

Parent/Student Handbook 2020-2021



**P.O. Box 740
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VISION STATEMENT

Achieve Today,
Lead Tomorrow

K'ad ohooł'aah, Náásdi bee'
ánít'édoo

Board Approved: July 17, 2019

CHILCHINBETO COMMUNITY SCHOOL

School Board

Phyllis Hewey
Roy Laughter
Frank Young

SCHOOL YEAR 2018-2019

School Staff

Administration:

Sherry Mitchell - Principal
Nancy Harvey- Executive Secretary/HR Technician
Angelita Clitso -Business Manager
Wilhelmina Charley – Business Technician
Terry Tso– Dean of Students/Parent Educator
Farrah Begay – School Office Assistant

Academics:

DeAdra Musngi- Kindergarten Teacher
Carmelita Tsosie - First Grade Teacher
Mary Brown - Second Grade Teacher
Samantha Sherlock - Third Grade Teacher
Gladys Tah-Higdon - Fourth Grade Teacher
Lucy Benally – Fifth Grade Teacher
Marlene Laughter – Sixth Grade Teacher/GT
Vacant – Seventh Grade Teacher
Vacant - Eight Grade Teacher
Tonia Begay – Navajo Culture Teacher
Rinah Laughter – Librarian/Reading Intervention Specialist
Marilyn Henry - Counselor
Vacant – PE Teacher
Vacant-Computer Teacher/IT support
Vacant-School Nurse

Support Services:

Vacant – Maintenance Worker
Thomas Sherlock – Maintenance Worker
Elaine N. Yazzie – Facility Secretary
Felix Charley - Custodian
- Custodian
Tommy Begay – Bus Driver
Vacant – Bus Driver

Food Service:

Shirley Bia-Food Service Manager
Bertha Nez-Cook

Special Education Department:

Cheryl Laughter - Special Education Teacher/Coordinator
Julia Descheny - Special Education Teacher
Vacant – Education Technician
Vacant – Education Technician

Personnel Contact Information:

Administration:

Sherry Mitchell – Principal	928-697-3800	ext. 1101
Nancy Harvey – Executive Secretary/HR Tech.	928-697-3800	ext. 1102
Angelita Clitso - Business Manager	928-697-3800	ext. 1104
Wilhelmina Charley – Business Technician	928-697-3800	ext. 1106
Farrah Begay – School Office Assistant	928-697-3800	ext. 1100
Marilyn Henry – Counselor	928-697-3800	ext. 1103

Attendance / Enrollment / Parent Center

Terry Tso, Dean of Student Services	928-697-3800	ext. 1105
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Cafeteria / Kitchen:

Shirley Bia, Food Service Manager	928-697-3800	ext.1110
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Special Education Office:

Cheryl Laughter, SPED Teacher	928-697-3800	ext. 1107
Julia Descheny, SPED Teacher		

Facility Management Office:

Vacant – Maintenance Worker	928-697-3800	ext. 1112
Thomas Sherlock – Maintenance Worker		
Elaine N-Yazzie, Secretary		

Chilchinbeto Community School, Inc.
School Year 2019 - 2020

Vision Statement

K'ad ohoof'aah, Náásdi bee' ánít'eedoo

Achieve Today, Lead Tomorrow.

Ohoo'aah / Na'nitin Bitsé sílá – Mission Statement

Chiilchin Bii'tó Ólta'gi niha'álchíní binitsekees, bits'íís, bini', k'é, dóó
bibe'e'el'i' ahii' siláago yee dínooyéél yinahji' siih dínóqziłgo iiná nizhóonii
néididooléél.

We, all stakeholders at Chilchinbeto Community School will develop and enhance the mental, physical, emotional, social, and cultural growth of our children to become well-rounded, caring and contributing members of society.

Ó'hoo'aah / Na'nitin bindii'a' - Philosophy Statement

Chiilchin Bii'tó Olta'gi niha'álchíní íí'níni'ígíí éi kót 'éego ihódool'áál, ík'ídi'dootííł,
nayídínóotaal dóó chóyoolłíjdóó:

- na'nitin dóó ohoo'aah yik'i'diitih dóó niyínitaahgo yił nooséel doo.
- bits'íís yee chánah'ádólzingo yee bidziil doo.
- ádaa'ákonidzingo ájooba', ádiłídlí dóó bił iłlí bini'go yee nooséelo bá sikh hwiindzin.
- t'á áltsxoní k'é yónígo yaa'aah nízín doo.
- bibe'e'el'i' bitsé siléii yee siih nizingo naasdí yee at'eedoo.

We, all stakeholders at Chilchinbeto Community School believe that our children will learn, comprehend, practice, and apply:

1. The academic knowledge to enrich their mental growth.
2. A healthy lifestyle to nourish their physical growth.
3. self-identity, compassion, respect for self and others to enhance their emotional growth.
4. the knowledge of relationships (k'é) of all living things to enhance their social growth.
5. positive beliefs and values as their foundation to live a prosperous and harmonious life.

Cognia Accreditation

Chilchinbeto Community School meets all the high standards set for a quality school as established by the Cognia Organization. Cognia accreditation is your assurance that students receive a high quality education at our school.

In accordance with Cognia accreditation standards, Chilchinbeto Community School will provide programs designed to meet the changing needs of all students. Students at these different levels of ability have broad, changing ranges of maturity with distinct mental, emotional, social, physical and spiritual needs. Partnership with all stakeholders is the key ingredient to a successful school year.

Chilchinbeto Community School will provide strong academic programs that will build and reinforce basic skills while exploring abstract concepts. In order for students to become increasingly responsible community members and develop a lifetime love of learning, we will provide opportunities for positive experiences integrating problem solving and decision making into the curriculum. We support a strong developmental program from all of the traditional Navajo developmental capabilities that will provide experiences and challenges designed to address the rapid changes and varied needs of all students regardless of their ability.

STUDENT'S RIGHTS AND RESPONSIBILITIES:

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by the laws of this country and state for persons of their age and maturity. Every effort will be made to establish policies and procedures, which will ensure these rights. These rights are explained in Chilchinbeto Community School Board Personnel Policy Manual.

Each student:

- At Chilchinbeto Community School is entitled to a comfortable, safe, and secure atmosphere in which to follow his/her educational pursuits. Each student accordingly has the responsibility to follow the rules of Chilchinbeto Community School to protect these rights for others.
- Has the right to be treated with dignity and respect and to expect a reasonable degree of privacy. Each student accordingly has the responsibility to follow the rules of the Chilchinbeto Community School to protect these rights for themselves and/or others.
- Is entitled to an education at their level of capability and of such substance and kind as to meet his/her present and foreseeable needs. Each student accordingly has the responsibility to meet the academic requirements and policies as set forth in school regulations.

- Has the right to be informed of school regulations, policies, procedures and the consequences of violating them.
- Has the right to participate in the establishment of the educational and social policies of their school. Changes in policies or regulations are to be made through recognized channels and school campus approval.
- Students, parents and/or legal guardians have the right to access to his/her children's academic, social and disciplinary records, and these records will remain confidential. Each student accordingly has the responsibility to understand the necessity of such records and to respect their confidentiality.
- Has the right to Due Process in instances of disciplinary actions that may lead to suspension or dismissal from school. Each student accordingly has the responsibility to understand Due Process proceedings and to accept the consequences of these proceedings.
- Has the right to freedom of inquiry and expression concerning school and community affairs? Each student accordingly has the responsibility to respect other student's right to these freedoms.
- Has the freedom to practice his/her own cultural values, language, traditions and religion.
- Has the responsibility not to impose his/her practices either upon others, or in the practice of the above rights violate specific school regulations and rules.
- Has the right to expect that school policies and action will not discriminate on the basis of sexual orientation, gender, or race. Each student will participate according to his/her interests and abilities.
- Has the right to freedom from unreasonable search of his/her person and seizure of property, to a reasonable degree of privacy while maintaining a safe and secure environment.
- Has the right to make his or her decisions except where it interferes with the rights of other students or violates student handbook or applicable county, state, tribal and federal law.
- Has the right to freedom of speech and expression, as long as the symbolic expression is not unreasonable and does not disrupt the educational process or endanger the health and safety of the students and others.
- Has the right to freedom of the press, except where materials in student publications are libelous, slanderous or obscene.
- Has the right to freedom from discrimination?
- Has the right to assemble peaceably and to petition for redress of grievances without interference to the daily class schedule.
- There shall be an elective and representative Student Council with offices open to all students who meet the qualifications outlined in the Student Council Constitution. All students shall be allowed to vote. The Student Council shall be elected annually on the basis prescribed by the Constitution.
- Academic performance shall be the only criterion for academic grades.
- Shall not be subjected to unreasonable punishment and shall have the right of appeal in discipline matters.
- Any student who has some questions about his/her grade in a class has the right to discuss it with their teacher. Following the teacher conference, a student always has access to a counselor.

New rules, regulations and changes in the present rules and regulations will be made as the need arises; however, no regulations shall be established which are not clear and precise in meaning or intent.

PARENTAL RIGHTS AND RESPONSIBILITIES:

Parents have the right:

- To be informed of their minor child's academic performance and social behavior.
- To visit the school, checking in at the school office.
- To be informed of school policies.
- To expect courtesy from school administration and employees.
- To expect that the school will fulfill its responsibility for the educational, social and general welfare of their child.
- To check out their child from school, if it is in the best interest of the child. **However, ONLY, the parent, legal guardian or adult listed on the Family Information Sheet may check out a student.** This procedure must be handled in person.

PHILOSOPHY OF DISCIPLINE AND RESPONSIBILITY:

A student entering Chilchinbeto Community School becomes a member of a community. For that to function effectively, each member needs to think not only about himself/herself, but about other members of the community. Discipline, fairly administered, helps maintain the balance between the rights of the individuals so that the rights of all individuals and employees are protected. It ensures justice and equality and recognizes the dignity and worth of each individual.

The goal of disciplinary action in the school is to assist in learning self-discipline so the student's actions are not detrimental to the learning process.

The students at Chilchinbeto Community School should have good reasons to be proud of their school.

Students have learned that many rules and regulations are not necessary if a student thinks about what they are doing and acts with courtesy toward others. For the majority of our students, this section is not necessary. However, for those few who are not considerate of others or do not know why they are here, the following rules will be enforced.

GOALS AND OBJECTIVES – DISCIPLINE POLICY:

The Chilchinbeto Community School has developed uniform discipline policy for use by the school. The policy was developed with input from stakeholders. In this manner, the student, parents, teachers and administrators understand what is prohibited and what consequences may result. Policies may be added and changed, as need demands.

An effective discipline policy should meet the following objectives:

- Provide an effective learning environment.
- Result in consistent enforcement, given the facts.
- Teaches responsibility to students.
- Promotes social growth and maturity.
- Develops a respect for the rights and property of others.

A teacher should clearly and firmly express his/her wants and feelings to the students and be prepared to back up his/her words with corrective actions so that the students know in advance what is acceptable and unacceptable behavior.

The atmosphere is positive, balancing the rights of students, employees and visitors. Discipline at Chilchinbeto Community School announces to all students the expectation for a trouble-free environment. The district discipline policy spells out what will happen if certain violations occur.

The philosophy of the Chilchinbeto Community School Discipline Policy is based on respect and on clearly communicating the wants and requirements of the teachers and employees to the students. Teachers reinforce discipline policy (district and classroom) with appropriate words and actions.

It shall be the responsibility of students at Chilchinbeto Community School to know the requirements set forth in this Discipline Policy. The requirements shall be presented and explained to each student by the Administration at the beginning of each school year. **Classroom teachers shall review this discipline once each quarter with their classroom.** Transfer students shall be presented the Discipline Policy upon enrollment in the Chilchinbeto Community School. **A.R.S. 15-843 (N)**

SECTION ONE: School Procedures

ACCIDENTS: If you or another student is hurt while on campus during the school day, report the accident to an adult. If the injury sustained involves bleeding, **DO NOT TOUCH THE BLOOD!!!** Report the accident immediately to an adult.

ACTIVITIES: All policies and procedures are in effect while you attend school-sponsored activities, whether on campus or at any other location. This policy includes students whether they are participants or spectators. Students may lose the right to attend school sponsored activities.

ASSEMBLIES: Assemblies will be held at various times throughout the school year. All students in attendance are to abide by all codes of conduct as listed in Section Two.

ATTENDANCE: Regular attendance at school has been directly linked to academic success and creates a positive attitude toward responsibility that will carry over into adult life. Students should miss school only when absolutely necessary, since many classroom activities cannot be duplicated. Regular attendance is essential for success in school and is required by Arizona and Navajo Nation law. The parent or guardian is charged by law with the responsibility for the student's consistent school attendance (ARS 15-802, 15-804, 15-805). As a result, it is crucial that you are in class 95% of the time. This means that you are only allowed 10 absences in a given school year. You will be considered tardy after 8:10 a.m. and after 10:00 a.m. you will be considered to be absent for half a day. You will be withdrawn from the school after ten consecutive days of unexcused absence.

You are required to attend school daily. If you miss three (3) days of school, your teacher will notify the Principal and the Dean of Student, who will make a HOME VISIT to find out why you are not attending school. If you miss five (5) or more days of school, a parent conference will be held for a follow up on your absences. If you miss ten (10) or more days of school, a **SCAN report will be filed with the BIE** and Kayenta Social Services will be notified and your parents will be charged with Educational Neglect.

Let the school know: If possible, a parent or guardian should call the school on or before the day you are to be absent. A written note from the parent/guardian is expected by the school upon your return. All absences not verified by parental or administrative authorization will be classified as **UNEXCUSED**. For absences greater than one day in length, parents should notify the school for each day of the absence.

Absences: **Any student who has been absent and has returned to school must bring an excuse note, written signed by the parent/guardian.** The student will then receive an admission slip to class. No student who has been absent will be admitted to class without this admission slip. The student will take this slip and have it signed by each of his/her teachers.

- Students who participate in school sponsored activities are required to make up all work missed.
- Students must be in attendance at the school the day before and the day of the school sponsored activity in order to participate that day.
- Students absent because of personal illness, medical or dental appointments, death in the immediate family, serious personal or family problems will be excused upon doctor's note or note from the family.
- Extended illness, family problems or multi-excused absences will be treated on an individual basis by the principal or those designed by the principal.
- Students will be dropped from school after ten (10) consecutive full days of unexpected absences with Arizona State Law, **A.R.S. Title 15**. A parent conference will be required for re-enrollment. Re-enrollment is not guaranteed.
- Special Education students may not be dropped from special education classes or other classes unless the Individual Educational Plan (IEP) recommends that it is in the best interest of the student. A meeting of the stakeholders in the child's education will be required to change the IEP.

Communication regarding attendance: This policy shall be communicated to parents and students in the following:

- A student advocate shall meet with each family who has an excessive absence problem and explain the policy to them.
- A school official shall communicate the policy to parents upon enrollment and a contract will be presented.
- The policy shall be reviewed with students and parents twice each semester at attendance meetings.
- Excessive absentee problems will be referred to Social Services and the Navajo Nation Prosecutors.
- Each student and parent or legal guardian must sign an attendance contract.

ARIZONA EDUCATION CODE, Arizona State Law 15-802:

- A) Every child between the ages of six and sixteen years shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private, or home school to provide instruction.
- B) Unless otherwise exempted in this section or 15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a home school and fails to enroll or fails to ensure that the child attends a public or private school pursuant to this section is guilty of a class 3 misdemeanor.

ARIZONA EDUCATION CODE, Arizona State Law 15-803:

- A) It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless excused pursuant to 15-802, or the child is accompanied by a parent or a person authorized by a parent or the child is provided with instruction a home school.
- B) A child who is habitually truant as defined in this section may be adjudicated an incorrigible child as defined in 8-201:

“Habitually truant” means a child who is truant for five school days within a school year.

“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 the school is in session, unless excused, as provided by this section.

- Classification of Absences: Absences will be classified according to the following guidelines:

Excused Absences	Unexcused Absences	Truant
Illness with written parent excuse	An absence that is known by the parent but does not meet Excused Absence guidelines	An absence that is not explained by a written note from a parent
Medical / Dental with doctor’s statement	Examples of above: <ul style="list-style-type: none"> ● Written note saying student was needed to baby-sit 	Coming to school and not attending all classes yet not checked out by a parent
Observance of major religious holidays of the family’s faith	<ul style="list-style-type: none"> ● Parent written excuse saying student overslept 	Leaving school during school hours without properly signing out of the office
Family trips with prior written consent of administration	<ul style="list-style-type: none"> ● Parent written excuse saying student missed the bus 	
Family Bereavement	<ul style="list-style-type: none"> ● Parent written excuse saying there was car trouble 	
Family Emergency w/ written administrative approval	<ul style="list-style-type: none"> ● Parent written excuse saying the family had to go to town 	

BOARD MEETINGS: Will be announced.

BUS TRANSPORTATION: Bus transportation is provided by Chilchinbeto Community School as a convenience and privilege to students. All regulations and procedures of the school apply while you are being transported in school vehicles. In addition, all passengers must remain seated at all times while the bus is in motion. The bus driver has the authority to take whatever steps are necessary to ensure the safety and well-being of all passengers, you. Proper behavior on the bus includes sitting in your seat without moving around, keeping your hands to yourself, keeping heads and arms inside the bus, using acceptable language. Do not distract the bus driver. He/she has the lives of a large number of students in his or her hands.

Change of Bus Assignment: parents or guardians are not allowed to request for their child(ren) to get off at another location without a written and signed permission from them. Parents need to contact the Transportation Supervisor for their child (ren) to ride a different bus. Only in cases of EMERGENCIES, will you be allowed to ride on a different bus. Otherwise, parents need to make alternate plans to ensure that you are safe and have proper supervision in cases when your parents are not home. If in the opinion of the bus driver, there is doubt about your safety at getting off at a new location, the bus driver will return back to the school with you and your parents will have to pick you up at the school. *Inappropriate bus behavior may result in a loss of bus privileges.*

Consequences of Breaking Bus Rules:

1st Offense – The bus driver will give you a warning to attempt to correct the behavior. A Bus Misconduct report will be completed and turned into the Principal's Office.

2nd Offense – You and your parents are required to have a conference with the School Principal & Transportation Supervisor.

3rd Offense – A written notice will be sent to your parents indicating that you will be suspended from riding the bus for a specific amount of time, up to the remainder of the semester, depending upon the infraction.

CAFETERIA AND PLAYGROUND: The cafeteria staff would like to make your breakfast and lunch times as safe and pleasant as possible and are asking that you follow the rules listed below. Students who leave a mess at their table or on the floor may be assigned to the cafeteria clean up duty:

1. Walk into the cafeteria area.
2. Share tables with others.
3. Use an inside voice. Wait patiently for your turn.
4. Go straight to the cafeteria.
5. Follow staff instructions.
6. Use good manners.
7. Eat your meals.
8. Clean up after yourself.
9. ALL FOOD stays in the cafeteria.

Playground Duty Rules: To maintain appropriate behavior and for your own safety, please follow the playground rules when you are out in the playground:

1. Use school-appropriate language.
2. Share and take care of playground equipment.
3. Always follow instructions from adults in charge.
4. Pick up trash.
5. Stay within the designated boundaries.
6. Play safe and play fair.
7. Slide on bottom, feet first.
8. No throwing wood chips or objects.
9. No playing tag or chasing on the playground equipment.
10. No rough play.

CHANGE OF STUDENT ADDRESS: If your family moves during the school year, the office needs to know your new address and telephone number, so we are able to get a hold of you.

STUDENT CHECKOUT:

- Parents (or legal guardians) of students must designate those persons who are authorized to check out their children.
- The student checkout forms for this are AVAILABLE IN THE FRONT OFFICE.
- **No phone call or notes will be accepted for checkout authorization.**
- School staff verifies signatures on permission letters with enrollment records.
- Students will not be checked out to a person who appears to be under the influence of alcohol or drugs.
- No other checkout restrictions will be enforced against parents/guardians, unless they are ordered by Social Services, law enforcement or court order.

NOTE: A person checking out a student should be prepared to show proper identification. The School reserves the right to deny a checkout if, in the School's opinion, such checkout appears to compromise the personal safety or welfare of the student. If the checkout is to be denied, it will be the responsibility of

the Dean of Students to hold a meeting with the Principal, the parent, the student and the teacher (if involved) to discuss the matter. The parents are to be advised in writing if the privilege is denied.

CHILD CUSTODY: The natural parent(s) of the student is (are) considered the legal guardian(s) under the Family Educational Rights and Privacy Act (FERPA). In the event of a divorce, the parent who has obtained sole custody of the child has the responsibility to provide the school with evidence of the court injunction, in writing; to show legal guardianship. Student and/or school records/information will not be released to any other person without prior consent, unless an officer of the law or a representative from Social Services and/or Child Protective Services has provided the school with signed documents.

CLASSROOM RULES: Rules are designed to provide a good learning environment for all students. All students have the right to learn in a safe environment, without undue disruption. The classroom teacher is responsible for developing and implementing classroom rules so that students are safe.

~~**COMMUNITY SERVICE:** Students will be assigned community service for failure to meet school/classroom expectations.~~

COMPUTER PRIVILEGES: The use of the Internet through Chilchinbeto Community School must be in support of education, consistent with the educational objectives of Chilchinbeto Community School, and must obey the Child Internet Protection Act (CIPA). The use of computers and the Internet are privileges, not rights. Inappropriate use will result in a cancellation of these privileges, as well as other steps in the Chilchinbeto Community School Discipline Policy.

Although we have established acceptable use policies for district resources, please be aware that there may be unacceptable materials or communications on the Internet that your child could access using non-district devices. The school cannot control the material available on other computer systems.

Chilchinbeto Community School does not wish to put our children at risk or in any danger. If you have questions concerning this, please come and express your concerns with the principal at the school.

INTERNET USE: (see also Computer Use): The internet is available to students at Chilchinbeto Community School. You will be able to access the Internet but need your parents' permission to do so. With this educational **opportunity** comes responsibility. It is important that you read and discuss with your child the **Acceptable Use Agreement**. You must sign a release form if you wish your child to have access to the Internet. Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications on the Internet that your child could access. We cannot control the material available on other computer systems.

Internet Use:

- A violation of any Federal or State regulations is prohibited.
- The school makes no warranties of any kind, expressed or implied, for the service it is providing.
- Students are to report any inappropriate material they access to a teacher or other staff person.
- Students are not to share inappropriate materials or their sources with other students.
- Instant messaging, chat and social networking sites (e.g. Facebook, MySpace) are prohibited.
- Accessing inappropriate websites is cause for loss of internet/computer privileges. Final determination of inappropriate sites will be determined by the administration.

NO CELL PHONES ALLOWED AT CCS

COUNSELING SERVICES: There is a Counselor available for conferences with students, teachers and/or parents. The Counselor's prime concern is to help the student gain the most from the school, mentally, emotionally, socially, physically and spiritually. Counseling is available as a resource to assist students in a variety of ways:

- Liaison between teachers, students and parents when problems arise

- Substance abuse counseling
- Counseling on personal matters affecting school performance
- Group counseling – individual counseling
- Other necessary counseling jobs pertaining to the needs of the students

Referrals to the counselor can be made by a teacher, a parent or by the student.

The counselor may call upon other resources to assist in her efforts to help a student. Among the options available are teacher conferences, parent conferences, referral to other school resources, and/or referral to external resources.

NOTE: All information shared with Counselor is Highly Confidential

CRISIS DRILLS: Chilchinbeto Community School has developed and implemented a manual and procedures for when a “crisis” situation occurs within the district. The Crisis Team has taken steps to train all supervisors & employees in how to manage the crisis effectively. Crisis Drills, such as lock downs and evacuations, are practiced by staff and students throughout the school year. These drills prepare staff and students should dangerous situations arrive within the school and/or school district. This includes conducting drills with staff and students to simulate real life situations.

- **Hard Lock Down** means that the students will be in a classroom and the door will be locked so that no one can enter.
- **Soft Lock Down** means that our daily activities continue with the exterior doors locked for safety reasons.
- **Evacuation** means students and staff will be moved outside of the school building to a designated area. The drill will be observed by school administration and evaluated for its timeliness and effectiveness. Outside agencies, such as the police department and fire department may also be included in the drills.

FIRE/EMERGENCY DRILLS: Fire drills are held on a monthly basis. Students must follow staff instructions and go to the designated exits as quickly and orderly as possible. From the exit, proceed to assigned outside areas as soon as the alarm is sounded. Each room has a map indicating the exit route. All students and adults should use the designated exit routes from each classroom.

Conduct during fire drills: Students are to follow all staff instructions during a fire drill. Violations may result in a student receiving disciplinary action.

During Lunch, if a FIRE or EMERGENCY alarms are sounded: All students will immediately WALK through the back doors of the cafeteria to the designated emergency area. Please wait quietly for directions from the teachers on duty. (Don’t worry about your lunch tray. You will probably be able to go back to finish. If not, the tray will be taken care of). Take book bags and valuables with you.

EMERGENCY DRILLS: To ensure the safety of students and staff, emergency drills will be conducted on a monthly basis. Students must respond quickly and quietly and remain with their teacher until given further instructions as to how to proceed. Emergency evacuation plans may be found in each room on campus. Failure to follow emergency procedures may result in a student receiving disciplinary action.

EMERGENCY SCHOOL ANNOUNCEMENTS: In the event that becomes necessary to reach students or parents for emergency information, the following radio stations will broadcast school announcements as a special bulletin:

Radio Stations:	Telephone #
KTNN (Window Rock)	928-871-2582

CURRICULUM: All students at Chilchinbeto Community School must take the four core subjects which are: Language Arts/Reading, Mathematics, Science, and Social Studies. We also include a variety

of exploratory classes: Physical education/health, Navajo Language and Culture, Computers/Chromebook and Library Skills.

Chilchinbeto Community School adopted the Beyond TextBook curriculum which is aligned to the Arizona Common Core Standards and AZ Career Readiness. Teachers also teach according to Beyond TextBook Assessments.

AIMS WEBB PLUS is administered three times a year (fall, winter, spring) and PARCC is administered in the spring, there are district formative assessments, benchmarks and progress-monitoring systems based on direct, frequent and continuous student assessment. Results are reported, via a web-based system, to students, parents, teachers and administrators to determine response to intervention.

DRESS CODE: The purpose of the student dress code is to encourage students to “dress for success” and to come to school properly prepared for participating in the educational process. Any clothing (or the way clothing is worn) that is disruptive to educational activities is not acceptable. The student dress code is to be followed at all school sponsored activities. **Clothing that exposes undergarments** when standing or sitting will not be permitted for males or females. Any attire that is sexually suggestive, exposing cleavage, or extremely brief is prohibited:

- Shorts, skirts, dresses, etc. must be no shorter than mid-thigh or five (5) inches above the knee, whichever is longer. The top of the dress must follow the criteria listed in #4 and #5 below.
- Oversized / baggy pants are prohibited.
- The waistline of the pants is to be worn on the person’s waist, not below.
- Shirts/Tops: Shirts must be having school approved design and logo. Colors that are identified as gang wear will be prohibited. Shirts must be long enough to tuck in.
- **Excessively revealing clothing is not acceptable.** Bare midriffs, halter tops, strapless tops (except traditional attire), spaghetti straps, low-cut tops, tube tops, muscle shirts, spandex as outer wear, and any see-through clothing is not permitted. Oversize armholes will not be permitted.
- Pajamas or nightgowns are not acceptable school wear.
- Obscene language or symbols, or references to drugs, tobacco, sex, violence, death (including skulls), nudity, satanic symbols, alcohol, racist or gang affiliation on any type of clothing or jewelry are expressly forbidden.
 - Old English lettering, South Side, Eight Ball, G-Unit and Juggalos are examples of gang affiliation.
 - Belts that display gang signs, gang colors or names are unacceptable. Belts must fit waistline.
 - No bandanas or scarves of any color, size, or shape may be carried, worn or displayed on any school property or any school activity. This includes simulations of anything representing “colors”.
- Bare feet are never acceptable. In the interest of student safety, appropriate shoes must be worn at all times. As a safety precaution, heels over two inches, steel or otherwise reinforced hard-toe boots or shoes may not be worn at school. No house slippers except for special events. Shoes with laces must be tied.
- No flip flops (because of safety issues).
- Jewelry shall not be worn if it presents a hazard to self and/or others.
- Chains and spikes are not allowed. This includes spikes on backpacks, wristbands, gloves, etc. Look-alikes are also prohibited.
- Sunglasses may **not** be worn in the building unless needed for medical reasons. A doctor’s statement is required.
- No headgear (including hair nets, stocking caps, baseball caps, western hats, visors, beanies, jacket hoods, etc.) may be worn by male or female students in a building except for properly approved occupational safety headgear required for special classes or special activities authorized by administration.

- Gloves are not to be worn in the building unless required to treat a medical condition. Doctor's note required.
- Hairstyles that interfere with the educational process or that are a safety hazard will not be allowed.

Students who wear clothing to school that is in violation of our dress code will be required to change clothing. Chilchinbeto Community School, Inc. keeps a supply of T-shirts and gym shorts available for students that come to school dressed in clothing that does not meet the Chilchinbeto Community School, Inc. dress code. However, if we do not have something suitable available, the student may call home for a change of clothes or will be sent home to change his/her clothes. Chilchinbeto Community School, Inc. will not be responsible for lost or misplaced clothing.

ENROLLMENT: Students entering Chilchinbeto Community School from another school must have a copy of their transcript before they can be officially enrolled. Packets for enrollment may be picked up from the Front Office. If you have any questions concerning enrollment please contact the Front Office. Chilchinbeto Community School (CCS) effective school year 2019 – 2020 and henceforth a Kindergarten (KG) student must be 5 years old by December 31, 2019.

Other documents as requested by school staff.

EXTRA CURRICULAR ACTIVITIES: Chilchinbeto Community School offers several after-school activities such as sports. Students interested in participating in the athletic program need to contact the Athletic Director for requirements.

SPORTS ELIGIBILITY: It is important for all students who are participating in sports to maintain positive growth in all academic areas as shown by progress monitoring, grade and benchmark data. Positive behavior must be maintained at all times and students shall exhibit positive role modeling for all. Sports physical required after fourth grade. Sports abide by the AIA (Arizona Interscholastic Association) rules.

FIELD TRIPS: Parents must provide written permission and sign medical treatment authorization forms before students may participate in the field trip. All policies and regulations of the school are in effect while students are being transported and while attending the field trip activity. Students must meet academic, attendance and behavior eligibility unless the field trip is scheduled as part of a class assignment.

FOOD AND DRINKS: Food or beverages are not permitted on the playground. No food or drinks, except water, are permitted in the classroom, unless authorized by the principal on special occasions. Students are NOT allowed to purchase food or drinks during class time. Open bags of food may not be kept in the classrooms as this attracts bugs or rodents. Unauthorized food items may be confiscated.

FOOD SERVICES: Breakfast and lunch: Breakfast and lunch are served every school day in the school cafeteria. Breakfast is served from 7:30 – 8:00 a.m. Lunch is served from 11:30 to 12:30 p.m. (See bell schedule).

The school operates a school lunch program for Chilchinbeto Community School. Food services will include breakfasts and lunches, through participation in the National School Lunch Program. The Board will approve the prices set for school lunches. As required for participation in the National School Lunch Program, the Board prescribes:

- That a school lunch be made available to students.
- That free and reduced-price lunch is provided to students who qualify under federal guidelines.

The four main food groups are suggested. The Food Service Department will develop and implement procedures as necessary which are designed to meet the necessary requirements for participation in the National School Lunch Program and for control of students using the cafeteria.

The District food service program will comply with the following:

- Students may eat in their designated school cafeteria.
- A student may bring a sack lunch.
- Meal prices for students and adults will be recommended by the food service supervisor, with approval by the Governing Board, at the beginning of each school year.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the school. All meals for adults must be paid for when served.
- A guest must be cleared through the food service supervisor by the host to be eligible to eat in the cafeteria. The host must make arrangements to pay the full price of the meal.
- Food service employees have the right to refuse to serve anyone who is not either employed by the school or cleared through the food service supervisor.
- Facilities used by outside organizations or individuals must have approval from Principal.
- The food service supervisor will develop in-service training programs, approved by the Principal, or the food service staff.

Chilchinbeto Community School has a Health program that encourages healthy eating. Please do not send with, or bring to your child the following items.

- Soda pop and energy drinks
- Gatorade/other sports drinks
- Gum
- Candy (hard candy, suckers, etc.)
- Other “junk food” (chips, Hot Cheetos, cookies, etc.)

FORBIDDEN ITEMS: Students may not possess the following items on school property or at school events without the explicit permission of school administration:

1. Electronic music systems, electronic game systems, cell phones, beepers, walkie talkies, laser pointers or other electronic devices of distraction. **DO NOT** bring these items to school.
2. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products, pipes and look-a-likes and drawings.
3. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, and caps, etc.
4. Games related to gambling, including dice (except when used under a teacher’s supervision).
5. Gang paraphernalia, such as bandanas, chains, spikes, etc.
6. Weapons, guns, blades, weapon look-alikes, laser pointers, and/or other items designed or easily used to cause physical harm.
7. Medications, both prescription and non-prescription, including eye drops (see Health Services for more information).
8. Animals, pets, etc.
9. Water toys and materials commonly used for vandalism.
10. Pornography
11. Candy sprays, powdered Kool-Aid, whipped cream, seeds, nuts, etc.
12. Super Glue

FUND RAISING: Administration may authorize fund-raising activities after 3:30 pm to be conducted by students on campus. Door-to-door sales/order-taking are not permitted. No students may participate in fundraising activities during school hours.

When having bake sales or other cooked items the sponsor and students involved must have a Food Handlers Permit before selling items. The Food Handlers Permit must be posted. All food should be individually wrapped.

GANG ACTIVITY – ZERO TOLERANCE: Behaviors associated with gang activity or membership, especially violence, threats, intimidation, bullying, fighting and disrespect will not be tolerated on or near school property or in activities associated with school. Prohibited gang like appearance is described as, but not limited to bandanas, extra sagging belts, hats that are gang tagged, hair nets, and shoelaces of specific colors, jewelry and tattoos. Prohibited gang like activity is described as but not limited to monikers (gang nicknames), gang style writing/graffiti, tagging, hand signs (flashing), gang slang, mad dogging (intimidating stare down), recruiting, and students walking in large intimidating groups. All of the above are prohibited and will be dealt with according to board policy.

GRADING POLICY: The school year is divided into four (4) grading periods. Progress reports are given four weeks into each grading period. Report cards are given at the completion of each nine week grading period. A parent conference may be scheduled to discuss a student’s classroom performance.

Kindergarten to First Grade Scale:

E- Excellence

S- Satisfactory

NI- Needs Improvement

U- Unsatisfactory

Second to Eighth Grade Scale:

A – 90%-100%

B – 80 - 89 %

C – 70 – 79%

D – 60 – 69%

F – 59% and below

GRIEVANCE PROCEDURES: Students and parents are encouraged to follow these procedures to resolve concerns that arise:

- Contact the student’s teacher to discuss the concern.
- If the conference with the teacher does not resolve the concern, contact the Principal.
- If the concern cannot be resolved at the Principal level, the parents may request permission through the Principal to address the Governing Board at its next regularly scheduled meeting.

GUM: Chewing gum will not be allowed, due to clean up required.

HALL PASSES: A hall pass is **required** whenever a student is in the hall during class time. Students must use their hall passes unless being sent on an errand by a teacher or the student is coming from the office. Each student must have their own pass, and is responsible for having the pass before going into the hall, must have the pass visible and must accept the consequences of being without a pass. If a student stays after school, they are required to be in their particular class area by 3:35 p.m. or in possession of a signed hall pass.

HEALTH SERVICES: Chilchibeto Community School does not have a Certified Nurse Aid, only minor treatment of illness and accidents that occur at school will be treated. Students can be treated only if there is a current medical form on file. Parents must make arrangements to have either a parent, relative, or neighbor available at all times to pick up a child who is ill. Do not send your child to school when he/she is ill as they could cause others to become ill, also. If a student has a doctor’s appointment, parents of the child are responsible for transporting the student to and from our facility. The school does not provide transportation for medical appointments.

Head Lice: We get cases of head lice throughout the school year. Anyone, child or adult, can get head lice. It has nothing to do with cleanliness and does not reflect poorly on parenting or the home environment. However, we must follow the Chilchibeto Community School Head Lice Policy which states:

- Parents will be notified of the child's head and parents will be responsible for treatment.
- 7 to 10 days later school staff will check student for lice
 - If found to still have lice, student will be sent home
- All students having head lice will use a lice-killing treatment and remove all live bugs and nits (eggs) from the hair before returning to school. The attendance policy allows no more than 2 days for this. Any more missed days will be unexcused.
- Students will be excluded from all school activities until such treatment and removal of bugs and nits have been completed.
- **Students may not return until all cleared by a doctor's statement./****

A parent must accompany the child back to the school office to be checked upon return to school. The child may **NOT** be sent back on the bus.

Immunizations: All students, by Arizona State law, must have up-to-date records of immunization on file in the Student Support Tech. office. Parents of students with out-of-date records will be informed of the deficiency and they must take immediate action to bring the records up-to-date. Students who fail to update their records may be suspended from school until proof of proper immunization is given to the principal.

Arizona has added the Hepatitis B series and the Second MMR shot as a requirement to enter school. Since Arizona has the highest rate of infection for Hepatitis A, Chilchinbeto Community School RECOMMENDS all children get immunized against Hepatitis A. If your child has NOT had Chicken Pox, it's also recommended they receive the Varicella Vaccine.

Medications brought to school: Students who must take medication because of a doctor's prescription must register the medication with the Dean of Students as well as with the classroom teacher.

Prescription medication, pain relievers, or any types of medications including eye drops, must be brought to the Dean of Students and registered with the Principal. Inhalers may be carried by a student if he/she has a written order from the doctor on file stating that the student needs to carry it with him/her. Students must also demonstrate that they know how to properly use the inhaler. Prescriptions must be left in their original container. Prescription medications must be properly labeled. A proper label is one that contains:

1. Student's name
2. Date
3. Physician's name
4. Physician's directions for administration
5. Name and strength of medication

A form for dispensing prescription medications at school is available at the Front Office for your doctor to complete. Medicine shall not be administered to those students who do not have a signed medical information/release form on file in the school office. Non-prescription medications cannot be dispensed by the administration or the staff because they have not had proper training for such dispensing. Over the counter (OTC) medication provided by the parent or guardian must have the original label and must furnish the following information:

1. Name of product
2. Net content of package
3. Name of active ingredients
4. Directions for safe administration

Any medications, including eye drops, found on a student will be confiscated. It is the student's responsibility to go to the Dean of Students Office and take medication. Unused medication may only be returned to the parent or guardian.

Assisting an injured person: If you are near someone who is injured on the playground or in the classroom and there is bleeding involved in the injury, do not touch the blood. Call the teacher immediately. If no teacher or staff member is immediately available, send someone for a staff member. You may assist the injured person by **handing** them a tissue or cloth for them to apply to the bleeding wound and tell them to press the cloth firmly on the wound to stop the bleeding. An injured person who is alert can help themselves with a calm assistant like you.

If you are injured: while participating in any school activity, **you should notify your teacher or coach immediately**. The teacher will send or take you to the Front Office for treatment. If you do not tell the teacher, we cannot help you. Please report all accidents immediately. If you have any questions, please contact the Principal at 928-697-3800 ext. 1101.

HARASSMENT AND BULLYING: Chilchinbeto Community School strongly disapproves of and will not tolerate harassment and/or bullying of any kind. We are committed to providing an environment where students feel safe. Bullying, teasing, trashing, swirlies, name calling, unwanted flirting and touching, de-pantsing, etc. are forms of harassment.

If you feel you have been harassed or Bullied by either a student or staff member, please talk to the Dean of Student or principal immediately so your claim may be investigated and resolved.

HONOR ROLL: Award assemblies will be held to honor students with high academic achievement. Chilchinbeto Community School has two classifications for honoring students with high grade point averages. Students may qualify for the following recognition awards:

Principal's List: 3.8 – 4.0

Honor Roll: 3.0 – 3.79

Awards assemblies:

First and second quarter will be in January.

Third and fourth quarter will be in May.

HOMEWORK: Homework is to reinforce the concepts that have been taught in the classroom. Homework assignments will vary from class to class, but all serve the purpose of helping the student meet the state standards. Homework is part of the academic requirement and is a part of the grading process. Homework counts as ten (10) percent of the student's grade.

LATE BUS / ACTIVITY BUS: Students who ride the late bus will leave at 5:00 p.m. Students may stay after school for tutoring or sports practice. Students are to be in an organized activity, sports or tutoring in order to ride the late bus pass.

LAW ENFORCEMENT: The personnel at Chilchinbeto Community School will cooperate with the police in accordance with the Governing Board Policy. In such instances where students may be questioned by the police at school, the school has jurisdiction of the student and a school administrator or counselor will be present during the questioning. The school will make every effort to notify the parents of his/her police involvement. Need AZ code for law enforcement to question students.

LIBRARY / MEDIA CENTER: The Library/Media Center's purpose is to provide resources for students and staff to create successful learning experiences. The library offers opportunities for reference

work and recreational reading for students and faculty members. Library shelves are well supplied with excellent books, magazines and newspapers.

- Books in the general collection may be checked out for a period of time with renewal privileges. No fines are charged for overdue books, but students are required to pay for books lost or severely damaged.
- The library is usually open 8:00 a.m. to 3:00 p.m. daily Monday through Friday.
- No food or drinks are permitted in the Library/Media Center.

LOST AND FOUND: Items such as coats, jackets, sweaters, etc. Which are found on campus will be kept in a bin. Students may check with office personnel for smaller lost items. The loss of any item should be reported to the front office immediately. To assist in locating lost articles, please mark student's name on all his/her belongings. Any items not claimed by the end of the school year will be donated to charitable organizations. The cost for any lost or stolen articles will be the responsibility of the student.

MASCOT: The mascot of Chilchinbeto Community School is the "Scorpion" Need image.

MOVIES / VIDEOS: Movies shown during instructional time will have educational value. Only G and PG rated movies may be shown. If there are any questions concerning a movie's and/or video's content the teacher will request parental permission before showing. Teachers will find alternative instructional activities for students whose parents do not want them watching a particular movie. Eighth grade students may view PG-13 movies with written parental permission.

NON-DISCRIMINATION: Chilchinbeto Community School is committed to a non-discriminatory atmosphere in relation to race, religion, sex, age, national origin or handicap. This will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the school does business. If you have a concern, please refer to the Grievance Procedure in this handbook.

The school provides and encourages equal access to enrollment in all programs including, but not limited to, all vocational programs.

PARENT-TEACHER CONFERENCES: Parent teacher conferences may be arranged by the administration, counselors, teachers, students or parents.

Parent Conference nights are scheduled during the school year for contacts between the teachers and parents regarding student's progress. Those dates are noted in the School Calendar, and they occur twice. Transportation can be provided by contacting the Dean of Student.

If a parent wishes a conference with a teacher in addition to the scheduled dates, a phone call or a written note to the school can result in the scheduling of an appointment after school or during the teacher's preparation period (please ask for teacher schedule). **Drop-ins for a conference are discouraged since teachers have teaching duties to perform and it is difficult for them to leave their class without disrupting the teaching-learning process for all students.**

PUBLIC DISPLAY OF AFFECTION: The demonstration of affection between same sex or opposite sex students in or around school, on school grounds, during the school day or at school events is not allowed.

RULES FOR POSITIVE BEHAVIORS: These rules are designed to provide a good learning environment for all students. The right for all students to learn in a fear-free atmosphere and without undue disruption must be preserved. Teachers have their own classroom rules to best meet the needs of their students. Students who choose to follow these rules will help to create a safe classroom environment for teaching and learning, a classroom that is a pleasant place to attend. Choosing behaviors and acting

on those behaviors are often results of pressure from other students. Students who choose to violate these rules also choose the natural consequences that must follow.

SEARCH AND SEIZURE: authorize personnel have the right to search and seize all property brought to school or school events, including school property temporarily assigned to students, when there is reason to believe that some material or matter is detrimental to the health, safety and welfare of the students.

Locker / desk searches: Items owned and provided by the school for storage of personal items are provided as a convenience to the student but remain as property of the school and are subject to its control and supervision. Students have no reasonable expectation or privacy in lockers, desks, storage areas, etc. and they may be inspected at any time by school personnel with or without reason, notice and written permission of the student or his/her parents or guardian.

Student Searches: Before initiating a search of a student's property, authorized personnel shall have reasonable grounds based on personal knowledge, observation or specific reports for suspecting that the evidence will turn up. Justifying the student has violated or is violating a law of school rule. If items are discovered, may be seized, and if the item seized by the authorized personnel is unlawful, the authorized personnel shall contact appropriate law enforcement officials for direction regarding disposition of the item. Strip searches and body cavity searches by the authorized personnel are absolutely prohibited.

Students at school-sponsored events, or traveling to and from school events, or when the student's conduct affects the operation of the school, shall be subject to this search and seizure policy. These rules may be enforced without regard to the time of day when the motivation for the misconduct arose or of the school environment if the misconduct affects the educational / orderly mission and function of the school.

Interrogations and Searches: "In loco parentis" (in the absence of parents) shall apply in cases where outside law enforcement authorities request to question students at school, except in cases of suspected child abuse or neglect. During an interrogation where "in loco parentis" applies, attempts will be made to notify the student's parents or guardians and a school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer shall be requested to notify the student's parents. When an arrest is made, school officials shall make reasonable efforts to notify parents or guardians, school authorities will no longer have jurisdiction over the students.

Police authorities will be allowed to become involved in violations that break the law. Depending on the severity of the situation, the student may be arrested, have an arrest report taken, or only be questioned by the police officers. Every attempt will be made to notify parents or guardians whenever there is police involvement.

SEXUAL HARASSMENT: Title IX of the Education Act Amendment of 1972, Title VII of the Civil Rights Act of 1964 and pertinent Arizona Education Code Sections will apply when a violation occurs. Therefore, the school strongly condemns, opposes and prohibits verbal, physical or environmental forms of sexual harassment. (Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. This includes making statements of a sexual nature when the maker of the statement knows or has reason to know that the statement is unwelcome or unappreciated and where it may reasonably be perceived to be insulting, demeaning, intimidating and/or threatening to the recipient of the statement).

If you feel you have been harassed by either a student or staff member, please talk to the Dean of Student or principal immediately so your claim may be investigated and resolved.

SKATEBOARDS, ROLLER BLADES, SCOOTERS, HOVERBOARDS: Skateboards, roller blades/skates, hee'lys, snowboards, bicycles, ATVs or scooters are prohibited on school grounds at all times. Failure to comply with rules and regulations will result in confiscation by authorized personnel. If any of

these items are brought to school, they will be confiscated; it will be released to the parent(s). The school and authorized personnel are not liable for lost or stolen item.

SNOWBALLS AND ROCKS: For the safety of students and to prevent school property damage, Chilchibeto Community School, Inc., prohibits students from throwing snowballs or rocks on school property. Students that are caught throwing snowballs/rocks will lose privileges and be sent to the Principal's office. Students who choose to violate these rules also choose the consequences natural that must follow.

STUDENT COUNCIL: The Student Council is an important part of the school. Student participation and support is necessary for an effective student council leadership that represents all students.

STUDENT DIRECTORY INFORMATION: Chilchibeto Community School follows state and federal law, including the Family Educational Records Privacy Act (FERPA), concerning Directory information. This information is considered to be non-confidential information and may be publicly released without permission of parents. Directory Information includes data such as:

1. student name
2. student picture
3. parent or guardian name
4. date and place of birth
5. address
6. telephone number
7. grade and school of attendance
8. most recent school attended
9. diplomas
10. awards and honors received
11. participation in officially recognized activities like sports and school events
12. weight and height
13. team number

The major purpose of releasing this information to the public about a student would be to honor that student or group of students in newspapers for accomplishments achieved at Chilchibeto Community School, Inc. in academics, activities and sports. IF YOU DO NOT WANT ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NON-DISCLOSURE BY SENDING A SIGNED NOTE TO THE SCHOOL. If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.

STUDENT EDUCATION RECORDS: This is to inform that under district, state, and federal laws and regulations:

- Parents have the right to review their child's educational records during school hours.
- Parents have the right to request amendments or corrections of their child's educational records.
- Parents have the right to file complaints regarding the rights given to them and students under "The Family Educational Rights and Privacy Acts" and the regulations thereto. Copies of the Governing Board policies concerning student records may be obtained from the personnel office or from the principal's office. Student records may be reviewed and inspected in the principal's office of each school.

Student records may be released without the consent of the parents to officials or other school district in which the student seeks or intends to enroll, upon the written request of the school districts. For information on other releases of student records without parental consent, refer to the Chilchibeto Community School Governing Board Policy Manual.

SPECIAL SERVICES: Comprehensive services are provided for students who are disabled, English as a Second Language learners and/or gifted. Students and parents are encouraged to utilize these services to ensure the best practices for the educational benefit for their child/children.

SUSPENSIONS: Typical causes for suspension from school include continuous and willful refusal to follow rules and procedures, and choice to not do assigned work though able to do so (insubordination). Behavior that involves viciousness, fighting, illegal, immoral, or disorderly conduct or persistent violation of school regulations can be reason for suspension from school. Length of suspension will be determined by the principal and will reflect the offense committed and previous school discipline record. Parents or guardians will be notified of the action taken and will have complete custody of their student during the suspension. (See Section II: Discipline)

Due Process: No student may be suspended for alleged misconduct without due process. That process is described below.

Student's rights to a hearing: The school administration shall meet with the student for the purpose of:

- presenting oral or written notice of the charges
- an explanation of the evidence
- the student has an opportunity to present his/her side of the story

If it is determined that the student is responsible for a violation of school rules, the parents will be notified of the intended suspension and the student will be sent home with a letter for a parent conference.

TARDY POLICY: Students coming to school 10 minutes or more after the bell rings must first get an admit slip to class from the office. Students who are not in the classroom when the bell finishes ringing are considered tardy. Students should do everything possible to assure their arrival at school in time to be in their first period class before the tardy bell at 8:00 a.m. After 10:00 a.m. a student is counted as absent for the morning.

If a student is tardy and they do not have a pass, it is considered an UNEXCUSED tardy.

Unexcused tardiness to class recorded during one nine (9) week period:

- 1st and 2nd unexcused tardy..... Teacher warning / conference
- 3rd unexcused tardy..... Refer to Dean of Student
- Each unexcused tardy thereafter..... Parent Contact

Students with excessive tardies may require parent contact and possible assignment of after school community service.

TELEPHONE USE: School telephones are for school business. If it is necessary for a student to use a phone, the student must ask for permission from the office. No student will be given permission to use the phone during class time unless it is an emergency.

TEXTBOOKS: At Chilchinbeto Community School, Inc., textbooks are used as tools in the teaching of the curriculum and teaching to the goals set by the standards. There are other resources from which a teacher may choose to facilitate learning for students. Hands-on science materials, math manipulative, and class sets of literature books are examples of the type of materials that are used in the classroom. Students are responsible for returning textbooks that are issued by the school. If a textbook is damaged or lost, the student is responsible for replacement costs.

TUTORING: Students needing additional assistance with their class work will be kept for after school tutoring. Students who need additional help with the content areas will be able to get assistance at these

after school sessions. If after school tutoring is offered the time will be from 3:30 to 5:00 p.m., Monday through Thursday. Students, parents and/or teachers may request that students be entered in this program. Parents may obtain information either from the teacher or by asking the administration at Chilchibeto Community School, Inc.

TRANSFER STUDENTS: Acceptable forms of evidence include the following: portfolios, samples of homework and tests and exams. The student is required to have all necessary information and transcripts at time of enrolling at Chilchibeto Community School, Inc. before entering classes.

USE OF SCHOOL PROPERTY: The use of school property is prohibited unless authorized by school officials.

VISITORS: Parents are permitted and are encouraged to visit their child's classroom but must get permission from the front office in advance of their visit. For the safety of our students, **all visitors, including parents, must check in at the office.** Students and staff are not permitted to bring student-visitors to school at any time. No one will be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the administration. Persons who fail to obey instructions may be subject to criminal proceedings.

WITHDRAWAL FROM SCHOOL: If you are leaving Chilchibeto Community School your parent/guardian needs to obtain and sign an official withdrawal slip. All books, equipment, and other property of the school must be returned. Student records will not be mailed unless all financial obligations have been settled.

PARENT ADVISORY COMMITTEE:

Chilchibeto Community School has a Parent Advisory Committee that will meet on the 2nd Thursday of each month at 6pm in the School library. Transportation can be provided by contacting the Dean of Student.

The purpose of the Advisory Committee is to bring parents and staff together to accomplish goals that will enhance our school for the benefit of the children's needs and to build on relations.

Goals

- Increase parent involvement
- Increase communication with all stakeholders
- Plan monthly family activities and fundraisers for the year
- Stay up to date on the operations of the school
- Support and promote the schools vision/mission statements and its philosophy, programs and organize volunteer activities to support school functions provide effective

BACKGROUND CHECKS FOR SCHOOL VOLUNTEERS:

Chilchibeto Community School encourages parents and guardians to play an active role in their student's education. As educators, we value you as your child's first teachers and as vital partners in helping us to educate young men and women to become responsible, respectful, and productive community members. We welcome your time and efforts in making contributions to our school.

Several parents have asked about the requirements to volunteer at school. We all work hard to keep our children safe and I want to clarify the rules we must follow. Federal laws and school policy require every volunteer who has "regular contact with or control over" a student to undergo a full criminal background check. The background check is required even when the volunteer is a student's parent or guardian.

The background check is not required in situations where a parent or guardian occasionally visits the school. For example, a parent who asks to observe his/her child's classroom for a few hours one day or who surprises her child by joining her/him for lunch one afternoon would not need to undergo a background check. However, the parent would need to undergo a background check if he/she later decided to regularly help in the teacher's class or during lunch time.

Because the background check requirement depends on how much parents are involved at school, it is very important for parents and guardians to communicate their plans for helping at school with school employees so that we can all follow the law. Chilchinbeto Community School does not want a background check's cost to discourage or prevent anyone from volunteering. Therefore, the school will pay the cost for a parent, guardian, or community member who agrees to regularly volunteer.

Please feel free to contact the school principal if you should have any questions.

ASBESTOS MANAGEMENT PLAN:

The Environmental Protection Agency's Asbestos Containing Materials in Schools, Final Rule and Notice, 40 CFR Part 763 requires that all BIA school buildings be inspected and re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notification of the availability of an Asbestos Management Plan that outlines the steps to be taken to eliminate the hazard. We are very willing to comply with this statute because of our great concern for the wellbeing of our students, faculty, and staff.

We have an Asbestos Management Plan available for review in the front office, which identifies all locations of asbestos containing building materials in each building and includes a 3-year re-inspections report and Operations and Maintenance Plan to manage this asbestos. The Asbestos Management Plan is available for review during normal hours of school operations at the Administration Office.

If you have any questions about the Asbestos Management Plan, please contact the Administration Office.

SECTION II: Discipline

Guidelines for Behavior:

The purpose of these guidelines is to maximize the educational opportunities available to all students and to ensure orderly operation of a successful school. All students are required to comply with certain standards of behavior. Guidelines are designed to define conduct that may result in disciplinary action to a student.

Two (2) guidelines to follow both inside and outside the classroom:

1. No one will stop a teacher from teaching or prevent another student from learning.
2. No one will engage in any behavior that is harmful to self or others.

These guidelines are intended only to regulate conduct of the student while the student is on school grounds, traveling to/ from school, at, or traveling to/from a school sponsored off-campus event.

In the administration of this School Policy, the student's best interest shall be the primary objective of this discipline policy and given priority in the consideration of punishment.

Sanctions may include loss of privileges, detention, in-school suspension, suspension and expulsion. Law enforcement agencies will be called where Tribal, State and/or Federal Statutes may have been violated.

- More than one violation occurring at one time will result in more serious disciplinary actions to be determined by the Administrator.

- All infractions requiring disciplinary actions are cumulative and may result in raising disciplinary actions to the next level.
- Administration maintains the prerogative to administer disciplinary action at any level based on the severity of the violation and mitigating circumstances.

Administrative Referral Actions:

- **Administrative Conference (AC):** When a student is sent to the office for disciplinary action, the student and the principal or designee will talk about the rule and the student's behavior. Appropriate behavior, expectations and ways to make better choices will be discussed. Further disciplinary actions may be taken per consequences chart.
- **Documentation Only:** When student is sent to the office with a referral that indicates that the administration to be adequately handled by documentation only, this action will occur. The referral is entered in the student conduct file and computer record and parents will be notified.
- **Expulsion:** The student is informed that he/she is subject to expulsion, and is informed of the due process procedure. The student's parent(s) or legal guardian will be notified by a certified letter that the student is subject to expulsion. Notification to the parent(s) or legal guardian will include clear instructions regarding the due process procedure. Expulsion requires official action of the School Board.
- **Long Term Suspension:** A student may be suspended in excess of ten days after a suspension hearing with the School Principal. A student may not return to campus for any reason unless accompanied by a parent or guardian on official business during this time.
- **In School Suspension (ISS):** The school may suspend a student in school; this is designed to provide strictly structured supervision to those students who by their behavior have indicated a lack of self-discipline and/or disruption to the orderly conduct of the classroom or the school. During the period of assignment, four objectives are enacted:
 1. To serve as a consequence for unacceptable behavior.
 2. To modify negative attitudes towards the academic environment and authority figures so that the student will refrain from unacceptable behavior upon return to the classroom.
 3. To help students become aware of the control they have over their own behavior and of how their own behavior affects others.
 4. To help students learn to make responsible decisions and effectively solve problems.
- **Out of School Suspension-Short Term (OSS):** The student is informed that he/she is subject to a short suspension (nine days or less). The student's parent or legal guardian is notified by telephone or letter that the student is subject to a short suspension. This notification will be recorded.
- **Out of School Suspension (OSS):** The school administrator may suspend a student off campus for up to nine days for serious or repeated offenses. Students may not return to campus for any reason during this time unless accompanied by the parent or guardian. The parent or guardian and student must meet with the administrator to gain readmission to classes.
- **Long Term suspension;** The student is informed that he/she is subject to long term (in excess of ten days) suspension. The student's parent or legal guardian is notified by telephone and certified letter which will include clear instructions regarding the due process procedure. ~~A suspension hearing will be held before the Governing Board or a Governing Board hearing officer.~~ A student may not return to campus for any reason unless accompanied by a parent or guardian on official business during this time.
- **Summary Suspension** – The student is immediately suspended pending further administrative action. Suspensions of this type are only made when it is necessary to remove the student from school in order to eliminate a clear and present danger to any or all concerned. The student's parent or legal guardian is notified by telephone and/or letter regarding the action of the school district. This action will be recorded.
- **Parent Attendance:** A parent or guardian may be requested to attend classes with a student to observe the behavior of the student. The parent or guardian would have other involvement than

to sit next to the student in each of his or her class. This may be in place of a short out of school suspension.

- **Parent Conference:** Parents or guardians, teacher, student, and the principal may be required to participate in a conference when a student receives multiple referrals from the same teacher. This conference is designed to determine the cause of the problem, behavioral expectations and strategies to meet them. A contract may be written which will be signed by the student, his or her parents or guardians, and the teacher. The contract will be monitored by the counselor or designee for a specified period of time.
- **Police Referral:** Police will be called to investigate serious violations of Arizona Revised Statutes. If this occurs, school officials will make every effort to notify the parents or guardians. Any action taken by law enforcement officials will be in addition to the action taken by the school.
- **Restitution:** Under Arizona law, parents or guardians are liable for damage done by their children. In any situation in which damages to school property or to personal property occurs, the student or parents or guardians are required to pay for damages.
- **Restriction of Privileges:** This action will result in the loss of social privileges, which may include, but not limited to: cafeteria, library or bus use, classroom or lab participation, sports, and school
- **Work Assignment:** Students may be assigned to work with the janitorial or cafeteria staff for a period of time. They may be required to empty trash cans, clean desks, tables, floors, sidewalks, wall, and/or windows.
- **Other:** unique situations which call for unique disciplinary actions may fall in this category. The theory of logical consequences will be utilized in these instances.

If a student is sent to the principal's office specific steps will be followed:

First referral to the office, the student will have a conference with the principal.

If the student is referred a **second time** the student will meet with the principal and a letter will be sent home.

The **third referral** to the principal may result in a parent/principal conference.

On the **fourth referral** the student may be suspended until a parent/principal conference is held. At this conference the principal will explain the options available to the student and parents. The exception to this procedure is any behavior infraction, which involves the safety of students and/or staff.

After School Detention/Saturday School

Students that misbehave will be assigned to after school detention or half a day Saturday school which is from 8:00am to 12:00pm. Parents are responsible for transportation. The principal will assign the discipline based on the degree of the infraction. Students that do not serve detention when assigned will not attend field trips.

STATUTES:

A.R.S. 15-841 Responsibilities of Pupil: Expulsion: Alternative Education Programs; Community Services;

Placement Review Committee

- A) Pupil shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrator and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate

management techniques that are consistent with rules adopted by the school district governing board.

- B) A pupil, who cuts, defaces or otherwise injures any school property may be suspended or expelled.

A.R.S. 15-507: Abuse of Teacher or School Employee in School; Classification

- A) A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.

A.R.S. 15-842: Damage of School Property: Suspension or Expulsion of Pupil; Liability of Parent

- A) A pupil, who cuts, defaces or otherwise injures any school property may be suspended or expelled.

A.R.S. 15-843: Pupil Disciplinary Proceedings

- A) The Principal of each school shall ensure that all the rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in school.

PROCEDURES FOR SPECIAL EDUCATION STUDENTS: A student placed in adaptive education has procedural safeguards required under I.D.E.A. If the disciplinary action being considered includes removal from class, the Administrator must contact the person responsible for special education programs at the school and conduct a review of the student's special education placement to determine if:

P.L 940-42: A Federal Law (United States) for Special Education students

- A) The behaviors that may lead to suspension are related to the special education condition.
B) The special education placement is appropriate.

If a result of the review, it is determined that the behaviors are not related to the special education condition and the special education services are appropriate, the student can be suspended after regular due process procedures have been followed. After the suspension is served the student may be returned to his/her previous placement. IF the behaviors are related to the special education conditions, the school may conduct a conference and determine current placement to determine if an alternative program is needed and revise the Individual Education Plan. Alternative educational services must be initiated within ten (10) days from the date of exclusion from school.

Child Find:

Chilchinbeto Community School, Inc. will conduct Child find for the local community. "Child Find is a component of the Individuals with Disabilities Education Act of 2004 (IDEA '04) that requires states to locate, identify, and evaluate all children with disabilities, ages birth through 21 years, who are in need of early intervention or special education services. This includes children who are highly mobile, such as migrant or homeless children, children suspected of having a disability even though they are advancing from grade to grade, private school students, and homeschool students. They may have trouble achieving milestones in one or more of the following developmental or academic areas:

- Vision and Hearing

- • Motor Control or Coordination
- • Behavior or Social Skills
- • Speech or Communication Skills
- • Cognitive or Academic Skills

A referral for early intervention or special education services can come from a parent, guardian, foster parent, family member, teacher, counselor, or the student who finds learning difficult. The earlier you express your concerns, the sooner your child’s needs will be identified and the sooner he or she will receive the help needed to succeed.” The Arizona initiative for child find is referred to as AZ FIND.

Gifted & Talented Program:

The Gifted & Talented program’s primary vision is be able to provide a challenging, creative, and cognitive enhancing program in reading, writing, math, science, social studies, fine arts, and leadership. Students are encouraged to test their abilities and curiosities through trial and errors, observation, communication and research. The Program’s mission is to provide Gifted students support and resources they need to experience successes in their endeavors from early childhood and towards adulthood. Chilchibeto Community School, Inc. is committed to providing the quality education and opportunities afforded to gifted students with potentials implemented and provided by a most competent and highly qualified educational team with sincerity and professionalism.

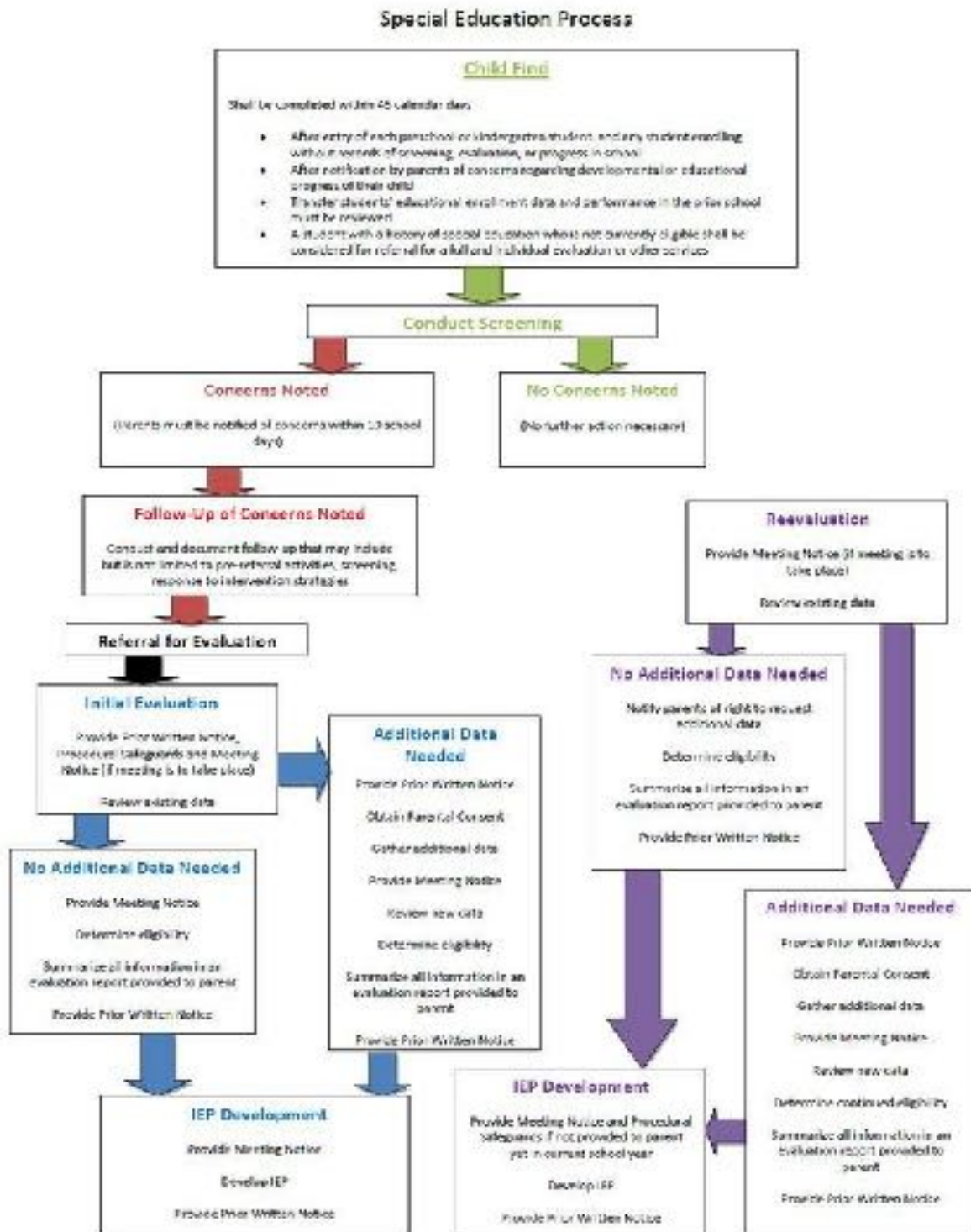
Education technician

Duties and Responsibilities:

1. Be familiar and comply with Family Educational Rights & Privacy Act (FERPA).
2. Be familiar and comply with Title 25 of the Code of Federal Regulations as amended by addition of Part 36, Conduct of Employees in Section 36:23
3. Be familiar and comply with Public Law 100-297
4. Comply with CCS, Inc. Policies and Procedures and Handbook.
5. Assist exceptional students in a classroom to learn subject matter and/or skills that will contribute to their development as mature, able and responsible adults.
6. Create a positive learning environment to facilitate the academic, physical, social and intellectual development of students. Uses a variety of instructional methods and strategies when presenting appropriate curriculum that is aligned with the goals and objective in each child's individual education plan. Must work closely with staff, administration, exceptional student service staff, and parents.
7. Plan, implement, and evaluate instructional programs for area(s) of assignment and student population. Take initiative in productively addressing overall programmatic refinements for the purpose of maximizing each student’s potential through positive interpersonal skills. Work cooperatively with administration and staff at the building level to best meet the educational needs of the student population. Present appropriate curriculum that is in alignment with federal, state and district goal and objectives using a variety of instructional methods and strategies to

further enhance and support learning. Maintain high expectations for self and all students and encourages them to become lifelong learners.

8. Maintain service logs for each student and turn in monthly logs on time.
9. Attend all staff meetings/trainings and stay the entire time and serve on committees as required.
10. Perform all special duty and extra duty assignments as required. (ex: lunch duty, hall duty)



EMERGENCY SITUATION:

Conduct which threatens or result in actual harm to another person or self. Behavior, which may be considered an aggravated disruption of school affairs, shall be handled in the following manner:

- Any infraction involving drugs or alcohol will result in an immediate suspension and requirement of obtaining a substance abuse evaluation before students can return to school. The second drug or alcohol offense will result in an immediate suspension with recommendation to the governing board for expulsion.
- The principal may direct the student to be removed immediately from the school campus to protect the well-being of the student and other individuals.
- Within a prescribed period of time, the student will return to school for a hearing with the principal. Following the hearing, recommendations for the dismissal of the charges, detention, suspension or expulsion of the student will be made preceding the conference.

VIOLATIONS AND CONSEQUENCES CHART: The chart on the following pages describes some possible problem areas and the types of disciplinary action that will be taken for each. In each instance a minimum and a maximum action is listed. School officials will consider the previous behavior record of the student before any action is taken. Repeated behavior offenders may receive disciplinary action of the maximum listed. Such factors as the length of time since their last problem, their attitude, etc. will be considered before any action is taken.

Discipline Matrix

Teacher Intervention Options: _____

Time out at teacher's discretion. Cannot not take away special classes.

After school and lunch detention.

Infraction	1 st Offense	2 nd Offense	3 rd Offense
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Level One

-Absenteeism

-Repeated unexcused tardiness 1. Teacher Intervention

2. Incident Report

3. Parent notification 1. Home visit

2. Counselor Intervention

3. Parent/Teacher/Student conference

4. One (1) day parent participation 1. Report to Social Service for educational neglect

2. BIE SCAN report

3. Retention

Level Two

- Disruptive behavior (littering, malicious mischief)

- Use of profanity, gestures, or symbols

- Delinquent behavior (forgery, cheating, plagiarism; dress code or inappropriate violation)

1. -Insubordination (false information or identification, giving of, resisting authority) Teacher Intervention

2. Incident Report

3. Parent notification

4. Counselor Intervention

5. Dean Intervention

6. 1 Day OSS

1. Home Visit

2. Counselor Intervention

3. Parent/Teacher/Student conferences

4. Counseling Intervention

1. 3 Day OSS One (1) day parent participation

2. Mandatory Counseling

3. 5 day OSS

Level Three

-Intimidation and harassment

-Bullying

-Ditching/Truancy

-Disrespectful (disorderly conduct, insult/verbal abuse of a faculty or staff member, ethnic slurs, hate speech)

1. Counselor/ Principal Intervention

2. Parent/Student/Teacher/Principal Conference

3. Mandatory Counseling

Immediate removal/Suspension 1. Counselor/

Principal Intervention

2. Parent/Student/ Teacher/Principal Conference

3. Mandatory Counseling

4. 5 day OSS 1. Nine (9) day out of school suspension

2. School pride project

IHS Counseling referral

3. Community service

Level Four

-Destruction of property (hazardous or physically offensive condition, causing; computer/ Internet violation or infraction)

-Fighting/assault/hazing

-False Fire Alarm/ Bomb Threat

-Sexual Harassment

-Use/Possession of Tobacco

-Graffiti (gang associated activity and/or gang clothing/symbols)

-Theft 1. Counselor/Dean Intervention

2. Incident report/Parent Notification

3. Immediate removal from school

4. Parent/Administrator Conference

5. mandatory Counseling

DEFINITIONS:

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

ALCOHOL is any intoxicating element.

ASSAULT, PHYSICAL is (1) intentionally, knowing 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/HARRASSMENT 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 CCS 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 Chilchinbeto Community School or CCS, Inc., 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” includes anything that looks like drugs. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school’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 of equipment used, or capable of being used, in absorbing or consuming a drug.

ELECTRONIC DEVICES are cell phones, pagers, CD and 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 property or services, or causing or seeking to cause another act in manner by 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 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 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-action of an explosive or other propellant.

FORGERY/FALSIFICATION is the act of falsely or fraudulently 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., dishonest or lying).

GAMBLING is the 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 possessions of paraphernalia that is associated with gangs or gang-like activity.

HATE SPEECH is any written, oral, or electronic communication that manifest 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 initiation into, an affiliation with, or the maintenance or membership an any organization that is affiliated with an educational institution;
- the act contributes to a substantial risk of potential physical injury, metal harm or degradation, or causes physical injury, mental harm personal degradation.

HORSEPLAY/ROUGHHOUSING/DISRUPTIVE PLAY means rough boisterous play; outbreak of rough and noisy behavior.

INSUBORDINATION is being disobedient or railing to follow the directions of authority of a school, a District staff member, or an individual place 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 reasons 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 then 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 affiliation with an education 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 equipment replacement or compensation for damages or loss of personal or School 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) Drugs on CCS property or at a CCS-sponsored event.

SALE OR DISTRIBUTION OF DRUGS is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) alcohol on CCS property or at a CCS-sponsored event.

SCHOOL is school grounds and also includes school sponsored sanctioned events, within the jurisdiction of CCS, Inc.

SCHOOL PROPERTY is any personal or real property owned or under the control of the CCS.

SEXUAL HARRASSMENT is discrimination based on gender that includes unwelcome sexual advances; request 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 threat/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 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 cause 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 instrument, radios, etc., are not covered by school insurance.

THREATENING AND INTIMIDATING BEHAVIOR/HARRASSMENT is knowingly or recklessly causing or threatening to cause (1) interference or disruption of an education institution; (2) physical injury; (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, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a pretty criminal offense. “Petty” offense is punishable by a fine of up to \$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 (10%) 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 of 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.

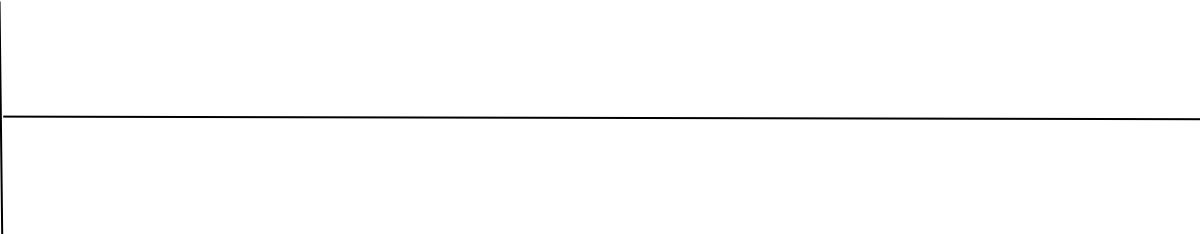
VERBAL ABUSE is profanity or any derogatory language stated in publicly.

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 (2.5) 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)

NOTE: The CCS Administration reserves the right to use their discretion in deciding what is not acceptable dress standard on campus.



SY 2020-2021

Student/Parent Agreement Form

Agreement to abide by the student handbook: We have received the **2020-2021 Chilchinbeto Community School Parent/Student Handbook**, and we agree that we have read and understood it, and will abide by its provisions. -
I have read and I understand the **Dress Code** as it is written in the handbook.

(Sign and return to your classroom teachers)

_____	_____
Student Name (print)	Date
_____	_____
Student Signature	Date
_____	_____
Parent/Guardian (print)	Date
_____	_____
Parent/Guardian Signature	Date