

Tséhootsooí Diné Bi'Ólta'



Goal

Niha' áłchíní Diné bizaad yee yáłti' dóó náhiilnaah Tségháhoodzání ółta' dóó binaagóó kééhat'íníígíí.

Student Handbook 2021-2022

Mission Statement

Áłchíní Diné bizaad yee ádéé hólzin dooleet: yik'ida'diitjijh, nideizoh, dóó dayólta'.

Vision Statement

Ółta'í binahjį' nihizaad dóó nihi'ó'ool'jį bidziilgo bee nida'niitingo nee'ni'jį'chánah niidzin.

PO Box 559, Fort Defiance, AZ 86504
(928) 810-7733

Tsehootsooi Dine Bi'Olta' Handbook
Student and Parent Agreement Signature Page

This Elementary School Student and Parent Handbook is being given to you to read and discuss with your child. We encourage you to discuss the contents of this handbook to make sure that both you and your child understand this important information.

The contents of this handbook will also be reviewed by each classroom teacher with all students and reinforced throughout the year.

With your support and cooperation, all students will understand and follow the rules. If you or your child/ren has/have any questions or concerns, please contact the Principal of the school your child attends.

PLEASE SIGN BELOW indicating you have read, reviewed, and discussed the 2020-2021 Student and Parent Handbook and **RETURN THIS SHEET ONLY to your child/children's teacher by August 20, 2021.**

Parent/Guardian (**PRINT NAME**)

Student (**PRINT NAME**)

Grade

Parent Signature

Date

Student Signature

Date

Student Records Parent Signature Page

J-7082 © JR-EB

STUDENT RECORDS

DESIGNATION OF DIRECTORY INFORMATION

During the school year, District staff members may compile non-confidential student directory information specified below.

According to state and federal laws the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by the law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. If you do not object to the release of any and all of the below-designated information in writing, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.

If you do not want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, with two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's designated directory information.

TO: Principal

I do not want **any or all** of the information I have ☒ below concerning (student's name) _____
designated as directory information and released to any person or organization without my prior written consent:

- | | |
|---|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Address |
| <input type="checkbox"/> Telephone listing | <input type="checkbox"/> Electronic mail address |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Grade level |
| <input type="checkbox"/> Honors and awards received | <input type="checkbox"/> Major Field of study |
| <input type="checkbox"/> Enrollment status (e.g., part time or full time) | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Weight and height of members of athletic teams | <input type="checkbox"/> Most recent educational agency or institution attended |

(Parent/guardian signature)

(Date)

INTRODUCTION

This handbook is designed for you and your child as a useful reference. It is intended to provide clear guidelines for day-to-day issues that arise in a school setting. Take some time to review the contents of this document carefully with your child(ren). Thank you.

Window Rock Unified School District # 8

Core Principles

I. Exemplary Curriculum, Instruction and Assessment

Curriculum

A well-developed quality curriculum that ensures effective implementation and articulation that allows for evaluation.

Instruction

Aligned with goals and expectations for student learning, the design of instruction employs data driven decision-making and actively engages students in their learning while expanding instructional support for student learning.

Assessment

Clearly defines expectations for student learning to be assessed. There is an established purpose for assessment with appropriate methods in place. There is a collection of student achievement that is fair, unbiased and without distortion.

II. Exemplary Student Performance

Students demonstrate exemplary abilities for:

- Learning to learn.
- Expanding on the Diné values of lifelong learning as a foundation to integrate new knowledge into all subject areas.
- Utilizing a wide variety of communication skills.
- Applying higher order thinking skills and
- Demonstrating strong interpersonal skills, personal and social responsibility.

III. Exemplary Staff Performance

Is a team approach taking pride and responsibility in setting and carrying out goals and expectations aimed at student learning and is self directed, respectful, and passionate in setting a climate to promote exemplary student performance measures and the Diné values of life-long learning and the Diné language.

IV. Strong Parental and Community Relations

Community and parental relationships will be grounded by the Diné values of life-long learning by extending the school community through collaborative networks of support for student learning through parental and community involvement at all levels and throughout all programs, and by fostering community building conditions and working relationships within each school and the district.

V. Safe, Efficient and Supportive School Environment

Schools should be safe, efficient, supportive and secure places for all students, teachers, and staff. A safe and supportive learning environment should enable teachers to teach and students to learn with efficiency at optimal levels to ensure relevant learning for all students to be successful in a multicultural society.

VI. Efficient and Supportive Learning Operations

All district operational programs are designed to be efficient and supportive of the district's vision of being an exemplary student-centered organization, reflecting the Diné values of life-long learning.

SCHOOL BOARD OF EDUCATION

Yvonne Kee-Billison
Dr. Jacquelyne Wauneka
Geraldine Benally
Marty Bowman
Wilson C. Stewart, Jr.

Board President
Board Clerk
Board Member
Board Member
Board Member

DISTRICT ADMINISTRATION

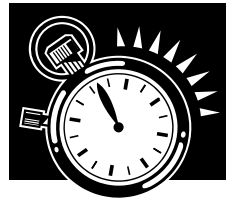
Dr. Shannon Goodsell
Theresa Buchanan
Elissa James
Dr. Jeff Walker
Erwin White
Sheldon Yazzie

Superintendent of Schools
Academics Director
Human Resource Director
Business Manager
Support Services Director
Technology Director

SCHOOL HOURS

Kindergarten through Grade 6	8:00 AM – 3:00 PM
Breakfast in the Classroom Served	7:30 AM – 8:05 AM
Delay School Starts	10:00 AM
Begin Bus Loading	3:00 PM – 3:05 PM
Office Hours	7:30 AM – 4:00 PM

Please ensure that students arrive at school on time and leave promptly at the end of the day. **No supervision is provided prior to 7:30 a.m. or after 3:15 p.m.** You are expected to assume responsibility for your child outside of these hours. **PLEASE** make arrangements with a sitter, relative, neighbor to supervise your child if necessary. Your cooperation in this matter is greatly appreciated and ensures the safety and well being of your child.



TRAFFIC

In an effort to provide a safe parking lot for student drop offs, picks up, drivers, and walkers, we ask all parent/adult drivers to follow all traffic rules, this includes noting your speed and **NO PARKING in Fire Lane/Red Zone and the Drop Off Zone.** We ask AM parents to pull forward to drop off their child(ren) and then continue into the flow of exiting traffic. **PM parents need to park and physically enter the building to sign out their child(ren).** We appreciate you working with us every day to keep this area of school a safe and orderly one.



ADMISSION REQUIREMENTS FOR ENROLLMENT

The following documents are needed in order for any student to be enrolled in an Elementary School:

- School Enrollment Form
- PHLOTE (Primary Home Language)
- Affidavit of Residence
- Immunization Record
- Certificate of Birth
- Certificate of Indian Blood (CIB) (need for JOM and tribal clothing requirements)
- Title VII Student Eligibility Form
- Student Internet Use Agreement Form (*This form gives parental permission for their child to use the internet at school for educational purposes*)

- Media Permission Form
- Student Emergency Information Form
- Student Residency Questionnaire

ADMISSION REQUIREMENTS FOR ENROLLMENT

Ordinarily, students shall attend school in the attendance area where they live. Parents may request that a student be transferred to another school within the District.

Under the authority of school districts to assign students to schools as deemed in the best educational interest of all, the Board authorizes the Superintendent to grant or deny requests for individuals to attend schools outside of their designated attendance areas after consideration of the following criteria:

- The change appears to be in the best interest of the individual.
- No bus route will be extended beyond its normal run.
- Principals of both schools are involved in the procedures.
- The change does not create overcrowding at the receiving school.

Reference: J-0300 JCA Assignment of Students to School. Boundaries have been established for the Tséhootsooí and Window Rock schools, therefore all boundary requirements will be adhered to.

STUDENT ATTENDANCE POLICY

Pursuant to A.R.S. §15-901(A)(2) "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. Once 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.

In the event of an illness or emergency, please contact the school office to inform us of your child's absence. In the event of a planned absence, please notify the office and your child's teacher at least 24 hours prior to the absence so that we may help your child prepare for the absence. If your child is absent for a long period of time, you may arrange to have make-up work ready for you to pick up in the office.

Telephone calls, notes signed by parents, or a visit to the school are required to inform the school of the child's absence. All absences not verified by parental or planned school functions will be recorded as an unexcused absence. When a student is absent from school for 10 consecutive days, he/she will be dropped from the enrollment records. If/when a student is dropped from enrollment records the student is required to submit new admission forms to be re-admitted back to school. The parent/guardian and student will be required to meet with the principal, and parent educator upon re-admission.

It is very important that your child be at school every day. The School Parent Educator will make visits to the homes of students who are habitually absent or tardy. Two important days to remember are the 40th and 100th day of school. On

these days there will be an average of your child's attendance taken. This average is very important because your child's attendance determines the funding for your child's education.

TARDIES AND TRUANCY

Being on time is imperative. Students who are late for school must report to the office for a tardy slip before going to class.

Student Check-In		or Arrival Time	
Grades K-6	Tardy	½ Day Absent	Full Day Absent
	25% of total minutes	25% to 75% of total minutes	Over 75% of the total minutes

Student Check-Out		or Departure Time	
Grades K-6	Full Day Absent	½ Day Attendance	Full Day Attendance
	Less than 75% of total minutes	25% to 75% of total Minutes	

	School Starts	School Ends	Bus Departs
Grades K-6	8:00 am	3:00 pm	3:05 pm

EXCESSIVE ABSENCES

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceed ten percent of the number of required attendance days.

"Habitually truant" means a truant child who is truant for at least five school days within a school year.

"Truant" means an unexcused absence for at least one class period during the day.

"Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by A.R.S. 15-802.

Reference: A.R.S. 15-803 School Attendance; exceptions; definitions

PERFECT ATTENDANCE

Students who attend school every day of the year will be honored and recognized for Perfect Attendance at the end of the school year. A half-day absence or excused/unexcused absence will not be considered for perfect attendance. Tardies can affect perfect attendance.

STUDENT CHECK-OUT AND VISITORS

All individuals who come to the site to check out a student will be required to show a valid picture ID. Face covering are required when deemed appropriate by administration.

The only people recognized to check out students from the school are parent(s) or legal guardian(s). Any other adult, family member or relative must have a signed and dated note or letter from the parent(s) or legal guardian(s) before checking out or visiting a child. In addition to a parent/guardian signature, please have telephone contact number.

Parent(s) or legal guardian(s) may place in the child's file a list of authorized persons **over the age of 18** who may or may not check out or visit the child/children. Adults who are on the list as having permission will not need a signed note at every checkout.

Parent(s), legal guardian(s), or authorized persons will sign the Student Checkout Log at the front office.

All visits require a visitation pass. Visitation of a child in school is acceptable; however, the students are not to visit off campus or in any vehicle. Visitations may take place in the classroom, counselor or principal's office.

Student visitors from another school are not allowed. Students found on campus without authorization will be reported to the school security.

Any questions, legal documents, and court orders, etc. regarding child custody or restraining orders or specific instructions for child check-out or visitation rights must be given to an administrator or counselor. The school is obligated to abide by court orders or custody papers if there are any questions related to domestic disputes regarding any child in our school.

AFTER SCHOOL STUDENT PICK-UP

Parents who pick up children after school must pick up their children from the designated place in the school building by 3:15 p.m. On the third incident your child is not picked up by 3:15 p.m., Parents/Legal Guardian will be required to meet with Site Building Supervisor to determine an alternate transportation plan. Social Services may be called if a child is not picked up. Students will not be allowed to run out to a waiting car. Due to concern about the safety of children, only those adults who are listed on the enrollment form or emergency form will be allowed to pick up children. Valid check out form will be required if removing student from transportation bus. No students will be released to minors.

STUDENT WITHDRAWAL FROM SCHOOL

Parents must come to the school office to officially withdraw their child or children. A Withdrawal Form will be given to parent(s) or legal guardian(s) to complete. Reasons for withdrawal must be stated on the form as well as parent signature and school official signature. Upon completion of the form, the original copy will be given to parents to present to the child's new school. Prior to withdrawal, students must check in all classroom books, library books, and other district property. Parent(s)/guardian(s) must obtain clearance through the Food Service Office for any outstanding meal charges.

K-6 PROMOTION/RETENTION/PLACEMENT

It is intended the grade placement of each pupil be made to serve the best educational interests of the pupil. Promotion, retention and special assignments are designed for the purpose of assuring that each student in the Window Rock Unified School District #8 is placed in an instructional program in which the student can achieve academically while continuing to develop emotionally, socially and physically. Promotion, retention, and placement will be based upon Arizona Law and WRUSD Board Policies IKE through IKE-RB and consideration of the many factors involved for each individual student.

MOVE ON WHEN READING

Arizona Revised Statute 15-701 states that a student shall not be promoted from the third grade if the student obtains a score on the AZMERIT reading test (or a successor test) that demonstrates he or she is reading far below the third-grade level.

The revised statute (A.R.S. § 15-701) can be accessed at the following website: <http://www.azleg.gov/ars/15/00701.htm>

STUDENT GRADES AND REPORT CARDS

FAME SCALE

The grading scale used for students is as follows:

Percentage	Scale	Description
0% - 69%	1	F – Falls Far Below the Standard: Student does not demonstrate a basic understanding of the concepts.
70 - 79%	2	A – Approaches the Standard: Student demonstrates some understanding of the concepts.
80 – 89%	3	M – Meets the Standard: Student demonstrates a strong understanding of the concepts.
90 – 100%	4	E – Exceeds the Standard: Student demonstrates a wealth of knowledge, skills, and abilities.

The students designated at the *Falls Far Below* the Standards level should receive Intervention. District quarterly assessment, classroom summative assessment, quarterly standards-based report cards and AZMERIT results should provide similar information to a parent. WRUSD can build a Standards Based aligned system to provide the information and communication needed to help parents and students determine what they know and are able to do according to the

Arizona College and Career Readiness Standards by utilizing the system's five components: Standards/curriculum; assessment; instruction; grading and reporting.

PARENT-TEACHER CONFERENCES

Parent Teacher conferences are scheduled on the district calendar after the first nine-weeks, the second nine weeks, and the third nine-weeks. Other conferences may be scheduled by the parent or teacher.

- If you have a question, call the teacher or send a note requesting a conference.
- Respond to teacher-called conferences.
- Have your questions prepared before the conference begins.
- Use the conference to share information that would assist the teacher in planning for your child's educational program.
- Ask for a clear explanation of any terms, acronyms, forms, or ideas you do not fully understand.
- Ask how you can help your child to do better-in school.
- Plan to meet again to share follow-up and progress made.
- Seek information about your child's social, emotional, academic, and physical progress at school.
- Ask for a conference with the school counselor when needed.

ELEMENTARY SCHOOL SITE-BASED COUNCIL/PAC

By law, every public school in Arizona shall have a School Site-Based Council. The Site-Based Council/PAC will meet on a regular basis at each elementary school. An agenda will be available prior to the meeting. Any changes regarding the meeting place or time will be announced. Parents and community members are invited to participate in all meetings. More information about School Site-Based Councils can be found in A.R.S. 15-351 and WRUSD policy CFD.

RESPONSE TO INTERVENTION (RTI)

Each school's RTI Team is composed of the principal or designee, school social worker (if possible), school counselor, and the referring teacher. One of the members serves as chairperson.

- The RTI Team works along with the classroom teacher in finding solutions for meeting the needs of individual students.
- The team will make recommendations; suggest strategies to be used, special program placement, or referral if needed for further evaluation. Team members are available to provide support for the teacher when requested.

GUIDANCE AND COUNSELING SERVICES

Administrators, teachers, and parents can refer students, or the students themselves can request services counseling services. The certified counselor provides individual counseling, group counseling, and classroom presentation on various topics.

CHILD ABUSE AND NEGLECT

All cases of suspected child abuse, as defined by WRUSD Policy JLF and related Arizona State regulations, must be reported or cause to be reported to a peace officer, tribal child protective services, or Child Protective services of the Department of Economic Security. The duty to report includes all non-accidental injuries inflicted by another student during a fight or horseplay even if that student lacks the cognitive ability to control his/her behavior or to understand right from wrong. The report may be made by telephone or in person immediately, but must be followed by a written report within 72 hours. Any person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class one misdemeanor and may be subject to fines. Those persons listed in A.R.S. 13-3620 are school personnel: teachers, substitutes, instructional assistants, cafeteria workers, custodians, school secretaries, bus drivers, mechanics, administrators, parents, step-parents, guardians, peace officers, social workers, doctors, physician assistants, psychologists, counselors, dentists or other persons who have the responsibility of care and treatment of a minor child. A person furnishing a report, information, or records required or authorized under Arizona Revised Statutes or a person participating in judicial or administrative proceedings or investigation resulting from a report. Information or records required or authorized under Arizona revised statutes shall be immune from any civil or criminal liability by reason of such actions unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

LIBRARY BOOKS

ALL STUDENTS OR PARENTS ARE RESPONSIBLE FOR ALL BOOKS CHECKED OUT OF THE LIBRARY. If a child loses or damages a library book, a letter will be sent to parent(s)/guardian(s) notifying them that payment is due. Payment should be made immediately. Should the book be found later in the year, all money will be returned. Students may be restricted from taking their library books home until payment is received.

TECHNOLOGY – DISTRICT LAPTOP PROGRAM ADDENDUM (071321)

WRUSD will provide the opportunity for every student in the district; grades 6-12 to check out a laptop for the school year. To receive a laptop, parents will sign a laptop check out agreement and be responsible for a \$50.00 non-refundable Technology Fee. The fee will be paid into an insurance program to support maintenance costs for the student laptops. If this service is declined; then there is no fee charged to the parent or student.

Students may also bring their own laptop device to school. There is no fee for students bringing their own laptops. However, as per policy...WRUSD is not responsible for lost or stolen electronic devices.

LOST AND FOUND

Students are encouraged to check the Lost and Found at the school site's designated area. Parents are also encouraged to check the Lost and Found, as children tend to overlook their own belongings. Students who have lost such items as jewelry, keys, money and eyeglasses may inquire about them at the office. We recommend that clothing and personal items be labeled with the student's name so that found items can be returned to their owner. Unclaimed Lost and Found items will be donated to local charities periodically.

FOOD SERVICES

Window Rock Unified School District #8 participates in a federally funded program regulated by the Arizona State Department of Education whereby eligible students get free or reduced prices for their school meals. If you have any questions regarding new applications for the 2017-2018 school year or any other questions regarding food services, please contact the food service department at (928) 729-7020.

FIELD TRIPS

Field trips are planned for educational purposes. All school personnel, students, and adult volunteers are expected to abide by school rules for the duration of the trip. Parents or guardians for all field trips away from the school grounds must sign a parent permission form. An itinerary of the field trip will be made available to parents including information on where to contact students and times of departure and arrival. School staff will provide supervision of students at all times. Any time the school is closed due to adverse weather, school trips will be cancelled. Parents are expected to pick up their children at the designated time. By law school personnel is not allowed to transport students in personal vehicles. Any students who are not picked up may be turned over to appropriate agencies.

STUDENT INJURIES, ILLNESS, MEDICATION, PARENT CONSENT COMMUNICABLE DISEASES, STUDENT WELLNESS

There are times when students will experience accidents with injuries on the school campus. The school procedures are:

- The school nurse will treat minor injuries. If the injury appears to require a doctor's attention, emergency care will be sought, and an attempt will be made to telephone the parent(s)/guardian(s) immediately.
 - In cases of illness, the school nurse will attempt to determine the nature of the illness. In the case of a minor illness and a parent cannot be reached, the student will remain in the nurse's office until time to go home. If the illness appears serious, parent(s)/guardian(s) will be contacted by telephone immediately to take their child home or to the hospital. If the parent(s)/guardian(s) cannot be reached and the school nurse deems the situation an emergency, emergency care will be sought. The school will **not** routinely transport children to the hospital or to their home.
1. When it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents provided the following requirements are met:
 - a. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.

- b. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office;
 - c. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warning and directions intact.
2. The District will make an exception for students who have been diagnosed with anaphylaxis. In that case, the student may carry and self-administer emergency medications such as auto-injectable epinephrine, provided that the student's name on the student provides documentation authorizing possession and self-administration by the student.

Students who have breathing disorders may carry and self-administer handheld inhaler devices, provided that the student's name is on the prescription label on the medicine container and the parents or guardians of the student provide documentation authorizing possession and self-administration by the student.

BEHAVIOR/CHARACTER EXPECTATIONS

We believe that it is appropriate to foster behavior in students which is based upon the following commonly accepted values and qualities of character. By practicing these values, students will build a solid foundation for a successful school experience as well as prepare for life. We use the Character Counts model below;

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

Accordingly, these values and character traits, along with the Diné Core Values, will be taught in our classrooms and exemplified by our teachers, support staff and administration. The student will be expected to obey school rules while on campus, lunch breaks, on busses, at bus stops or away from campus at school-sponsored events. Positive student behavior will be rewarded through individual and group recognition, privileges and special activities. Unacceptable student behaviors will require school officials to administer consequences.

DINÉ VALUES OF LIFE-LONG LEARNING

POSSESSING DIGNITY

- ❖ Having a sense of self-identity.
- ❖ Having self-awareness.
- ❖ Care for self.
- ❖ Acknowledge relatives.

RESPECTFUL SPEECH

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

ACKNOWLEDGE/RECOGNIZE RELATIONSHIPS

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

POSSESS and VALUE A HOLISTIC OUTLOOK

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

EVER THANKFUL/APPRECIATIVE

- ❖ Be appreciative, be thankful for everything.

- ❖ Beyond the boundaries of your life.
- ❖ Appreciate your home, your family.
- ❖ Appreciate relationships: job, colleagues, classmates, etc.

PROTECT ONE'S SACREDNESS

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

POSSESS CARING/SHARING OUTLOOK

- ❖ Show kindness to everyone. Extend hospitality: "Gohwéé lá bee 'azhnítl 'ah leh."
- ❖ 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.

SCHOOL RULES

Teachers prepare classroom rules for the students in their classes. Students are expected to adhere to these rules throughout the school year. There are now video monitors in selected areas of the playground, cafeteria and hallways to assess student behavior and monitor school safety. The school rules listed below apply to students in all classes including all school-sponsored events such as field trips and activities:

- **Face coverings are required when deemed appropriate by administration.**
- Students are not to bring electronic games, portable DVD players, poker cards, dice, cassette/CD and other electronic listening devices (such as iPods), earphones, cameras, sports and game cards, or any such valuable toys or items from home to school. The school district is not responsible for any lost or stolen item or items given to another student. Skateboards, in-line skates, roller skates, and scooters are prohibited on campus due to high risk of injury.
- Cell phones will be allowed by students provided that the cell phones are turned off during the school day.
- If your child brings any items that interfere with learning, the teacher will take the item (contraband) and give it to the principal. The parent(s) will have to obtain the item(s) from the principal.
- Shaving cream, whipped cream, water pistols and/or water balloons, toy or real weapons, cigarettes, cigarette lighters, cigarette paper, sling shots, matches, rubber bands, eggs, permanent magic markers, firecrackers, fireworks, chains, and laser pointers are prohibited on school grounds and school buses. Bringing any item(s) that can cause bodily harm or cause disruption may result in suspension.
- Backpacks are subject to searches by the administration if circumstances are warranted.
- School telephone use is available to students on an emergency basis.
- Students should report any suspicious behavior to the staff.
- Dangerous weapons or objects (such as pocket knives, chains, matches, lighters, firecrackers, live ammunition, darts, large "steelies", etc.) are NOT allowed anywhere on school grounds or on the buses.

Confiscated Items and Confiscated Electronic Devices:

Only certified school personnel may confiscate student electronic devices and items that are not allowed on school grounds. District staff will do their best to guard and protect confiscated electronic devices and items, but are not responsible for loss, damage, theft. The school or district will also make a good faith effort to notify parent(s) or designated individuals that the electronic device or item is in the school's possession. Parents/Guardians who show identification may retrieve electronic devices and confiscated items during school hours or by appointment – unless the item taken is evidence in an ongoing investigation or constitutes a major violation, such as drug paraphernalia, weapons, dangerous items, etc. (see section on AZ SAFE DEFINITION OF VIOLATIONS). For items that can be picked up but that have not been retrieved, the school or district will retain un-retrieved devices or items until the end of the school year. Prior to disposal of electronic devices, the school or district shall clear all personal data.

Hall Rules:

- Running is not allowed in the building.
- Graffiti is not allowed.

- Students must be in assigned areas at all times.
- No ball bouncing in the hallways or rooms.
- Students are to keep their hands and legs/feet to themselves when walking in the hallway.

Cafeteria Rules:

Compliance with the following rules will ensure a pleasant atmosphere in the school lunchroom:

- Enter the cafeteria in an orderly manner.
- Keep noise and conversations to a minimum (no shouting, screaming, whistling).
- No food throwing or placing food on student chairs.
- Stay in your chairs until you are dismissed.
- Clean up the area around you and put trash into proper containers.
- All food and drink is to be consumed in the cafeteria.
- Food will not be taken from the cafeteria unless prior arrangements are made. All arrangements to have food taken out of the cafeteria will have to receive permission from the school principal.

Restroom Rules:

- Climbing on stalls and toilets is forbidden.
- Use equipment properly. Flush toilet.
- Keep restrooms clean.
- No writing on walls or restroom stalls.
- Do not throw wet paper towels or toilet paper on restroom ceilings or walls.
- Wash your hands.

Playground Rules:

Student use of the playground will be supervised by an adult at all times. Students should exercise common sense in their playground activities. To minimize playground accidents, the following rules are important.

- Do not throw rocks, snowballs, or any foreign objects.
- Students are to remain in designated playground areas.
- Physical or verbal fighting is prohibited on school grounds.
- Play cooperatively and share playground equipment with others.
- Tackle football is not allowed on school grounds.
- Avoid icy areas, mud puddles, and holes.
- Obey rules and directions from duty teachers and all staff.
- Keep playground area clean.
- Report any graffiti, broken glass, and broken playground equipment, dangerous objects to the duty teacher *or* office personnel.
- Follow safety rules for playing on all playground equipment.
- When whistle blows or bell rings, line up quietly and orderly by class.

Assembly Rules:

- Enter and leave quietly.
 - Listen to the program quietly and respectfully.
 - Participate in the program as directed and participate appropriately.
 - Show appreciation with applause only. Whistling and booing is considered to be rude.
 - Talking to others during assemblies is disrespectfully.
- Consequences include: Reminder, sit with teacher, leave the assembly, memo to teacher, parent contact.

Bus Rules:

There are now video monitors in some of the buses to assess student behavior and monitor school bus safety.

- Teachers will take students to the bus at dismissal; children are to remain orderly and board buses immediately.
- Students are not to get off the bus at a place other than their regular bus stop.

- Bus students are not to walk or ride another bus without written permission from the parents.
- Bus riding is a privilege extended to students of our school district.
- Appropriate behavior on the bus is expected of all students.

BUS RULES are posted at the front of each bus and must be obeyed by all students and other passengers.

1. **Face coverings are required when deemed appropriate by administration.**

2. **Observe the same conduct as in the classroom.**

3. **Be courteous; use no profane language.**

4. **Do not eat or drink on the bus.**

5. **Keep the bus clean.**

6. **Cooperate with the driver.**

7. **Do not smoke.**

8. **Do not be destructive.**

9. **Stay in your seat.**

10. **Keep head, hands, and feet inside the bus.**

11. **Bus driver is authorized to assign seats.**

- The bus driver will give verbal warnings to students guilty of minor misconduct. If the misconduct continues, a Report of Misconduct on the Bus will be completed and sent to the Principal. A copy of the report will be sent home to the parents, and a parent conference may be requested.
- Students who do not follow the bus rules or who display inappropriate behavior on the bus such as fighting, pencil fighting, throwing objects, vandalizing, destroying bus property, bullying/harassing other students or other serious offenses may be suspended and/or restricted from riding the bus, placed on a contract or be suspended from school. The bus driver will submit a written report of student misconduct to the Principal and Transportation Director. Younger children who refuse to stay in their seats and follow the rules may be required to wear a harness as indicated on an Individual Educational Plan (IEP).
- Prior to suspension or restriction from the bus, the Principal will notify the parents of the suspension by mail, telephone, or conference.

DURING BUS LOADING, NO STUDENT WILL BE PICKED UP UNLESS PRIOR AUTHORIZATION HAS BEEN OBTAINED FROM THE OFFICE. Un-authorized people will not be allowed in the bus-loading zone. State law does not allow parents to go into the bus loading zone. Once a child is on the bus, he/she will remain on the bus unless authorization is obtained from the office. Bus passes to ride different buses or to get off at another stop, must be obtained from the school's office as a result of a written-parental request by 1:00 p.m. If you are concerned about your child not arriving home from the bus or you have other transportation-related situations, please call the school. If for some reason you cannot reach an individual at the school, call WRUSD Transportation at 928-729-6744. If it is after-hours or if you still cannot reach anyone and it is an emergency, you can contact WRUSD Security at 928-309-7552.

WEATHER-RELATED SCHOOL CLOSING OR DELAYED SCHEDULE

In the event that the schools must be closed due to weather conditions or other weather-related emergencies, the "School Closure" or "Delayed Schedule" news will be put on local radio stations. This information will be announced on the following RADIO STATIONS beginning at 6:00 a.m. on the day of closing and/or as soon as possible for other emergencies:

KTNN 660 on the AM dial

KHAC 880 on the AM dial

KGAK 1330 on the AM dial

Local TV Station – Albuquerque or Phoenix TV Stations

District Website – WWW.WRSCHOOL.NET

On a two-hour delay, buses will run 2 hours later than the regular scheduled time. **Classes will begin at 10:00 a.m. and breakfast will not be served.** On an early dismissal day, students will be dismissed at 12:45 p.m. after lunch is served.

Parents are advised to listen to the radio for information concerning a delayed schedule or school closure. **On a 2-hour delayed schedule, students should not be dropped off until 9:30 a.m.**

EMERGENCY SCHOOL CLOSING AND/OR EVACUATION

In the event that the school must be closed due to an emergency situation, the WRUSD #8 School District Emergency Plan will be followed, and the students will be evacuated to a safe area. The "School Closure" will be announced on local radio/TV stations as listed above. This information will also be relayed by telephone to parents if possible. Students will be evacuated to a safe area or bus-loading zone.

EMERGENCY DRILLS

Fire drills, evacuation drills, and, other emergencies are scheduled throughout the school year to provide practice for a promote safety in emergency situations. Students will learn emergency procedures.

Should an emergency or disaster situation arise in our area while school is in session, it is important for parents to be aware that the Window Rock Unified School District schools have made preparations to respond effectively. School administrators and representatives of the Window Rock Unified School District met with representatives of local police, fire, EMT, and other emergency agencies to discuss emergency planning in depth. If an emergency occurs during school hours, students will be cared for at this school or at a designated area. The school district has a detailed emergency plan that has been developed to respond to a major emergency.

Carrying out this plan effectively requires ongoing preparedness to which we are committed. Your part in the plan at this time is to provide us with accurate emergency information so that we can contact an adult of your choice if need arises. Please return the emergency information (forms) as soon as possible and update it as information changes throughout the year. This will ensure our ability to provide your child with the best care possible.

FIRE DRILLS

PRE-EMERGENCY PROCEDURES:

- School evacuation plan explained and posted in each classroom.
- Test to make sure alarm system is functioning properly.
- Check to assure all fire extinguishers are fully charged and up-to date.
- Fire drills must be completed and evaluated monthly.

IMMEDIATE ACTION:

Safety:

- Sound fire alarm.
- Call 911.
- Follow evacuation plan with school personnel/students. Relocate students at least 500 feet from the building and firefighting equipment.
- Check all rooms and areas of the building possible, to ensure everyone is out of the building.
- If conditions permit, teachers should close all doors and windows before leaving their assigned areas.
- Keep access roads open for emergency vehicles.
- Station building exit guards to prevent unauthorized entrance of students or other personnel back into the building.
- Make an effort to extinguish small fires with fire extinguisher.

Communication:

- Call 911. The fire department must be notified of the location of all fires, including those put out by school personnel.
- Have designee assist arriving emergency personnel, with locations within the school.

FOLLOW UP:

- Students/staff will remain outside of the building until fire department officials have declared the building safe and the all clear signal is sounded.
- Notify Superintendent.

- Notify Safe School & Operations Director
- Notify PIO
- Evaluate the fire procedures.

BOMB THREAT

Bomb threats are usually made by a telephone call and sometimes with a note. The majority of these are pranks attempting to disrupt school function. However, all threats must be taken seriously, and handled quickly and efficiently to ensure safety to the students and staff.

PRE-EMERGENCY PROCEDURES:

- School evacuation plan.
- Telephone bomb threat checklist.
- Awareness of physical surrounding/conditions should be maintained by all school personnel.

IMMEDIATE ACTION:

- Complete bomb threat check list.
- Notify administrator who will assesses validity of threat, and decide to evacuate the building or not.
- Call 911.
- If valid, the threatened building shall be evacuated as follows:
 - By appropriate signal.
 - In good weather, remain outside at least 500 feet away from the threatened building.
 - In bad weather, have students go outside. Clear suitable indoor facilities. Have students move into cleared indoor area.
- Teachers and administrative personnel will give their immediate work areas a quick visual inspection as they leave their assigned areas. **Do not touch or move any item which looks suspicious.**
- Have appropriate authorities check the building.
- If bomb is found.
 - Notify Superintendent
 - Notify the transportation department.
 - Dismiss students for the rest of the school day (Superintendent will make decision to send students home).

Communication:

- Call 911.
- Notify Superintendent.
- Notify Safe Schools & Operations Director
- Notify PIO

DRUG-and GUN FREE SCHOOL ZONE

All Window Rock Unified School District campuses have been declared to be Drug and Gun Free School Zones. Under federal and state laws, anyone found to be in possession of prohibited substances or firearms in a Drug Free or a Gun Free School Zone is subject to stiff penalties that are in addition to any other federal, state or local penalties.

LOCKDOWN PROCEDURES

In the event of a crisis situation occurring, the principal or designee will decide if it is in the best interest for the safety and welfare of students, and staff to evacuate the building, or to remain inside and implement a “lock down”. While several schools have already set lock down procedures in place, it is the feeling of this committee that one standardized plan be implemented. The use of codes to lock down a school facility can become confusing to teachers, students, and staff. Therefore, the use of simple, calm, direct commands over the intercom system will be utilized.

In the event of an emergency, the principal or designee will deliver this message over the intercom system.

“This is not a drill; we are having a lockdown.”

IN CLASSROOM:

Upon hearing this message, teachers are expected to:

- Make a quick visual sweep of outside hallways for students and secure them in their classroom.
- Lock classroom doors and do not open for any reason.
- Move students away from doors and windows.
- Take attendance of all students.
- Windows will be covered.

OUTSIDE BUILDING:

Upon hearing the message teachers are expected to:

- Move students to a safe location. (Depending on the situation this could be either away from or back inside the school.)
- Take attendance of all students.

Teachers are expected to remain calm and to control their classrooms while awaiting further instructions from the principal or designee.

STUDENT DRESS REGULATIONS

Board Adopted on JULY 06, 2016

PRE-K – 12th GRADE STUDENT DRESS REGULATIONS

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:

- **Face coverings are required when deemed appropriate by administration.**
- 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 the building 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.**

MORE ON STUDENT DRESS REGULATIONS

All students are expected to use common sense as their standard for daily dress and proper grooming. Appropriate attire reflects a positive and serious attitude about school and is highly correlated with productive behavior and good learning habits. Because gang and/or violence related activity presents a significant concern, the school administration prohibits any clothing or attire which illustrates, enhances or depicts tobacco, alcohol or drugs or has offensive racial, satanic, gang-related or violent messages. This includes anything that by appearance causes a disruption to the school or distracts from the learning process.

- **Shirts and dresses blouses** should appropriately cover the shoulder and fit under the arm. They should not expose any part of the torso (front or back) at any time. Dresses and skirts must adequately cover the body at all times. No midriff may be displayed. No spaghetti straps or muscle shirts will be allowed.
- **Undergarments** may not be exposed at any time.
- **Shoes** must be worn at all times. For safety, comfortable and appropriate shoes need to be worn. (Examples of shoes that promote safety are: athletic shoes, oxfords, flats, pumps, and sandals with straps at the back of the foot to decrease the likelihood of them slipping off the feet.) If the shoes have laces, the laces are to be tied in order to eliminate the possibility of tripping on the laces or having the shoes fall off the feet. Heelys are not permitted.
- **Bandanas, caps, hanging belts, hooded sweatshirts** and other accessories signifying or associated with gang membership will not be permitted.
- **Pants and Shorts** must adequately cover the body at all times and may not be worn "sagging", or too tight in the case of long pants, too long. No "short-shorts" are permitted.
- **Sunglasses** are not allowed unless they are prescription sunglasses or unless the student has a medical reason, documented by a doctor's note, for sunglasses.
- **Hairstyles, hair color and clothing will not be altered at school.** Students are not to bring personal items to school that alter hairstyles and colors, or other items which may constitute a safety hazard.
- **Jewelry:** No spiked wrist bands, spiked belts, safety pins, chains, etc. Safety needs to be addressed according to accessories worn by students.

The type of dress, make-up, accessories, hairstyles, or grooming displayed by the student should not disrupt the classroom or campus environment nor threaten the safety, health or comfort of the student, fellow students, or any staff member. For safety reasons, no mercury jewelry or laser lights will be allowed.

The administration reserves the right to interpret and enforce these guidelines in the school setting.

1. Any student who does not follow the uniform district wide dress code will initially be requested to comply with this policy and change into appropriate clothing.
2. Secondly, the students' parent or guardian will be contacted and a second request will be made asking for the student to comply with this request.
3. Failure to comply with this request may result in the offending student being sent home or restricted from school.
4. Any absence caused by a violation of the student dress code will be an unexcused absence for each period or day missed. A violation may also result in disciplinary action.

GANG RELATED ACTIVITIES

The type of dress, apparel, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such attributes are gang related or interfere with the school environment and/or educational objectives.
- Create an atmosphere in which the well-being of a student, staff member or other individual is hindered by undue pressure, harassing behavior, intimidation, overt gesture or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

A student who commits infractions under the auspices of gang affiliation could receive more serious consequences for each infraction.

HAZING/THREATS/BULLYING

Students are prohibited from harassing, intimidating and/or bullying others students on school grounds or school equipment, on school property, on school buses, at school bus stops and at school sponsored events. Hazing, initiation or pre-initiation is prohibited. Hazing includes any activity in which a person intentionally, knowingly or recklessly commits an act that may:

- Endanger the mental or physical health of others.
 - Involve any brutality of a physical nature
 - Involve consumption of any food, liquor, drug or other substance
 - Involve any activity that would subject any individual to extreme mental stress
 - Involve behaviors including, but not limited to, physical violence, restraint and improper touching.
- Consent by the victim of hazing does not excuse or justify the conduct or activity.

Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.) The district has adopted the following reporting/complaint procedures for students experiencing harassment, intimidation, bullying and hazing. See Appendix WRUSD Governing Board Policy JII-EB and JIFCA-EB

SEARCHES

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that material or matter detrimental to health, safety, and welfare of the students(s) exists. Items provided by the District for storage (e.g., desks or lockers) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy in lockers, desks, storage areas, bags, etc., may be inspected at any time by school personnel, for any reason, without notice and consent of students and without a search warrant.).

DISCIPLINE POLICY

Window Rock School District aspires to provide an excellent education in a "safe school" setting. The Joint Legislative Committee on school safety has issued the following "safe school" definition: "Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical, verbal or psychological harm. They are characterized by sensitivity and respect for all individuals. An environment of non-violence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students' affiliation and bonding to the school, support and recognition for positive behavior and a sense of community on the school campus".

Part of being a student is learning to respect others, and learning to understand and follow school rules, to take responsibility for one's actions, and make positive choices. When a student misbehaves, the classroom teacher will determine whether the behavior is a major infraction or not. Teachers will use a flow chart based on the AZ SAFE model, follow a classroom management plan with classroom consequences, and use Learning Support Teams as needed. The goal is to help students understand their actions, to stop negative behaviors, and to make better choices. If the behavior observed is a major violation, an automatic office referral will result. All serious discipline referrals will be directed to the school principal. Disciplinary action taken against a student for a violation of school district policy can range from an informal conference with a school official to expulsion. All formal disciplinary action shall be documented and/or recorded and the documentation and other records shall be kept in the administrative files. Parent(s) or guardian(s) will be notified by telephone, personal contact, or certified letter of disciplinary action imposed on his/her child. A conference may be conducted between the student, his/her parent(s) or guardian(s), appropriate school personnel, and any other individuals concerned. Parent involvement to help correct the student's disciplinary problem is urged by the school district.

Students who become involved in areas of 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 school staff members. It is the policy of the school district to follow a code of progressive discipline. We will make every effort to coordinate the resources and personnel available to address the concerns of both students and parents.

If the student's conduct also constitutes a violation of a serious state criminal offense and/or constitutes a serious offense in violation of A.R.S. Section 15-507, (abuse of teacher or school employee) school officials may notify the proper police 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. Section 15-507.

If police authorities are notified, parents will be contacted as soon as practical by telephone, by certified letter or in person. In addition to action taken by the police for such criminal behavior, the school will take appropriate action to ensure the safety of students

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

DEFINITIONS FOR DISCIPLINE ISSUES

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

Alcohol is any intoxicating element.

Assault, Physical is (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.

Assault, Aggravated is an assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity.

Bullying /Harassment is the persistent or repeated annoying or tormenting of another. This includes provoking or antagonizing a fight. It can be physical, but more often it is verbal and includes threatening, teasing, ridicule, or writing about another person (spreading rumors).

Cheating or Plagiarism is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

Computer Tampering is altering, damaging, deleting, or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; and using a computer or computer system to threaten, alarm, harass, or cause another person to suffer substantial emotional distress.

Dangerous Instruments/Devices means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Defiance is intentionally resisting or disregarding the authority of District personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self, when requested to do so.

Disorderly Conduct is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Disrespect is treating District personnel or any others with contempt or rudeness.

Disruption/Disruptive Conduct is creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.

District Sponsored Event is any event, which is sponsored, sanctioned or supervised by the District or District personnel.

Drugs are chemical substances, narcotics, prescription or non-prescription, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. The term drugs include anything that looks like drugs. Over the counter non prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Likewise, the term drug applies whether it is prescribed or non-prescribed. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug.

Additionally, chemical substances used as an inhalant are considered drugs.

Drug Paraphernalia is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

Electronic Devices are cell phones, pagers, CD cassette players, iPods, MP3s, radios or other electronic items.

Endangerment is recklessly or intentionally creating a risk of injury or imminent injury or death to another.

Expulsion is the permanent removal of a student from school and District. Expulsion requires action from the Governing Board.

Extortion is the act of knowingly obtaining or seeking to obtain means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.

Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

Firearm is (a) a weapon (including, but not limited to, a starter gun, paintball gun, a BB gun, pellet gun, air soft gun, etc.) which will, or is designed to, or may readily converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; (d) any destructive device, including explosives, incendiaries, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, or mine, or any weapon or combination of parts which will, or is designed to or may be readily converted to expel a projective by action of an explosive or other propellant.

Forgery/Falsification is the act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).

Gambling is to risk money or anything of value on the outcome of anything involving chance.

Gang Association/Activity includes dress code violations, hand gestures, graffiti, and jargon (clothes, symbols, signals, language, behavior and headgear).

Gang Clothing, Symbols is the wearing of hats, bandanas, tattoos and/or other paraphernalia, clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

Hate Speech is any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.

Hazing means 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 of the following apply: 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; the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Horseplay/Roughhousing/Disruptive Play means rough boisterous play; outbreak of rough and noisy behavior.

Insubordination is being disobedient or failing to follow the directions of authority of a school, a District staff member, or an individual placed in authority by the school or the District.

Loitering occurs if a person is intentionally present in or about school after a reasonable request to leave and does not have any specific legitimate reason for being there or does not have written permission to be there from anyone authorized to grant permission.

Long Term Suspension is a suspension from school for more than ten (10) days. Due process rights shall be extended to any student suspended.

Organization means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Physical Aggression is tussles, minor confrontations, pushing and/or shoving.

Lewd/lascivious behavior/ Pornography is the use or possession of pictures, devices or electronic images that offend or disturb the educational environment.

Profanity is the use of inappropriate or obscene language or gestures to the extent that it disturbs the educational process or environment.

Restitution is providing an equivalent replacement or compensation for damages or loss of personal or District Property.

Robbery/Theft is the taking, or attempting to take, any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property, or prevent resistance to such person taking or retaining property.

Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) alcohol on District property or at a District-sponsored event.

Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) drugs on District property or at a District-sponsored event.

School is school grounds and also includes school sponsored and sanctioned events, within the jurisdiction of the District.

School District Property is any personal or real property owned or under the control of the school or District.

School Grounds is any real property or property under the control of the District.

Sexual Harassment is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)

Sexual Misconduct is the use of verbal, written, electronic or physical threats/actions or any language that is sexually demeaning or offensive. This includes touching toward private areas, depantsing, pulling another's underclothing in public, or any form of sexual relations.

Short Term Suspension is a suspension from one (1) to ten (10) days, but not to exceed ten (10) days, from school. Students may be suspended from school by administrators, district superintendent, and/or other administrative officials granted this power by the District's Governing Board.

Simulated Weapon is an instrument displayed or represented as a weapon.

Tardy is failure to be at a designated location at a specified time.

Technology/Internet Misuse is the failure to use hardware, software, electronic devices, web pages and network for the intended educational use or in a manner that causes disruption at a campus or any District facility.

Theft is taking property that belongs to another. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.

Threatening and Intimidating Behavior/Harassment is knowingly or recklessly causing or threatening to cause (1) interference or disruption of an education institution; (2) physical injury; or (3) damage to another.

Tobacco refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist), rolling papers and matches/lighters. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, building, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up \$300.

Trespass occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration.

Truancy is being absent from class or school ten percent of the school year or having five unexcused absences.

Under the Influence occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

Unexcused Absence is being absent from class or school without permission.

Vandalism is the act of defacing or destroying any building, fixture, vegetation, or property.

Verbal Abuse is profanity or any derogatory language stated publicly.

Weapon is (includes but is not limited to) a bomb, firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, or any incendiary devices.

Arizona Revised Statutes References (A.R.S.)

Abuse, Verbal Abuse – A.R.S. § 15-507 (includes profanity) and Physical Abuse (assault) of a staff member is not permitted

Computer Tampering – A.R.S. § 13-2316

Disorderly Conduct – A.R.S. § 13-2904

Expel – A.R.S. § 15-841

Hazing – A.R.S. § 15-2301

Loitering – A.R.S. § 13-2905

Suspension – A.R.S. § 15-843

Tobacco – A.R.S. § 36-798

Trespass – A.R.S. § 15-841

Vandalism – A.R.S. § 15-842

Weapons – A.R.S. § 13-3102(11)

VIOLATIONS/CONSEQUENCES

Stage 1 – follow steps indicated on flowchart.	
Damaging property, Graffiti, or Tagging	1st Referral: Administrative Conference. Clean up/Restitution. 2nd Referral: ISS/OSS. Clean up/Restitution. 3rd Referral: 3-5 days OSS. Clean up/Restitution. Depending on nature/degree of graffiti, law enforcement may be notified.
Defiance (Insubordination), Not following directions	1st Referral: Administrative Conference. 2nd Referral: Conference with administration, parent and student. ISS 3rd Referral: 3-5 days OSS.
Disruption, Talking out of turn	1st Referral: Administrative Conference. Consequence determined at conference. 2nd Referral: 1-2 days ISS or OSS. 3rd Referral: 3-5 days OSS. Note: Disruption includes mischievous pranks. Depending on nature of infraction, a prank could rise to the level of Endangerment.
Dress Code Violation	See STUDENT DRESS CODE in handbook.
Improper Use of Technology	1st Referral: Administrative Conference. 2nd Referral: Denial of computer privileges and parent contact. Denial of computer privileges could be temporary to long-term based on nature of misuse.
Inappropriate Language/Gestures	1st Referral: Administrative Conference with student and counselor. Apology. 2nd Referral: Administrative Conference with student, parent and counselor. ISS or OSS (directed toward staff). 3rd Referral: 3 days OSS.
Cheating, Lying, and Forgery	1st Referral: No credit for cheating (teacher consequence). Administrative Conference for forgery along with parent contact.
Minor Aggressive Act, Verbal Provocation	1st Referral: Administrative Conference or referral to counselor. 2nd Referral: Administrative Conference with student, parent and counselor. Consequence determined at conference. 3rd Referral: 3 days OSS. Note: A pattern of minor aggressive acts could rise to the level of bullying behavior.
Public Display of Affection	1st Referral: Administrative Conference with student(s). 2nd Referral: Administrative Conference with student and parent.

	3rd Referral: ISS. Further disciplinary action will be determined by administration.
Tardy (without parent notification)	1st Referral: Multiple Tardy - (3) or more in a calendar month will result in conference with administration.
Stage 2 - follow steps indicated on flowchart.	
*Assault **Aggravated Assault of a Student	1 st Referral: 1-2 days OSS. 2 nd Referral: 3-5 days OSS. Note: Depending on severity of degree of assault, law enforcement may be contacted and will refer matter to their disposition. 1 st incident could lead to recommendation for long-term suspension or expulsion.
**Assault and Battery on Staff	1st Referral: 1-3 days ISS or 6 days OSS (depending on severity and developmental understanding). Notify law enforcement officials and will refer the matter to their disposition. Recommendation for expulsion.
Note: ARS 15-507 / Navajo Nation Criminal Code make it illegal to insult, abuse, or assault a teacher or other school employees while they are engaged in the execution of any official duties. Penalties for violation of these laws could range from a \$500 fine and/or imprisonment. For offenses in this area, school officials are required to notify police authorities	
**Arson	1st Referral: Up to 10 days OSS (depending on severity and developmental understanding). Notify law enforcement officials and will refer the matter to their disposition. Possible recommendation for expulsion.
Bus Infractions	1 st Referral: Administrative Conference. Administrators will assign consequences for each case based upon severity. For more information on bus rules, see section in handbook. 2 nd Referral: Suspend or Revoke bus riding privilege, dependent on infraction.
Contraband (Prohibited Items)	1st Referral: Teachers or staff members will confiscate item and submit the confiscated item to the front office. Student may pick up item at end of school day or parent may be required to pick up item. See SCHOOL RULES in handbook for examples of prohibited items. School is not responsible for stolen/lost/damaged items.
Drug Paraphernalia	1st Referral: 3 days ISS/OSS, behavior contract and mandatory counseling. 2nd: Referral 5 days OSS and mandatory counseling. 3rd Referral: 8 days OSS. Recommendation for long-term suspension or expulsion.
Drug Offenses	
*+Alcohol Use and/or Possession	1st Referral: 3-5 days ISS/OSS and mandatory counseling. 2nd Referral: 5-8 days OSS and mandatory counseling. 3rd Referral: 10 days OSS. Recommendation for long-term suspension or expulsion. See policy JICH + Subject to drug testing – Testing will take place at school (if available) or any local medical center at the expense of the parent/guardian.
**+Drug Use (Under the Influence), Possession of Illicit Use of Prescription Drugs, Inappropriate	1st Referral: 3-5 days ISS/OSS and mandatory counseling. 2nd Referral: 10 days OSS. Recommendation for long-term suspension or expulsion. + Subject to drug testing – Testing will take place at school (if available) or at any local medical center at the expense of the parent/guardian. Note: See handbook on policy for medicine and prescription drugs. Law enforcement will be contacted for possession of illicit drugs and inappropriate use of prescription drugs.
**Drug Distribution and Sale	1st Referral: 10 days OSS. Notify law enforcement officials and will refer matter to their disposition. Recommendation for expulsion.
*Tobacco Use and/or Possession	1st Referral: ISS and counseling. 2nd Referral: 2 days OSS. 3 rd Referral: 5 days OSS. Note: The use, possession, or sale of tobacco of any kind is prohibited on school property or during a school-sponsored activity or event. See policy JICG
*Endangerment	1st Referral: 1-2 days ISS or OSS. 2nd Referral: 3 days OSS. Mandatory parent conference to reinstate student. 3rd Referral: 7-10 days OSS. Possible recommendation for long-term suspension or expulsion, depending on severity of situation. Note: Law enforcement may be contacted.

*Fighting and Disorderly Conduct	1st Referral: 1-2 days ISS or OSS. 2nd Referral: 3 days OSS. Mandatory parent conference to reinstate student. 3rd Referral: 7-10 days OSS. Possible recommendation for long-term suspension or expulsion, depending on severity of situation. Note: For any fight or disorderly conduct infraction, depending on the severity of the situation, law enforcement officials may be contacted.
Harassment	
*Nonsexual Harassment, Threat, Intimidation, Bullying, Hazing	1st Referral: Administrative Conference. Possible ISS/OSS depending on degree of violation. 2nd Referral: ISS or OSS and Counseling. 3rd Referral: 3 days OSS. Reinstatement with parents. Law enforcement may be contacted.
*Sexual Harassment	1st Referral: Administrative Conference. Possible ISS/OSS depending on degree of violation. 2nd Referral: ISS or OSS and Counseling. 3rd Referral: 5 days OSS. Reinstatement with parents. Law enforcement may be contacted. Administration may make a referral to the Prosecutor's office and Social Services.
**Pulling a Fire Alarm	1st Referral: 1-3 days OSS. Notify law enforcement officials and will refer matter to their disposition. 2nd Referral: 10 days OSS. Notify law enforcement officials and will refer matter to their disposition. Recommendation for expulsion.
**School Threat or Interference with or Disruption of an Educational Institution	1st Referral: 10 days OSS. Notify law enforcement officials and will refer the matter to their disposition. Recommendation for long-term suspension or expulsion.
Thefts	1st Referral: ISS/OSS. Restitution. 2nd Referral: 1-2 days OSS. Restitution. 3rd Referral: 5 days OSS. Restitution. Note: Depending on type of theft (see AZ SAFE), law enforcement may be contacted.
Truancy (Unexcused absences)	1st Referral: 5 or more Unexcused Absences: Constitutes Habitual Truancy. Conference with administration, parents, student, counselor, and parent educator. Continued truancy may result in referral to appropriate legal agency (A.R.S. 15-805) Principal and parent educator will look into mitigating factors first before any request for referral is made.
*Vandalism or Criminal Damage	1st Referral: 2 days ISS/OSS. Parent Conference. Clean up/Restitution. 2nd Referral: 3-5 days OSS. Clean up/ Restitution. 3rd Referral: 8 days OSS. Clean up/Restitution. Recommendation for long-term suspension depending on severity of situation. Note: Law enforcement may be notified and will refer the matter to their disposition.
**Weapons and *Dangerous Items	1st Referral: If weapon or explosive item, 10 days OSS. Notify law enforcement official and will refer matter to their disposition. Recommendation for expulsion. If dangerous item, up to 10 days OSS. Possible notification of law enforcement and possible recommendation for either long-term suspension or expulsion. Note: The District is a Gun-Free School Zone. Possession of a firearm, weapon or other destructive device 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. See policy JICI for definitions. 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 damaged is a violation of District policy and State and Federal laws.
** Mandated to report to local law enforcement, also ADE	
NOTE: The violations/consequences listed above do not cover all school/district and AZ SAFE violations. Some of these violations are criminal offenses and are prosecutable in Tribal, Federal or State Courts. For minor offenses, school officials may need to notify appropriate authorities. For serious offenses, school officials are required to notify appropriate police authorities. Areas not specifically identified will be dealt with by administration as they become necessary. Depending on the circumstances, the School Administration may impose a more severe consequence if there are repeated violations, if the student is uncooperative, or the circumstances warrant it. The cumulative effect of infractions shall also be cause for in-school suspension (ISS), out-of-school	

suspension (OSS), long-term suspension or expulsion (ARS#15-841). School Administration may also consider age and developmental understanding when dealing with a referral matter.

***Reported to ADE**

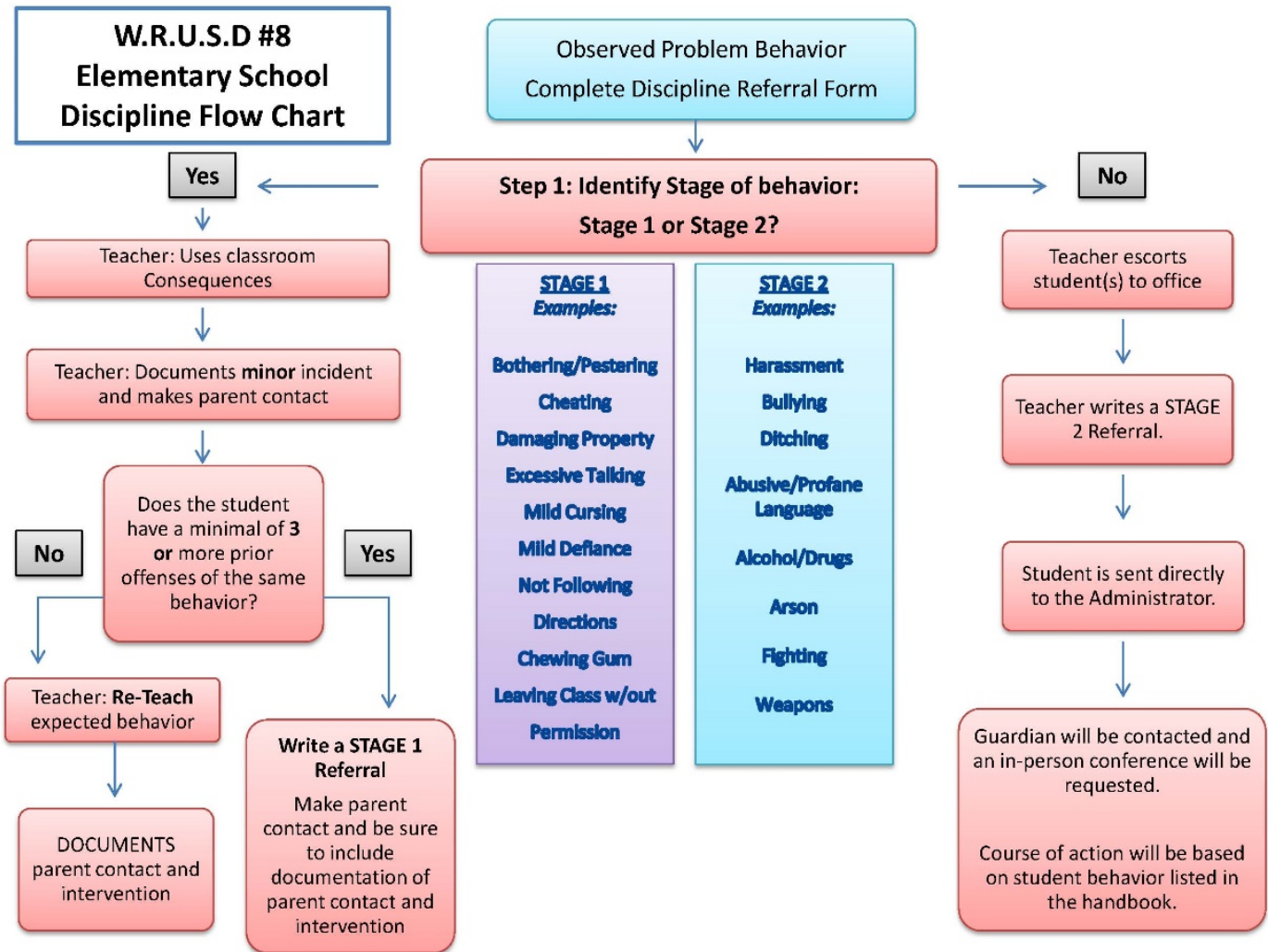
**** Mandated to report to local law enforcement, also ADE**

TYPES OF CONSEQUENCES

1. **Reminder:** an informal conference with the teacher and student is held. The student is reminded of the rules or regulations regarding student behavior.
2. **Reprimand:** a formal conference and warning from the school official to the student. Written communication is sent to the parent/guardian.
3. **Conference:** the parent is notified either verbally or in writing of student misconduct and the requirement for an acceptable mode of behavior. The conference may be conducted between student, parents, school officials or other individuals concerned. If the parent does not respond, regular disciplinary action may ensue.
4. **Detention:** a restriction of free-time privileges such as recess; time after school may also be used as detention time.
5. **Time Out:** removal from the regular academic setting into another area such as a classroom, counselor's office or principal's office.
6. **Special Assignment:** occurs when a student is given any additional work to perform that other students in a non-disciplinary situation otherwise is not required to do.
7. **Restriction of Bus Privileges:** temporary exclusion of a student from school transportation facilities.
8. **Loss of Privileges:** occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.
9. **SHORT-TERM SUSPENSION.** The student will be informed that he/she is subject to a short-term suspension (ten days or less) after an informal hearing is held. The student will be advised of the short-term suspension procedures and due process rights in the WRUSD policy JKD. The student's parent(s) or legal guardian(s) will be notified, in person, by telephone, or certified letter that the student is subject to a short-term suspension. Suspended students are not permitted to return to school or attend any school district functions or use school transportation during the time of the suspension. There is no appeal for short-term suspension. Short-term suspension involves removing a student from school for a specific length of time, not to exceed ten (10) school days.
10. **LONG-TERM SUSPENSION.** The student and student's parents will be informed that he may be subject to a long-term suspension (more than ten days) after a hearing pursuant to the procedures set forth at WRUSD Policy JKD. The student's parent(s) or legal guardian(s) will be notified, in person, by telephone, or certified letter that the student may be subject to a long-term suspension. The parent(s) or legal guardian(s) shall be notified of the long-term suspension procedures. . Suspended students are not permitted to return to school or attend any school district functions or use school transportation during the time of the suspension. Long-term suspension involves removing a student from school for a specific length of time, a minimum of eleven (11+) school days. The period of long-term suspension may extend into the next school year.
11. **EXPULSION.** The student and the student's parents will be informed that the student may be subject to expulsion after a hearing pursuant to the procedures set forth in WRUSD Policy JKE. An expulsion will permanently remove the student from being able to attend school in the district. The student's parent(s) or legal guardian(s) will be notified in person or certified letter that the student may be subject to expulsion. The parent(s) or legal guardian(s) shall be notified of the expulsion policies of the district.
12. **SUMMARY SUSPENSION.** If a student's presence poses a continuing danger to other persons or property or the student's presence poses an ongoing threat of disrupting the academic process, the student may be summarily suspended prior to a due-process hearing. In such case, the required notice and hearing procedures as set forth in WRUSD Policy JKD shall be followed as soon as practicable.
13. **SUSPENSION/EXPULSION (SPECIAL EDUCATION STUDENTS)** In the event of a long- term suspension or expulsion of a special education student, the student and parents will be informed of the additional procedural safeguards that apply to a long-term suspension or expulsion set forth in WRUSD Policy JKD and JKE
14. **In-School Suspension: removal from the regular academic setting into another area such as a classroom or principal's office.**
15. **Out-of-School Suspension:** the student is removed from school for a specified length of time and is not allowed back to school until parent teacher conference is held.

16. **Behavior Contract:** a written agreement outlining certain remedial conditions and/or a plan of action seeking a particular solution to a student behavioral problem.
17. **Counseling:** individual or group professional guidance with a student that may utilize techniques involving discussion, interviewing, and other guidance procedure.
18. **Security/Police Report:** the notification to law enforcement authorities that alleged criminal conduct has occurred.

WRUSD ELEMENTARY SCHOOL DISCIPLINE FLOW CHART



OFFICE DISCIPLINE REFERRAL FORM**Window Rock Unified School District No. 8
Office Discipline Referral Form**

Referred by: _____ Date of Referral: _____ Date of Incident: _____

Student Name	SAIS ID #	Student #:	Violation(s)

Time of Incident: _____ am/pm**Time Description (indicate by number):** _____

- | | | |
|------------------------|----------------------|---------------------|
| 1. Unknown | 5. During Class | 8. Recess |
| 2. Before School Hours | (Class/Period) _____ | 9. Lunch |
| 3. After School Hours | 6. After Classes | 10. Other (Explain) |
| 4. Before Classes | 7. Between Classes | _____ |

Location of Incident (refer to location list)

Off Campus: _____

On Campus-Inside: _____

On Campus-Inside: _____

Description: _____

_____**Other People Involved****Role [Victim, Witness, Bystander or Offender]**_____

_____**ADMINISTRATIVE USE ONLY****Violations(s) (refer to list of Violations – Indicate all that apply)** _____

Check if applicable: _____ Hate Related: _____ Gang Related: _____ Cost of Incident: \$ _____

No Action Taken: _____ ESS Student: Yes _____ No _____ English Language Learner Yes _____ No _____

Action(s) Taken:(refer to of Actions – indicate all that apply, date action decided, and date action scheduled if applicable)

Student Name	Action	Date Action Decided	Duration of Action Scheduled

Injuries Sustained (if any, indicate who and what: _____

Completed Yes _____ No _____**Signature:** _____**Date:** _____

STUDENT RIGHTS

- Students have the right to a meaningful education that will be of value to the student as a life-long learner.
- Students have the right to consult with teachers, counselors, administrators and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to be treated fairly by other students and by school personnel, and shall not be subjected to unreasonable punishment.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the district.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- All student personal information will remain confidential in class and in student files. Parents and other legal guardians have the right to see, modify and contest information in the personal files, cumulative folders or transcripts of their children who are under the age of eighteen. (A.R.S. section 15-141). The Family Educational and Right to Privacy Act provides for confidentiality and privacy pertaining to these records.
- Student's academic performance shall be the prime criterion for academic grades.
- Students have the right to participate in school activities, provided that they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students may have a right to due process in conformance with District policies.
- Additional Student rights are listed in WRUSD's Regulation JI-R at J-2011 of the WRUSD Policy Manual

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Student concerns, complaints and grievances may be submitted to the School pursuant to WRUSD Policy J II. Regulation J IIR and using the form attached to WRUSD Policy and identified as Exhibit J II-EA. (See Appendix). Any grievance should be filed with the Principal or designee. Grievances may not be filed regarding disciplinary or other proceedings under other District policies or regulations or where otherwise prescribed by law or are 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 or designee is the compliance officers for the grievance and the grievance should be filed with him or her.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with rules and regulations of this District.

STUDENT EXPECTATIONS

Students are expected to:

- Attend school daily and be on time.
- Take advantage of all educational opportunities offered at school.
- Bring homework and supplies each day.
- Ask members of the family to read to me and with me.
- Dress in safe, appropriate, and acceptable clothing.
- Respect the rights of others.

- Pursue and complete all homework assignments.
- Follow the directives of persons in authority at all times, and especially during emergency situations.
- Demonstrate the responsibility of being safe and making good decisions.

PARENTAL EXPECTATIONS

Parents are expected to:

- Make certain my child attends school regularly and on time.
- Read with my child and to my child regularly.
- Support the school in its effort to maintain proper discipline.
- Attend conferences and communicate regularly with my child's teacher.
- Teach my child to respect the rights and property of others.
- Share and celebrate my child's successes and accomplishments of schoolwork and behavior.
- Provide proper nutrition and rest for my child.

WHAT YOU SHOULD KNOW AS A PARENT:

1. What are the Arizona State Standards/College and Career Readiness?
2. What is the correlation between the state standards and WRUSD curriculum map?
3. How and why are the standards assessed?
4. What are the implications for your child?

What are the Arizona State Standards/College and Career Readiness ~~Common Core~~ Standards?

The Arizona Department of education has identified what students are expected to know in specific areas in grades K-12. As students progress through WRUSD, our schools will provide students with multiple opportunities to learn these standards. The Arizona State Standards/**College and Career Readiness Standards:**

- Align with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;
- Build upon strengths and lessons of current state standards;
- Informed by other top performing countries to prepare all students to succeed in our global economy and society; and
- Are evidence-based.

You can find all of the Arizona State Common Core Standards at the following website:
<http://www.azed.gov/azcommoncore/>

How are the standards assessed?

Teacher assessment

Teachers shall conduct frequent diagnosis of students on the curriculum objectives. The teachers are to use formative/summative test results to assess the status of individual student achievement, to continuously regroup students for instruction, to identify general achievement trends of various groups of students, and to modify instruction as warranted by assessment results.

Benchmark Assessment-Northwest Evaluation Association (NWEA)

NWEA is a comprehensive balanced assessment system which is aligned to the Arizona College and Career Readiness standards. The data will be used to determine the following; re-teach models, after school tutoring, differentiated instruction and supports needed as trends in the district for continued school improvement in student achievement.

AzMERIT

The AzMERIT (AzM2) is required by the state. It measures student progress toward meeting state standards. The AzMERIT (AzM2) is given at Grades 3, 4, 5, 6, 7, 8 and high school.

What this means for your child:

WRUSD students are taught and assessed based on the Arizona State Standards/**College and Career Readiness Standards** at all grade levels. Schools will provide parents with information related to student progress on meeting standards at each grade level. Student progress toward meeting standards is a collaborative effort between the state, the district, the school, the parent and the student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PARENT INVOLVEMENT/VOLUNTEERS/FOSTER GRANDPARENTS

Parents are invited to visit and/or volunteer in their child's classroom. We ask that you contact the teacher prior to volunteering or visiting in that classroom for the first time. Parents are asked to sign in at the office and receive a visitor badge before going to the classroom. Dress code applies to parents/volunteers also. Thank you.

We request that parents make childcare arrangements for siblings prior to their visit. Children not enrolled at **school site** are not permitted in the classroom during instructional time. This will prevent possible distractions or interruptions of the educational process, as well as possible safety hazards to a preschool child. Children supervised by an adult are welcome to attend an individual program presented by a class, Spirit Assemblies, presentations and classroom parties.

Volunteers are expected to maintain confidentiality when working with others' children. Volunteers must obtain a fingerprint card. This can be done at the WRUSD personnel office.

Student's arrival time and dismissal time are two critical parts of the day. As students arrive, teachers have the opportunity to greet children, listen to their concerns or questions, and prepare them for the day's learning. At dismissal time, teachers are giving specific messages to students, giving reminders about items that need to be taken home, and making last-minute changes to after school schedules. Therefore, we request that parents DO NOT interrupt a teacher during arrival and dismissal time. Teachers must be able to devote that time and attention to classroom tasks, safety, and supervision of all students.

For this reason, we ask that parents picking up students from school meet them in the front office or the parent center, where they will be sent for dismissal, instead of going to the classroom door. If you wish to see a teacher after school, please walk to the classroom after you have met your child at the office and given the teacher time to safely dismiss all students. ** Phone calls – To limit classroom interruptions, phone calls will be monitored by office staff according to emergency situations.

SAFETY AND CAMPUS SECURITY

Students are expected to behave in a safe and orderly manner and to help maintain a safe campus.

Many safety practices can be taught and reinforced at home, including safety to and from school, playground safety, and procedures to follow and persons to contact in an unsafe or unsure situation.

The school is established as a safe and secure place for children. Please help us to maintain it by observing the rules created in the best interest of your child. Whenever you come on campus, please stop in the office to be greeted, to sign in and to pick up a Visitor's Pass before going to your destination. We also ask that you sign out before leaving campus. This procedure is necessary to assure no unauthorized persons come on campus and to assure the safety of all students.

RIGHT TO REVIEW PROFESSIONAL QUALIFICATION OF TEACHERS

Under the "No Child Left Behind Act" parents may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. This information includes teacher certification and educational background. This information is available at the school office.

EQUAL OPPORTUNITY/NON DISCRIMINATION CLAUSE

The Window Rock School District affirms that it does not discriminate on the basis of race, color, natural origin, sex, age, or disability in access or admission to, success or treatment in any of its educational programs, activities, or employment opportunities. Additionally, a lack of English language skills shall not be a barrier to admission or acceptance into any program including vocational education. For further information regarding the implementation of the above-mentioned laws, statutes, and regulations or about the existence of services available, contact:

Personnel Director
Window Rock Unified School District
P.O. Box 559, Fort Defiance, Arizona 86504
Phone: (928) 729-6718

ASBESTOS ABATEMENT PROCESS

Federal regulations (Public Law 99-519 AHERA) require the school district to inform all interested parties that each school facility is inspected for asbestos-containing materials by an EPA accredited asbestos inspector every three years. School district personnel also conduct inspections every six months.

In addition to an inspection, a management plan has been developed to control all asbestos-containing building materials. All information regarding the inspection and management plans is available in the school office. If you have any questions regarding asbestos-containing materials, please contact Building & Grounds Director (928) 729-6740.

ADDITIONAL INFORMATION

Please note that the information contained in this Student and Parent Handbook by no means represents all the rules, regulations or policies pertaining to students. A complete set of school district policies is available in the School Board Policies Manual located at the school should you desire information on a specific topic.

Child Find Policies and Procedures

(§300.132)

In compliance with federal legislation, the Window Rock School District established the following Policies and Procedures for Child Find Purposes.

Window Rock Unified School District Policy assures that:

1. All children with disabilities, including those attending private schools that are in need of special education and related services shall be identified, located and evaluated (§300.132).
2. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services (§300.125).
3. This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under §300.7 and in need of special education, even though they are advancing from grade to grade. (§300.125).

Procedures include, but are not limited to:

- A. Window Rock Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious school, of the availability of special education services (§300.25, AAC R702-401)
- B. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records.
- C. The screening will be completed within 45 days of enrollment.
- D. The screening will include consideration of academic or cognitive, vision, hearing, communication, emotional, and psychomotor domains (ACC R7-2-401) c).
- E. Window Rock Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated (§300.125).
- F. For children and youth enrolled in private or religious school, Window Rock Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless to whether they are receiving services.
- G. Children participating in early intervention series who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including:
 - i. Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
 - ii. By a child's third birthday, an IEP will be developed
 - iii. And implemented to ensure FAPE (§300.132); and
 - iv. For children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services, including eligibility for extended school year services. (§300.121, AAC R7-2-401 ©).
- H. Window Rock Unified School District will refer children suspected of having a disability age's birth through two years to the Arizona Early Intervention Program for evaluation and, if appropriate, services.

For information:

Birth to 3 services

“Growing in Beauty” Program
Division of Dine Education Office of Special Education
Rehabilitation Services
P.O. Box 1420
Window Rock, AZ 86515
(928) 871-6338
FAX: (928) 871-7865
Services for Arizona Early Intervention Program

Window Rock Unified School District
Exceptional Student Services (Special Education)
P.O. Box 559
Fort Defiance, AZ 86504
(928) 729-6753
FAX: (928) 729-7630

Early Intervention Assistance
St. Michaels Association for Social Education (Birth to 3
years)
P.O. Drawer 100
St. Michaels, AZ 86511
(928) 871-2845

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:

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

Provided that:

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

The guidelines to be followed are:

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

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

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

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

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

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

HAZING

There shall be no hazing of any student enrolled in the District schools. Hazing is defined as any act that injures, degrades, or disgraces - or tends to injure, degrade, or disgrace - any student.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341

J-3400 © JIH

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel. Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

JICK-EB ©

STUDENT BULLYING / HARASSMENT /INTIMIDATION

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

The Governing Board of the Window Rock Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

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

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 acts result 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.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or 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 JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

