

**Tsehootsooi Middle School
Student Handbook/2023-24**



**PO Box 559, Fort Defiance, AZ 86504
(928) 729-6811
(928)-729-6801**

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.

SCHOOL SONG

*See those Scouts working for victory See them run against their foe!
They are out to win for dear 'ole Window Rock Everywhere they go, rah, rah, rah,
Hail oh hail to every good Scout Captain, coaches, players too!
We're for you, so come on fight, fight, fight with courage true, fight!*

I. 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 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 establish clear and high expectations for student 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 Clerk:	Dr. Jacquelyne Wauneka
Board Member:	Stephanie Calabaza
Board Member:	Patrick D. Lynch
Board Member:	Dr. Shayla R. Yellowhair

WINDOW ROCK UNIFIED SCHOOL DISTRICT #8 ADMINISTRATION

Superintendent of Schools:	Dr. Shannon Goodsell
Business Manager:	Ann Marie Perry
Human Resources Director:	Elissa James
Principal Supervisor:	Dan Horsley
Academic Director:	Theresa Buchanan
Director of Exceptional Student Services:	Karen Henderson
Support Services Director:	Erwin White
Information Technology Director:	Sheldon Yazzie

II. 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	Dr. Dave Goldtooth	928-729-6804
Assistant Principal	Leona Paywa	928-729-6813
Front Desk		928.729.6811
School Secretary	Karen Maldonado	928-729-6801
School CNA	Kayla Kee	928-729-6827
Admissions/Registrar	Heather Peshlakai	928-729- 6819
Academic Coach	Marty Conrad	928-729-6806
Counselor	Loretta J Begay	928-729-6810
Parent Educator/Liaison	Alyssa Ashley	928-729-6828

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 spirits.

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 the 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.

TMS ROCKS!!

R - Respect

O - Organize

C - Character

K - Kindness

S - Safe

A SPECIAL MESSAGE FOR STUDENTS

Welcome to Tsehootsoo Middle School. We are here to serve all students in our community. We offer a wide variety of quality programs to meet the needs of each student. We have a quality 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 everyone who is part of our school community.

Our curriculum is based on the Arizona State Standards, 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 everyone in our school community. Additionally, we believe that the implementation of our Positive Behavior Intervention Support {PBIS} cornerstones of TMS **ROCKS** will help provide the framework for individual and school success.

The goal of Tsehootsoo Middle School is, in partnership with students, parents, and the community, to educate and encourage all students to reach their full potential to be prepared for High School and become successful contributors to society.

III. COMPLIANCE NOTICES

A. Public Notice of Non-Discrimination

The Tsehootsoo Middle School affirms that it does not discriminate on the basis of race, color, national origin, sex, age, religion, 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:

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

B. SECTION 504 OF THE REHABILITATION ACT OF 1973

Tsehootsoo Middle School 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 counselor right away to make

arrangements for reasonable accommodation on the school campus. Furthermore, Tsehootsooi Middle School is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability.

Privacy of and Right To Review Educational Records

Arizona and Federal Laws protect student records and provide parents and students under 18 years of age certain rights with respect to the student's educational records. The rights include:

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

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 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 withdrawn from school.

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 from the office but is responsible for making up all the 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 return. Principal has discretion over absence count.
- **Unexcused Absences:** Unexcused is so considered if 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.
- **Suspensions:** If a student is suspended, that student will be responsible for collecting assignments that they miss during their suspension. They will have the opportunity to make-up the assignment by the number of days they are suspended.

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. In addition, in the case of seniors, transcripts and/or diplomas will not be released unless all book fines and fees are paid in full. 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 transcripts are released, and a record of the lost book 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. It is the student and parent/guardian's responsibility to ensure that the application has been completed and submitted to the school. 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 are not permitted to run to or in the cafeteria and snack bar area.
- Each student is required to wait her turn without pushing or shoving.
- 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.

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>.

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 the student was checked out upon return. This will be used to obtain an admission 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 to check out a student from school. SEE ALSO *Attendance Policy*. ***Students will not be allowed to check out after 3:05 pm. 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 PBIS 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 most 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

TMS is 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. No passes will be issued for lunch. TMS is a closed campus for lunch. SEE ALSO *Check Out Policy*.

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 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.

P. Parent Involvement

Parent Teacher conferences are scheduled each quarter based on the district school calendar. Please refer to the approved school calendar for further dates of parent/teacher conferences.

Parent Advisory Committee: Parent involvement is highly encouraged by all the TMS parents. Our school has an open-door policy for parents to visit the school at any time. Parents are encouraged to volunteer at TMS with a valid fingerprint clearance card. In certain circumstances a current food handler permit may be necessary. Parents are very important partners and stakeholders in their child's success at TMS. Parents must sign in and adhere to the rules at TMS. The PAC meets once a month.

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.

R. TRIPS

Students at TMS have the opportunity of traveling to many different places and are expected to represent our school in an honorable manner while off campus. To this end, students are required to comply with all school rules and regulations while participating in school-sponsored trips. Before leaving on a school trip, students and their parents/guardians must complete and submit parental permission forms to be kept on file in the middle school office. All students involved in a trip (Field Trip, Athletics, Band, and any other school-related trip) must be earning passing grades in all their classes and must have acceptable attendance and behavior records as determined by the Principal or Principal designee. 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 possess and use electronic devices on a

school-sponsored trip with the sponsor's approval. (TMS 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 for the visit to Student Services (**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.

IV. ATHLETICS

A. Tsehootsooi Middle School athletic programs have been noted for their success in competition across the state. Athletic programs offered by the district and approved by the Arizona Interscholastic Association (A.I.A.) Inc. include:

- BOYS programs: Football, Wrestling, Basketball, Track & Field
- GIRLS programs: Volleyball, Wrestling, Basketball, Track & Field

B. The following requirements apply to students wishing to participate in interscholastic sports at our School:

- A physical examination on file with an annual health check-up form for each year of participation.
- Forms are available at Student Services, Athletic Director's Office or the Website, www.wrschool.net.
- A copy of your Birth Certificate or a Tribal Certificate of Birth
- The student-athlete's compliance with the Extra-Curricular Policy and with all AIA regulations.
- A parent permission form must be on file.
- A medical release form must be on file.
- The Counseling Department or registrar must sign a grade check and an eight (8) -semester rule release.
- The student must not have turned nineteen (19) years of age before September 1 of the current year of competition.

C. NO PASS – NO PLAY

Definitions: Competitive Events: are those scheduled activities with other schools that involve more than one school, where a championship, winner, or rating is determined.

Eligibility: The "No Pass, No Play" rule is in effect for all interscholastic contests. To be eligible to participate in extra-curricular activities, a student shall be required to earn a passing grade in each course in which he/she is enrolled and maintain satisfactory progress toward promotion or graduation. (Incompletes are considered an "F" until made up) The grading interval for eligibility is 1 week. Passing grades shall be determined on a cumulative basis, from the beginning of instruction to the recording of a final grade for the course. Grade checks will be made every 2 weeks to assure compliance with the "No Pass, No Play" policy. Student athletes are required to provide a copy of their progress reports every Monday to their coach. It is the Athletic Director and coach's responsibility to ensure that student athletes who have 1 or more failing grades do not participate in games or travel until the failing grade(s) are/is removed from the student's progress report.

Ineligibility: When it is determined that a student has failed to meet the requirements specified for academic eligibility, the student shall be declared academically ineligible to participate in extracurricular activities and shall remain academically ineligible until the requirements of academic eligibility are met. An oral or written preliminary notice will be sent to all students and their parents/guardian pending academic ineligibility. Educational support services will be provided to students declared ineligible. If one or more failing grade(s) are evident, the student must make up the grades to passing before he/she is eligible to participate. As soon as the student makes up work and receives a passing grade, he/she is eligible immediately. Teachers are expected to maintain grade books weekly. Late assignments may not be immediately recorded. It is not the responsibility of the teacher to make sure the student-athlete is eligible. It is the responsibility of the student-athlete to turn in assignments in a timely manner. A late or missing assignment turned in the day of an athletic contest does not guarantee eligibility to play.

Students who have repeated discipline issues and/or suspensions may lose their right to participate in any sports practices and/or games. **Individual coaches** may require high standards in academic performance.

Students who are interested in participating in any of the several athletic programs should contact the individual coaches regarding qualifications and eligibility. Scouts Academy students MUST obtain approval from the TMS administration.

V. ACADEMIC INFORMATION

A. ASSESSMENTS

1. Tsehootsooi Middle School students participate in Benchmark testing using NWEA 3 times per year.
2. The AASA test is given yearly, usually in the fourth quarter. Classification: TMS instructs students at a 7th and 8th grade level. All schools in the district based their curriculum on the demonstration of proficiency of Arizona State Standards.
3. Teachers will be allowed to monitor and adjust instruction to fit the needs of students. Students who are not able to grasp concepts of the Standards being promoted may be able to earn a grade through various means of assessment. Teacher will submit course adjustment documentation to principal for approval.

B. GRADE CHECK

A student can obtain a grade check from their counselor to take home to a parent or guardian. This may be initiated by student and/or their parent/guardian. Parents can log on at powerschool.wrschool.net to access their child's grades. Username and password can be obtained from our Parent Educator. Grade checks will also be required for ALL school sponsored activities. Students who have a failing grade in any course will not be permitted to participate in any school sponsored activities.

C. HALL PASSES

For the safety and security of students, hall passes are required for all students. Any student out of class during regular class time must have in their possession an official hall pass containing written permission from their teacher to be excused from class and in transit through the hall(s). Students who are out of class without an official hall pass will be considered truant. Students who abuse the hall passes can be denied this courtesy.

D. HOMEWORK

As a courtesy to our students, homework can be requested through the student's counselor for those students who missed school and for whom one or more of their teachers determines that work needs to be distributed for completion outside of normal school hours. The parent/guardian must do homework request(s) from the counselors at least one day prior to pick-up. The counselors will put the homework requests in the teachers' boxes to fill out and return them to Student Services for the parent/guardian to pick up by 3:50 PM.

E. HOMEBOUND PROGRAM

A student may be placed on the homebound program if the student is unable to attend regular classes for a prolonged period. Students must meet a minimum of 4 clock hours of instruction per week. A request for homebound services must be accompanied by a doctor's statement that such services are necessary. A student's eligibility for homebound will be determined by a multi-disciplinary team (504 and/or Special Education students with a doctor's statement).

F. Grading Scale

The regular grading scale is as follows:

90%-100%	= A	= 4.0 Superior
80%-89%	= B	= 3.0 Above Average
70%-79%	= C	= 2.0 Average
60%-69%	= D	= 1.0 Below Average
50%-59%	= F	= 0.0 Failing

Incompletes will be given to students who do not complete the coursework but have the opportunity to finish the coursework and receive a grade and credit.

G. HONOR ROLL

The honor roll list will be published quarterly. To be on the honor roll, a student must have a 90% or better cumulative grade point average.

H. SCHEDULE CHANGES

If necessary, schedule changes may be requested only during the first two weeks of the academic year to ensure that a student is meeting requirements. Schedule changes will be made after careful consideration of the needs of the students and the ability of

the school to meet their needs. Schedules will not be changed solely for a student to maintain eligibility in extra-curricular activities or to avoid a failing grade. If a schedule is changed, the grade in the class that was dropped will transfer to the new class. All schedule changes need approval from the Principal or designee. Schedule change forms will be filled out and signed by the teacher the student is transferring from, the teacher the student is transferring to, the counselor and an administrator before a change is affected.

I. SCHOOL WITHDRAWALS

Should a student decide to withdraw from school, he/she will need to:

- Have her Parent/Guardian come into the registrar's office to obtain and sign a withdrawal form.
- Have her counselor sign the withdrawal form.
- Return textbooks to teachers and obtain a grade to date of withdrawal.
- Return any checked-out materials.
- Check with the Attendance Clerk for verification of withdrawal.
- Check with the Athletic Director regarding all extracurricular activities and payment of fees owed to the school.
- Have the nurse sign the withdrawal slip and give a copy of the student's immunization records to the student/parent/guardian.
- After the student has cleared the above procedures, she/he is to return to the registrar's office for a copy of their transcript.

NOTE: A student who has withdrawn for any reason(s) will not be allowed to re-enroll until the beginning of a new semester unless approval has been given by the Middle School Principal.

J. SUMMER SCHOOL

Summer school is offered each year for the purpose of meeting student's academic and credit needs. Summer school will be offered for the purposes of academic skills remediation and credit recovery for students entering Grades 10-12.

K. TRANSCRIPTS

All requests for transcripts are handled by the Registrar's office. Changes to a transcript can occur only with written authorization from the Principal. Transcripts will not be released until all fines and fees have been paid in full.

L. TUTORING PROGRAM

Individual teachers are available for tutoring before and after school and during lunchtime if arrangements are made with them.

M. Student Assistance Teams/SAT/MTSS

Teachers, Counselors, School Administrators, parents, and students comprise the SAT team. A SAT meeting can be requested by any party at any time to discuss and review a student's academic progress, emotional and behavioral concerns. The SAT may provide targeted interventions and discuss possible retention of students if academic progress is not made.

N. Promotion

Participation in the 8th grade promotion ceremony is an **EARNED PRIVILEGE**. We encourage all 8th grade students to take part in the ceremony. Guidelines for May Promotion will be shared with the promoting class and Parents/guardians at the beginning of the school year. The guidelines will entail expected behavior, attendance, and academic achievement in order to participate in the Promotion Ceremony. 8th grade students and their parents/guardian are given a Promotion Contract to sign which outlines the requirements to participate in the Promotion Ceremony.

VI. EXTRACURRICULAR ACTIVITIES

A. 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.

B. DANCES

Dances are held periodically for the purpose of entertaining our students and allowing them a safe place to recreate that is free

from alcohol or drugs. Dances are always fully chaperoned and held only with administrative and Student Council approval. The following rules apply at all dances.

- Students who leave the dance will not be readmitted.
- Tobacco, alcohol and drugs are prohibited. Students in violation will be turned over to the proper authorities.
- Disciplinary action will follow all violations of school rules.
- Loitering on the school grounds is not allowed.
- All school rules apply to TMS students and their guests.

Eighth Grade Formal Dance

The 8th grade formal dance is an occasion only for those students who are officially classified as 8th graders at Tsehootsoo Middle School. The dance is a formal affair; therefore, students attending must dress appropriately.

C. CLUBS AND ORGANIZATIONS

Students who wish to participate in group activities will find a broad selection of clubs from which to choose. Our daily announcements will post meeting times and places.

D. PEP RALLIES

The purpose of pep rallies is for students to show their school spirit and to support extra-curricular activities. This is a time when students can celebrate their Scout Pride! Students are required to abide by the following rules during Pep Rallies:

- Support and participate in all pep rally activities.
- Be quiet and attentive during introductions and speeches. Then participate when asked.
- Refrain from obscenities.
- Remain in the assembly until officially dismissed by the Principal or her designee.

E. STUDENT COUNCIL

At our School, the Student Council is the chief representative organization of the student body. Its objectives and power are outlined in its constitution. One of the chief responsibilities of the Council is to stage activities in which the entire student body can participate in order to promote school spirit and pride throughout the school year. All students are encouraged to participate in activities such as Homecoming, dances, pep rallies, etc.



VII. STUDENT GUIDELINES

A. BULLYING

Tsehootsoo Middle School 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. To assist in creating a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated. SEE POLICY JICK – STUDENT BULLYING HARASSMENT AND INTIMIDATION.

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation

and/or harassment that:

- a. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- b. is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- c. occurs when there is a real or perceived imbalance of power or strength, or
- d. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- a. 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,
- b. exposure to social exclusion or ostracism,
- c. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- d. damage to or theft of personal property.

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to a person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections, and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

Forms are available in the school office and a copy is also provided in the back of the handbook.

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 TMS campus. Campus Safety Officers are assigned to and always working at our School. Campus security is here to not only get to know our students and become involved in what is happening at TMS, 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 get a student pass from the Principal or her designee and present it to Security upon request. If a student does not have a pass in her possession when leaving campus, he/she will be required to return to the Principal or her designee to obtain one. Failure to comply with a reasonable request by any school staff member constitutes insubordination and may result in disciplinary action.

C. CONFISCATION OF PROHIBITED ITEMS

Tsehootsoo Middle School is a place of learning. Therefore, all (non-school related) items prohibited at TMS, which are confiscated, will be labeled with the name of the owner and the date confiscated, and will be placed in a secured area. 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). (TMS will not be and is not responsible for lost, damaged, and/or stolen items).

D. EMERGENCY PROCEDURES: see 901

E. UNIFORM/DRESS CODE POLICY –

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students cannot dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Window Rock Unified School District and the Window Rock community.

Our goal is to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is the responsibility of school administration to take reasonable steps to ensure a learning environment free from sexual harassment. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. In order to maintain adherence to this dress code policy, students may not wear the following:

- Shorts and skirts no shorter than 2 inches above the knee.
- Exposed shoulders
- Low neckline
- Clothing cannot reveal the back or midriff. These include but are not limited to:
 - Sheer or Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops or Tube tops
- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racial statements
 - Clothing that advertises or promotes tobacco, alcohol or other drugs.
 - Jewelry or accessories that could be used to cause harm or injury to self or others.
 - Any clothing with the intent to represent gang affiliation.
- Baggy or oversized clothing. Clothing may not be more than one size too large to allow for one year's growth.
- No exposed undergarments

Additional dress regulation information:

- (If worn) belts must be worn at the waist. Pants are not allowed to "sag."

- No flip-flops.
- Hats or hoods are not allowed to be worn inside the school building at any time.
- Non-prescription glasses cannot be worn in buildings or classrooms at any time.

A good general policy regarding the dress code is: If there is **ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.**

F. ELECTRONIC DEVICES

Students are not permitted to use electronic devices at TMS **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. (TMS 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 (TMS) will not be and is not responsible for lost, damaged, and/or stolen items).

- | | |
|--|---|
| Markers of all colors | Dice, gambling paraphernalia |
| Tobacco products/including Vape Pens | Lighters |
| Any written material promoting the use of illicit drugs, pornography, suicide, and/or other anti-social behaviors. | Skateboards, roller blades, and roller skates |
| Caps, beanies, sweater caps, hair nets, hats of any kind, etc. | Any other item that interferes with instructions. |
| Drugs, alcohol, or paraphernalia | |

I. PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves in a responsible manner. Behavior that becomes offensive to others may require disciplinary action. Public Displays of Affection include and are not limited to hand holding, hugging, and kissing.

J. SEARCH AND SEIZURE

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. The school officials may also conduct routine inspections of the interiors of student bags based on the reasonable suspicion that the bag contains contraband, in violation of laws and District policy. School officials may request the assistance of drugs-sniffing dogs where appropriate.

K. STOLEN ITEMS

WRUSD 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 in the gym or in the main building by another student. Students are expected to not keep valuables in their locker.

L. 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 District's policies for the protection of all parties involved.

WRUSD has a policy against sexual harassment. SEE ACA 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 Title IX Coordinator.

M. 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 end of the tardy bell; this includes first hour class. This school year: students who are not in class when the tardy bell rings will:

- Report to their class
- The teacher will document through Power School that the student is tardy.
 - If the student is more than 1 minute late without a pass, the teacher will submit a referral to the TMS administration.

N. 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 at least one class period during the day. This includes absence from any 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.

O. DISCIPLINE PROCEDURE

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.

*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).

P. 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 TMS 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

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 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 st offense: Warning/parent contact 2 nd offense: ISS/parent contact 3 rd offense: 2 days ISS/parent contact 4 th offense: 3 days ISS/parent contact 5 th offense: Referral to SAT/OSS until meeting attended. 6 th 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 st Offense: 5-day suspension 2 nd Offense: 10-day suspension {Referral to Hearing Authority} 3 rd Offense: If hearing authority does not place student in long-term suspension and allows return to school...a 3 rd 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 st offense: 10-day suspension; notification Law enforcement; Hearing Authority/possible contract or long-term suspension 2 nd offense: Violation of contract Long Term Suspension/expulsion
Bullying	occurring over an extended period, 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 st offense: Conference---up to 10-day OSS 2 nd offense: ISS----up to 10-day OSS 3 rd offense:10-day suspension; notification Law enforcement; Hearing Authority/possible contract or long-term suspension 4 th 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 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS 4 th offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 5 th offense: 5-day suspension 6 th offense: 10 suspension/referral to Hearing Authority
Cyberbullying	Any act of bullying committed by use of electronic technology or electronic communication devices telephonic devices, social networking, internet on school computers, networks, forums and mailing lists, or other district owned property, and by means of an individual’s personal electronic media and equipment.	1 st offense: Conference---up to 10-day OSS 2 nd offense: ISS----up to 10-day OSS 3 rd offense: 10-day suspension; notification Law enforcement; Hearing Authority/possible contract or long-term suspension 4 th 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 st offense: 10-day suspension/notification to law enforcement/hearing authority; possible contract/possible expulsion 2 nd 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 st offense: 10-day suspension/notification to law enforcement/hearing authority; possible contract or long term suspension 2 nd 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 st offense: Conference-up to 10-day suspension 2 nd offense: Lunch detention--- up to 10-day suspension 3 rd offense: Lunch detention--- up to 10-day suspension Parental conference with Behavior Plan implementation.

		4 th 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 gun, 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 st 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 st offense: Conference—up to suspension 2 nd offense: Lunch detention-- up to suspension 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation-- up to suspension 4 th offense: 5-day suspension 5 th 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 administration (administration follows CDC protocol and district requirements)	1 st offense: Removal to ISS until correct attire is brought. 2 nd offense: Removal to ISS until correct attire is brought. 3 rd offense: ISS for the day 4 th offense: ISS for the day/SAT referral/contract 5 th offense: Week of ISS/Hearing Authority/possible long-term suspension/expulsion 6 th 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 st Offense: 5-day suspension {student must participate in D.A.I.P} 2 nd Offense: 10-day suspension {Referral to Hearing Authority} 3 rd Offense: If hearing authority does not place student in long-term suspension and allows return to school...a 3 rd 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	1 st offense: 10-day suspension/notification of law enforcement/hearing authority; expulsion

	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.	
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 WRUSD 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 or disruptive to the educational environment, students will be subject to disciplinary action.	1 st offense: device taken away; returned at end of day up to suspension. 2 nd offense: device taken away; parent pick-up at convenience up to suspension. 3 rd offense and beyond: device taken away for week; ISS for week; parent pick-up after 5 days. Up to suspension
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 st 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 st offense: 5-day suspension/Behavior Plan with parent and A.P. upon re-entry/contract 2 nd offense: 5–10-day suspension/Hearing Authority/Contract 3 rd 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 st offense: 10-day suspension/notification of law enforcement/hearing authority; expulsion
Forgery	Falsely and fraudulently making or altering a document.	1 st offense: Conference 2 nd offense: Lunch detention---up to ISS

		<p>3rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation.</p> <p>4th offense: 5-day suspension</p> <p>5th offense: 10-day suspension/referral to Hearing Authority</p>
Gambling	Participating in games of chance for the purpose of exchanging money or goods	<p>1st offense: Conference</p> <p>2nd offense: Lunch detention---up to ISS</p> <p>3rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation.</p> <p>4th offense: 5-day suspension</p> <p>5th offense: 10-day suspension/referral to Hearing Authority</p>
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	<p>1st offense: 5-day suspension/Behavior Plan with parent and A.P. upon re-entry/contract</p> <p>2nd offense: 5-day suspension/Hearing Authority/Contract</p> <p>3rd offense: Violation of contract; long term suspension</p>
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.	<p>1st offense: Conference----up to suspension</p> <p>2nd offense: ISS---up to suspension/hearing authority</p> <p>3rd offense: suspension----up to long term suspension/expulsion</p>
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.	<p>1st offense: Conference----up to suspension</p> <p>2nd offense: ISS---up to suspension/hearing authority</p> <p>3rd offense: suspension----up to long term suspension/expulsion</p>
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.	<p>1st offense: Conference----up to suspension</p> <p>2nd offense: ISS---up to suspension/hearing authority</p> <p>3rd offense: suspension----up to long term suspension/expulsion</p>
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	<p>1st offense: Conference----up to suspension</p> <p>2nd offense: ISS---up to suspension/hearing authority</p> <p>3rd offense: suspension----up to long term suspension/expulsion</p>

	suspension themselves.	
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 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd 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 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd offense: suspension----up to long term suspension/expulsion
Lying	Knowingly giving false information or information intended to mislead about one's self.	1 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: Conference-up to suspension 2 nd offense: Lunch detention---up to suspension 3 rd offense: ISS---up to OSS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th offense: 10-day suspension/referral to Hearing Authority
Misbehavior	Willful conduct which interferes with the 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.	1 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: ISS---up to OSS 2 nd offense: OSS---up to referral to Hearing Authority/contract/notify law enforcement. 3 rd offense: 5-day suspension/referral to Hearing Authority/contract possible long-term suspension. 4 th offense: Violation of contract/long term suspension
Provoking Students	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by	1 st offense: Conference—up to Suspension

	using oral, written or physical cues.	2 nd offense: Lunch detention--- up to Suspension 3 rd offense: Lunch detention--- up to Suspension /Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th offense: 10-day suspension/referral to Hearing Authority
Public Display of Affection	Any intimate physical contact.	1 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: suspension 2 nd offense: suspension/hearing authority 3 rd 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 st offense: Conference---up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd 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 st 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 st offense: Conference up to suspension 2 nd offense: Suspension up to hearing authority/long term suspension. 3 rd 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 st offense: Warning /call or letter home 2 nd offense: Lunch Detention/Call or letter home 3 rd -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	1 st offense: Conference---up to suspension 2 nd offense: ISS---up to suspension/hearing authority

	includes possession or sale or attempted sale of another's property.	3 rd 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 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd 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 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th 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 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd offense: suspension----up to long term suspension
Truancy	Student is 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 absence. Leaving campus without permission (add)	1 st offense: Warning/parent contact/leaving campus without permission can result in OSS (add) 2 nd offense: ISS/parent contact 3 rd offense: 2 days ISS/parent contact 4 th offense: 3 days ISS/parent contact 5 th offense: Referral to SAT/OSS until meeting attended. 6 th 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 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd offense: suspension----up to long term suspension/expulsion
Vandalism (Destruction of school or personal property)	Willfully destroying or damaging school or personnel property.	1 st offense: Conference----up to suspension 2 nd offense: ISS---up to suspension/hearing authority 3 rd 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 st offense: Conference 2 nd offense: Lunch detention---up to ISS 3 rd offense: Lunch detention---up to ISS/Parental conference with Behavior Plan implementation. 4 th offense: 5-day suspension 5 th offense: 10-day suspension/referral to Hearing Authority
Weapons Other than Guns and Knives (Possession,	Any instrument or object possessed or used to inflict harm on another person or to intimidate	1 st offense: Conference----up to suspension

Use, Distribution)	any person. This may include but not limited to: nunchuks, brass knuckles, Chinese stars, billy clubs, electrical weapons, or devices. Weapons are strictly prohibited.	2 nd offense: ISS---up to suspension/hearing authority 3 rd offense: suspension----up to long term suspension/expulsion
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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 get 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. Suspensions are considered as unexcused absences.
- Truancy/ditching is when a 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 are 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)

Lying: Giving false information or information calculated to mislead

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.

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 TMS 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.

Q. 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 TMS Administration. A reinstatement conference, with student, parent/guardian and TMS 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.

R. PROCEDURES FOR DISCIPLINARY ACTION

Every student at Tsehootsoo Middle School 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.

S. STUDENT SUSPENSION

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:

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, parents/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:

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.

T. 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.

U. 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.

V. 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 BULLYING / HARASSMENT /INTIMIDATION

COMPLAINT FORM

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached: _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

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 include all relevant dates, times, and places. Additional pages may be attached if necessary.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

Signature of Complainant: _____ Date _____

Document received by: _____ Date _____

Investigating official: _____ Date _____

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

COMPLAINT FORM (To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor) Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached: _____

During the hours of _____

E-mail address _____

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.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Date Signed

Administrator or professional staff member receiving initial complaint

Date Initial Complaint Received

The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings and in student handbooks)

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

- A. Violation of the student's constitutional rights.
- B. 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.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation, or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- B. 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:

- A. 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.
- B. The complaint/grievance shall be made only to a school administrator or a school staff member.
- C. The person receiving the complaint will gather information for the complaint form.
- D. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- E. 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 or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or 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 the District 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 Policy JII and this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JII and this exhibit, 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.

**WINDOW ROCK UNIFIED SCHOOL DISTRICT #8 STUDENT/PARENTS & GUARDIANS
HANDBOOK ACKNOWLEDGEMENT FORM**

Please read and sign the following page and return to the Office of Student Services (Front Office).

TO: STUDENTS/PARENTS & GUARDIANS

I have been given a copy of the SY 2023-2024 Students/Parents and Guardians Handbook. I understand the expectations and responsibilities of being a Student/Parent/Guardian of a student at Tsehootsooi Middle School. I am aware that the school policies and rules are contained in this handbook. I understand violation may result in severe consequences, including, out of school suspension, expulsion, notification of Parents/Guardian and even notification of the Police Department.

As a Student/Parent/Guardian I understand the proper use of the electronic information services that are available. The student will use the service to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information service and/or appropriate disciplinary action. The student will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District Policies and Regulations.

As a Student/Parent/Guardian I understand that students are held responsible for damage, lost or stolen textbooks during the school year. If the student fails to return a textbook at the time of school exit or at the end of the School Year, the student shall reimburse the school for the cost of the book.

As a Student/Parent/Guardian I understand the possession of electronic items at school is considered contraband and may be confiscated if the item is causing a disruption in class.

Student/Parent/Guardian need to date, sign, and return this sheet to acknowledge understanding and receipt of the student handbook.

Student Name (PLEASE PRINT) I.D. Number

Student Signature Date

Parent/ Guardian Signature Date