supervisor)

Additional pages may be attached if more space is needed.

**Please Print:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ During the hours of \_\_\_\_\_

Another phone where you can be reached:

\_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity:

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

