

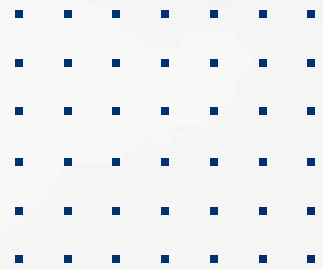
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# STUDENT-PARENT HANDBOOK

TSE HOOTSOI II NAVAJO SCHOOL BOARD APPROVED: 7/9/2024  
BOARD RESOLUTION: CCSBE 2024/25-004  
BOARD PRESIDENT: SOPHIA ATTAKAI-FRANCIS

# VISION AND MISSION



## Vision



The Vision of Ch'ooshgai Community School is to educate our students to become successful contributing citizens and leaders in a multi-cultural society.

## Mission



Together, developing educated, engaged, and empowered students.



# CH'OOSHGAI COMMUNITY SCHOOL, INC

SCHOOL BOARD OFFICE  
P.O. BOX 321 TOHATCHI, NM 87325  
Phone: (505) 733-2701 Fax: (505) 733-2749  
www.ccsbrncos.org

Frank Chiapetti, Principal

Tsé Hootsoí II (Ft. Defiance)  
Navajo School Board of Directors:

Sophia Attakai-Francis, President  
Genevieve Jackson, Vice-President  
Hoskie Bryant, Secretary  
Linda Youvella, Member  
Vacant, Member

CCSBE-2024/25 -004

## RESOLUTION OF THE CH'OOSHGAI COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

Tohatchi, New Mexico

### Approving the Student-Parent Handbook for Ch'ooshgai Community School, Inc. for School Year 2024-25.

#### WHEREAS:


1. Relating to Education: Approving the Reauthorization of the Ch'ooshgai Community School Board of Education, Inc., for the Operation of Education, Education-Related, and Residential Programs, Pursuant to Public Law 100-297, for the Period of Two (2) Years, Beginning July 1, 2023, and Ending on June 30, 2025; and
2. The *Tsé Hootsoí II (Ft. Defiance) Navajo School Board* has a governing body comprised of five board members with the responsibility for establishing policy and overseeing the operation of the local schools; and is supported by the *Navajo Sovereignty in Education Act of 2005*, which prescribes local control of education shall be under the guidance and direction of the local governing board; and
3. Academic Coaches with input from teachers have made a recommendation for changes to Student-Parent Handbook; and
4. The changes have been made in the attached document.

#### NOW THEREFORE BE IT RESOLVED THAT:

1. The governing school board of this organization acknowledges and approves the Ch'ooshgai Community School, Inc. Student/Parent Handbook for School Year 2024-25.

#### CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the *TSÉ HOOTSOÍ II (Ft. Defiance) Navajo School Board* at a duly called meeting in Ganado, Arizona (Navajo Nation) at which a quorum was present, motion by Genevieve Jackson and seconded by Hoskie Bryant and that the same was passed by a vote of 4 in favor; 0 opposed; 0 abstained, this 9<sup>th</sup> day of July 2024.

  
Sophia Attakai-Francis, President  
TSÉ HOOTSOI II (Ft. Defiance) Navajo School Board

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## **CHAPTER I. GENERAL INFORMATION AND PROCEDURES**

### **Section 100.1 – Introduction**

The Student-Parent Handbook contains information for all students, parents/guardians and community members regarding school policy to ensure optimal student learning and safety. CCS administration, teachers and staff encourage you to become familiar with the policy and expectations of Ch’ooshgai Community School Board of Education, Inc. (CCSBE, Inc.

Ch’ooshgai Community School Board of Education, Inc., as a governing entity, is authorized under the Tribally Controlled School Act, Public Law 100-297, 25USC 2501. CCSBE, Inc. is reauthorized for the Operation of Education, Education-Related, and Residential Programs, Pursuant to Public Law 100-297, for the Period of Two (2) Years, Beginning July 1, 2023 and Ending on June 30, 2025 by the Health, Education, and Human Services Committee (HEHSC) of the Navajo Nation Council, and the New Mexico State Corporation Commission further authorizes the school to provide academic, residential, operations and maintenance, including construction projects for Navajo students from the communities of Coyote Canyon, Mexican Springs, Naschitti, Tohatchi, Ba’has’lah, Crystal, Fort Defiance, Houck, Sawmill, and St. Michaels. CCSBE, Inc. is accredited with the Navajo Advanc-ED.

### **Section 100.2 - Vision Statement**

“The vision of Ch’ooshgai Community School is to educate our students to become successful contributing citizens and leaders in a multicultural society.”

### **Section 100.3 - Mission Statement**

“Together, developing educated, engaged, and empowered students.”

### **Section 100.4 - School and Residential Hours**

- A. Academic hours:
  - School, 8:00 a.m. - 3:30 p.m.
  - Office, 7:00 a.m. - 5:00 p.m.
- B. Residential Hours are:
  - Sunday 3:00 p.m. to Friday 6:00 p.m.
  - Sunday Check-in: 3:00 p.m. to 8:00 p.m.
  - Friday Check-out: 3:00 p.m. to 5:00 p.m.
- C. For safety reasons, students shall not be in any areas of the main school building earlier than 7:50 a.m. or later than 3:40 p.m. due to liability reasons, unless they are participating in a supervised school activity. Cafeteria opens at 7:15 a.m. Students arriving before 7:50 a.m. will be dropped-off at the cafeteria.

## **CHAPTER II. PARENT INVOLVEMENT**

### **Section 200.1 - Parent Involvement**

The school will practice the following procedures in order to assist parents and guardians with their child’s education:

- A. Parent Advisory Committee (PAC) will be formed annually to involve parents in recommending school wide programs and activities which best assist all students as determined by the Federal Title I program Parent Policy. The PAC offers opportunities for parents to learn more in depth about our school through

information and programs offered in PAC Meetings.

- B. School staff and parents/guardians have shared responsibilities for academic achievement as stated in the Ch'oooshgai Community School's Title I program Student-Parent Compact.
- C. Parents are expected to attend the beginning of year parent orientation.
- D. Parents are highly encouraged to attend school events and activities.
- E. Pertinent Information will be shared with parents/guardians about school curriculum, academic assessments, student progress, and student performance levels according to the New Mexico State Standards and **Every Student Succeeds Act (ESSA)**.
- F. Parent training will be provided to CCS parents throughout the school year to increase parental involvement. Parent involvement activities will be held monthly throughout the school year. Parents are highly encouraged to attend.
- G. Communication in native languages or other methods will be made available upon request to parents/guardians who have limited English proficiency and to parents/guardians with disabilities.
- H. Parents/guardians are entitled to reasonable access to all written records regarding their child upon consultation and approval of the principals, including: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, student meeting notes, teacher and counselor evaluations and reports of student behavioral patterns.
- I. Parents/guardians are entitled to access information about the school's annual report card and all other annual reports about the school which may be subject to the principal's approval.
- J. Parents/guardians have a right to express concerns regarding their child's education. Parents/guardians will use the Student/Parent Concern form to write down their concerns.
- K. Parent Involvement in personnel matters is prohibited as determined by PL 107-110 and Title I provisions.
- L. Parent fundraisers for school sponsored activities/clubs must be approved by the principal in coordination with the School Board. (ref: Finance Policy)
- M. All written concerns will be given to the principal for the final decision.

#### **Section 200.2 - Parental Engagement**

- A. CCS will host academic parental engagement nights throughout the school year. Family engagement activities are grounded in the notion that schools can thrive when families and teachers work together, as genuine partners to maximize student learning inside and outside of school.
- B. The parental engagement nights are in alignment with Title I School Family Compact which emphasizes family support of activities in the classroom and attendance/participation in academic school events.
- C. CCS will also offer cultural nights to enhance and support Navajo language and culture. These events may include princess/brave pageants, story nights, heritage week, etc.

### **Section 200.3 – Parent Conferences**

- A. Student-Parent/conferences are a good time for parents/guardians to discuss their child's progress and special needs with their teacher. Please refer to the school calendar for conference days. Parents/guardians and teachers are partners in the total education of the student. Parents/guardians are partners with the school and they are encouraged to work with the teacher to find the best way for their child to learn and succeed in school. If parents/guardians would like to talk with their child's teacher when conferences are not scheduled, they should call or email the school and/or teacher and make an appointment. Directory is located on the school website at [ccsbroncos.org](http://ccsbroncos.org).
- B. CCS is dedicated to the continuous development of each student. Educational planning for students is based on the understanding that students learn at different rates, even among students in the same grade, knowledge and skill levels differ. Ch'ooshgai Community School's goal is to provide opportunities for learning that will help each student make as much progress as possible in any given year.

### **Section 200.4 - School/Student/Parent Compact**

In partnership with parents and guardians, the school will work toward student achievement and student success. Per the federal Title I policy, a School Student/Parent Compact has been designed to reinforce the shared relationship and responsibility that teachers, students, and their parents/guardians have to be safe and to achieve academic success at school. The compact will be issued for students and their parents/guardians to sign at the beginning of the school year. The signed compacts will be kept in the Student file. These Student/Parent Compacts will be referenced by the administrator in regards to parent/student meetings.

### **Section 200.5 - Conduct of Parents / Guardians and Visitors**

Parents/Guardians and visitors are to sign in at the front office and obtain a visitor's pass/badge. Parents are asked to sign-in and sign-out when completing their visit. The badge indicates permission to be on the school campus. Parents are allowed to visit classrooms with pre approved permission from administration. All other visits must be made during the teacher's non-instruction time. All parents/guardians and visitors are asked to model appropriate behavior. If inappropriate behavior is displayed, the Emergency Crisis Response Procedures will be followed in escorting parents/guardians off the school campus. Parents, guardians, visitors and individuals who are under the influence will be escorted off the CCS campus. The Emergency Crisis Response Procedures (COOP Plan) is posted in all administrative offices and in all other buildings across the campus.

### **Section 200.6 - Filing Parental / Guardian Concerns**

- A. The school has a complaint procedure to provide a prompt and fair resolution of complaints. Ch'ooshgai Community School does not discriminate on the basis of race, color, religion, sex, age, national origin or disability. If you believe you or your child have been unlawfully excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any CCS program or activity (or any program or activity receiving the district's financial assistance), you may file a complaint with the school so that it may be properly investigated and resolved.
- B. The written concerns signed by the parent/guardian will be handled as follows:
  - 1. Parents are required to conference with the student's classroom teacher and the grade level academic coach to resolve complaints/concerns.
  - 2. Written and signed complaint/concern is given to the principal or his/her designee.
  - 3. The principal will determine the best possible solution and communicate in writing within 10 working days to the parent regarding their concerns.
  - 4. All documents regarding the situation/complaint will be filed.
- C. All decisions on addressing parent's/guardian concerns will be made by the principal.

### **CHAPTER III. STUDENT REGISTRATION**

#### **Section 300.1.a - Family and Child Education (FACE)**

Designed as a family literacy program for American Indian families, the CCS FACE program integrates language and culture to better prepare children on rural reservations for school. Home-based services are offered to families prenatal to 2 years old. Center-based services are offered to families with children 3-4 years old. Background checks are required for family participation. For more information call (505) 733-2738.

#### **Section 300.1.b - Admission to Kindergarten**

For admission to kindergarten, children must be five years old by December 31<sup>st</sup> of the current school year.

#### **Section 300.2 - Enrollment**

- A. Academic: Only parents or legal guardians can enroll students in school. By order of importance, the following original documents must be completed and submitted for a child to be enrolled:
1. Copy of CIB (Certificate of Indian Blood)
  2. Copy of Birth Certificate
  3. Updated Immunization Record (per New Mexico's compulsory school immunization law-section 24-5-2, NMSA, 1978 comp.)
  4. Original signed application
  5. Indian Health Service (IHS) health consent form
  6. Map of community and exact location of home with home description.
  7. Custody, Guardianship and/or Protection Order documents
  8. Signed Ch'ooshgai Community School Student/Parent Compact
  9. Dental consent form (for K, 2<sup>nd</sup> and 7<sup>th</sup> grades only)
  10. Computer Internet Access Consent Form
  11. Home Language Survey Form
  12. ESS documents if applicable
  13. USDA National School Lunch Program Application (one per household)
  14. Photo Consent/Release
- B. If a student is new to our school, background checks will be conducted by the school administrators, counselors, or the enrollment clerk. Formal communication of acceptance and/or denial to attend Ch'ooshgai Community School will be provided to the parent/guardian. The potential student will not be enrolled and/or allowed to attend school until the background check is completed.
- C. Students enrolled after the 10<sup>th</sup> day of school will have a mandatory parent conference before allowing enrollment. The conference will review athletic and field trip eligibility, SCAN referral, attendance and/or behavior contract, and expectations of being a Ch'ooshgai Bronco. Exceptions can be made if a social service/court system referral is given to the Principal.

#### **Section 300.3 – Residential Program**

- A. Kindergarten students cannot enroll in the residential hall in accordance with 25 CFR, Section 36. Kindergarten students will be admitted to the residential hall ONLY if they are placed by Navajo Nation Social Service or the New Mexico State Youth and Families Department, (Child Protective Service).
- B. Students 1<sup>st</sup> through 8<sup>th</sup> grade are eligible for residential services.
- C. Parents/Guardians are responsible for completing and hand-carrying the required academic enrollment

documents before enrolling your child/children at the Residential Hall.

D. The following forms must be completed at the residential hall:

1. Residential Information Form
2. Parent/Guardian signature on Check In/Out Card
3. If a student is under the guardianship of an adult, other than the parent, the legal guardian must notify residential staff of their situation and provide copies of legal guardianship documents from a court system.
4. Before student enrollment is finalized for the residential program, the school may request student records from previous schools. A student may be denied admission to the residential program by the residential supervisor with consultation with the school principal, if records from previous schools are found to be unfavorable and/or not in the best interest of the safety of students at Ch'oooshgai Community School.

**Section 300.4 - School Boundaries**

- A. Parent/guardian who chooses to enroll their child/children to attend school but reside outside of the school boundary area will be accepted to the school with the following documentation:
1. A student coming from another Bureau-funded and/or Community Grant School is required to complete all enrollment forms and transcript/grades from previous school(s).
  2. A mandatory parent conference will be held before allowing enrollment of any student who has a history of at-risk behavior as determined by a background/character review from the previous school.
  3. Students coming from a public school are required to complete all enrollment forms and provide official transcripts/report cards from any previous school attended.
  4. Formal communication of acceptance and/or denial for admission to Ch'oooshgai Community School will be provided to the parent/guardian before the student is allowed to attend.
  5. Urban setting students enrolling to Ch'oooshgai Community School will need to obtain approval from the principal.

**Section 300.5 – Emergency Contacts**

The school requires every parent or guardian to provide updated emergency contact numbers for the school to use to contact the parent or the legal guardian upon enrollment and at semester or when requested.

**Section 300.6 - Transfers and Withdrawals**

- A. Parents must formally withdraw their student from CCSBE before any documents are sent to the student's receiving school.
- B. Transfer/withdrawal form will be used to change the status of a student from being a day to a residential student, and vice versa.

**Section 300.7 – Child Custody**

- A. In most custody cases, natural parents/legal guardians shall be given reasonable access to their children while at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or child's official school records.
- B. It will be the responsibility of the custodial parent/guardian to notify the school and residential departments of the conditions of the court order and to provide school officials with a current copy of the court order.
- C. In cases of individuals other than the natural parent, who has been granted guardianship, the rights and



privileges of the natural parent shall be considered, in the absence of court action granting the natural parent specific rights. In cases of guardianship, the legal guardian will be responsible to notify school officials of the conditions of guardianship and for providing the school with all important written documentation or changes.

- D. Parent(s) requesting a mother or father or legal guardian to deny or modify access to student visitation or student checkout privileges, court documentation is required to fulfill all requests.

#### **Section 300.8 - Student Records**

Parents/guardians have access to their children's school records upon consultation with and approval by the Principal. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. CCS' policy on student records complies with the Family Education Rights and Privacy Act (FERPA) of 1974.

#### **Section 300.9 - Release of Student Records and Directory Information**

- A. Policy for maintaining student records is governed by The Family Educational Rights and Privacy Act (FERPA). Some types of information about a child may be released without permission under this law.
- B. The posting of student directory information on a class or school web page also falls under the Family Educational Rights and Privacy Act (FERPA). Disclosure of student directory information includes:
  - 1. Posting publication/student work on a class or school web page
  - 2. Posting student's first and last name on a class or school web page
  - 3. Posting student pictures including first and last names on school web pages will be done only with written parent/guardian consent.
- C. The CCS designates the following personally identifiable information as "directory information" and may disclose that information without prior written consent.
  - 1. Student's name
  - 2. Parent/guardian's name
  - 3. Student's date of birth
  - 4. Student's telephone listing
  - 5. Student's class designation, i.e. first grade, etc.
  - 6. Student's extracurricular awards or honors
  - 7. Student's achievement awards or honors
  - 8. Student's weight and height if a member of an athletic team
  - 9. Dates of attendance at current school
  - 10. School or school district the student attended before enrollment in CCS

### **CHAPTER IV. STUDENT ATTENDANCE**

Regular attendance and punctual arrival at school are two habits that greatly impact student achievement. Parents/guardians are encouraged to make every possible attempt to make doctors, dentists and other appointments for their children outside school hours. This will reinforce the importance of school and will prevent the students from getting behind in his/her schoolwork. Our school's goal for all students in K-8 will be 96% average daily attendance to meet reauthorization criteria.

### **Section 400.1 - Excused and Unexcused Absences**

- A. The tribal, state and Federal laws hold the parents responsible for regular attendance of their children, and requires children who are, five years of age prior to 12:01 a.m., December 31<sup>st</sup> of the current school year and who have not reached their eighteenth birthday, to be in regular attendance in an approved school. The following steps will be taken when a student has missed 3 days or more and the school has not been notified.
1. Three (3) days of unexcused absence, school will notify parent/guardian by telephone, mandatory home visit, letter, or other types of communication. (refer to counseling upon return to school if warranted.)
  2. Four (4) days of unexcused absence, attendance clerk/parent liaison will visit parent/guardian. (Parent conference). At this point the student will forfeit the opportunity to be able to participate in extracurricular activities/athletics.
  3. Six (6) days of unexcused absences, the school will hold a mandatory conference to discuss educational needs and establish an attendance contract if warranted.
  4. Eight (8) unexcused days, an immediate home visit and a mandatory parent conference will be scheduled. a notification to Navajo Nation Social Services will be initiated if warranted.
  5. Students who have ten (10) consecutive absences, that are unexcused, will be dropped from school enrollment. A SCAN referral will be made for Educational Neglect.
  6. For a student who has ten (10) unexcused absences, a mandatory SCAN report will be filed.
  7. Students who have twenty (20) or more days that are unexcused absences, throughout the school year may possibly be retained.
- B. Excused Absence-Parent provides written documentation for a student's absence. Excused absences include the following:
1. Medical Appointments
  2. Sickness less than 3 days; after 3 days, a medical statement is required.
  3. Traditional Ceremony
  4. Unexcused Absence – student provides no form of documentation for absence.
- C. A student will be considered tardy after 8:00 a.m. The discipline policy will be implemented if the student's tardiness exceeds three (3) incidents. (3 unexcused tardies = 1 day absent).
- D. Excuses like missing the bus, car trouble, oversleeping, shopping, baby-sitting, are not considered acceptable reasons for being tardy.

### **Section 400.2 - School Delays and Cancellation**

The decision to delay or cancel school due to inclement weather and/or circumstances that may affect the safety or well-being of students will be made by the administrators in consultations with the transportation department. As soon as the decision is made to delay or cancel school, the news media will be immediately notified and announcements will be broadcasted on the following radio stations and news channel, including CCS' Blackboard, Class Dojo, and social media sites.

- 660 AM KTNN
- 1330 AM KGAK
- 94.5 FM KYAT
- KOAT-Channel 7 News
- KRQE-Channel 13 News
- KOB- Channel 4 News

**CCSBE does not follow GMCS school cancellation policy.** In addition, news media, direct phone contact through voice, and/or text will be sent to parents.

### **Section 400.3 - Student Checkout Procedures**

- A. When signing your child out of school prior to the end of the school day, please follow the procedure below.
1. Proceed to the school office to sign out your child/children. Students are never to leave the campus on

their own.

2. Students may be released to the parents/guardians and to persons who are 18 years and older who are specifically authorized on the Academic/Residential Student Registration form, or in writing by the parent or guardian.
3. We encourage that there are no check-outs after 3:00 p.m. for safety reasons.

B. Every three (3) unexcused checkouts will equal one absence.

C. Students WILL NOT BE RELEASED to parents, guardians, or adults who are under the influence of a substance.

#### **Section 400.4 - Truancy**

Unauthorized absence from school is considered truancy as determined by Navajo Nation, State and Federal Laws.

#### **Section 400.5 - Homework Requests During Absence**

A. Requests for homework may be made through the attendance office by the parent/guardian. A 24-hour notice is required before assignments can be obtained from the office. Please refer to your child's teacher's homework policy for additional information.

### **CHAPTER V. STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Section 500.1 - Parent/Guardian Rights and Responsibilities**

A. Parent/Guardian Rights are as follows:

1. Parents are partners with the school and its teachings in their children's education. Parents are encouraged to actively participate in creating and implementing educational programs for their children.
2. Participate in the Parent Advisory Committee.
3. A parent/guardian is entitled reasonable access to the school Principal or to a school administrator.
4. A parent/guardian is entitled to file written concerns and receive a formal response in a reasonable amount of time.
5. A parent is entitled access to written records of a school concerning their children: including attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher certification, and reports of behavioral patterns, per principal's review and approval.
  - a. A parent is entitled to review teaching materials, textbooks and/or other teaching aides, used in the classroom of their children).
  - b. A parent is entitled to review each test administered to their child (children) after the test is administered.
  - c. A parent/ guardian is entitled to attend any meetings of the school board, other than a closed meeting.
  - d. A parent is entitled to full information regarding school activities.

B. Parent /Guardian Responsibilities are as follows:

1. Participate in all parental programs, which encourages parental involvement with their child/children.
2. Make sure that their child/children attend school regularly, is on time and is prepared to learn with his/her homework completed.
3. Know the skills their child/children are learning in all academic subjects.

4. Do the activities at home to continue their child's classroom learning.
5. Read with their child/children for 30 minutes each day, five days a week in a home environment. (at home).
6. Provide a quiet place for their child/children to study and learn in a home environment.
7. Encourage their child/children to read for pleasure and to increase their achievement and success level.
8. Responsible for ensuring their child/children complete their assigned homework.
9. Attend parent-teacher conferences and academic activities, and communicate frequently with their child/children's teacher through written notes, and pleasant conversation about their progress.
10. Expect their child/children to behave respectfully, act responsibly, and to exhibit safety:
11. Participate in the Parent Advisory Committee.
12. Update contact information when necessary.

### **Section 500.2 - Student Rights and Responsibilities**

#### **A. Students Rights are as follows:**

1. The right to receive an education.
2. The right to be free from unreasonable search and seizure of one's property.
3. The right to a reasonable degree of privacy.
4. The right to a safe and secure environment; freedom from fear of being abused by others; freedom from having possessions stolen.
5. The right to manage personal affairs and make decisions where appropriate.
6. The right to freedom of religion and culture.
7. The right to freedom of expression including speech, dress, length of hair, display of buttons, armbands or posters except where such is demeaning, slanderous or against the right to freedom of the press.
8. The right to be free of discrimination.
9. The right to peacefully assemble and to petition for the correction of grievances.
10. The right to access his/her own student records.
11. The right to due process.

#### **B. Student Responsibilities are as follows:**

1. The responsibility of attending all classes regularly and promptly except when properly excused.
2. The responsibility to meet all school rules including practicing respect, responsibility and safety.
3. The responsibility to behave appropriately on campus.
4. The responsibility to have nothing in one's possession leading to a need for search and seizure. For example; harmful or illegal substances, weapon(s), demeaning, slanderous or obscene materials, stolen items or contraband.
5. The responsibility to respect the privacy and rights of other students, parents, staff and community members.
6. The responsibility to live in peace and harmony with fellow students and staff, respecting their possessions, safety and well-being.
7. The responsibility to make decisions that will not fringe on the rights, health or safety or others; or to be disruptive to the educational process.
8. The responsibility to respect the rights of others to express their personal freedom or religion and culture.
9. The responsibility to express opinions and ideas respectfully, so as not to slander, defame, or use abusive language including not being disruptive to the educational process.
10. The responsibility to determine and freely write opinions and ideas, except when they are not true or if they hurt another person.
11. The responsibility to respect the right of others and not to discriminate.
12. The responsibility to plan meetings or discussions so as not to disrupt or interfere with the educational

process.

13. The responsibility to access records pertaining to their education.
14. The responsibility to request due process in any case of disciplinary action where alleged violation of school rules has occurred for which a student may be disciplined, suspended or expelled.
15. The responsibility to obtain legal representation at own expense.

## **CHAPTER VI. INSTRUCTION AND STUDENT LEARNING**

### **Section 600.1 - Instruction**

- A. Progress results for acquiring new knowledge and skills are outlined in the curriculum. In this context, promotion is based on the evidence of mastery skills of pre-identified learning objectives. If a student is making inadequate progress, the teacher with the support of the Student Assistance Team (SAT), will intervene to modify the instructional program as needed to facilitate progress. Please note the principal in consultation with teachers shall have the authority to determine all the promotions or retention of their students.
- B. Principal will make the final decision on promotions or retention.

### **Section 600.2 - Uninterrupted Instructional Time**

English Language Arts and Math are the foundation of learning. Due to this, the school will protect English Language Arts and Math classes, keeping them free of any interruptions.

### **Section 600.3 - Progress Reports and Report Cards**

- A. The primary function of a progress report is to communicate information to parents/guardians about their child's current achievement status regarding specific learning objectives in each curriculum area. Progress reports are similar to report cards but progress reports are completed every three (3) weeks in each subject area.
- B. Report Cards are completed every nine (9) weeks or each quarter. There are four quarters in the school year, so there will be four quarterly grades completed every school year for each student. The grades on the report cards are the final grades that are used to figure student grade point averages (G.P.A.). Each student's progress is reported to parents/guardians four times a year.

### **Section 600.4 - Grading Policy**

- A. Elementary – Students will be graded on a triangulation of assessment data (interim assessments, content based measures, and classroom portfolio. The grades will be:

M – Met skill/standards (Proficient)  
P – Progressing towards meeting skill/standard.  
B – Skill level significantly below expectations.

- B. Secondary – Students will be graded based on:

**A (4 pts) = 90 – 100   B (3 pts) = 80-89   C (2 pts) = 70-79   D (1 pt) = 60-69   F (0) pts = <60**

Tests and Quizzes will be worth 35% of the grade.

Assignments will be worth 65% of grade.

### **Section 600.5 – Promotion**

**Elementary** – Students must have a score as met or progressing on 70% of the grade level skills/standards.

**Secondary** – Student must score 45 points on the following system:

Attendance points:

0-2 absences/year = 10 points

3-5 absences/year = 8 points

6-8 absences/year = 6 points

9-10 absences/year = 3 points

>10 absences/year = 0 points

ELA grade points x 6 =

A

Math grade points x 6 =

B

Science grade points x 6 =

C

History grade points x 6 =

D

Dine Language grade points x 2 =

E

Elective grade points x 1 =

F

Attendance points =

G

Bonus Points for successful completion of summer school = + 10 points

**Total Points \*45 points or > for promotion**

### **Section 600.6 - Principal Award for Excellence**

- A. Special awards will be given to students who meet the criteria below. These awards will earn the student a Student/Parent/Teacher Luncheon. Please contact the Principal for more information.

Gold**	Silver**	Bronze**	Perfect Attendance
Meets <i>Exceeds Mastery</i> (95%-100%) on the quarterly interim assessment.	Meets <i>Mastery</i> (75%-94%) on the quarterly interim assessment.	Meets <i>Progressing</i> (60%-74%) on the quarterly interim assessment.	Must be physically present at school each full day. Excused absence for whatever reason will not qualify anyone for this award.

\*\* No major discipline incidents and at least 96% daily attendance rate per quarter.

- B. Excused absences are not recognized toward Perfect Attendance Awards.

### **Section 600.7 - Promotion, Retention and At-Risk for Failure**

- A. Promotion K-5

1. The student will be promoted to the next grade level if he/she has 70% or greater skills/standards scored as nearing or meeting.
2. The student may be socially promoted if he/she is placed on a Student Assistance Team (SAT) Plan. Social Promotion may be based on chronological age and/or academic achievement based on scoring 50<sup>th</sup> percentile or above on the MOY and EOY interim assessments.

- B. Promotion 6-8

1. The student will be promoted to the next grade level if he/she scores 45 or more points based on grades and attendance.
2. The student may be socially promoted if he/she is placed on a Student Assistance Team (SAT) Plan.



Social Promotion may be based on chronological age and/or academic achievement based on scoring 50<sup>th</sup> percentile or above on the MOY and EOY interim assessments.

**C. Retention K-5**

1. Students will be retained if 40% or more skills are marked as *needs improvement*.
2. Students will be retained for not fulfilling the requirements of the Student Assistance Team (SAT) intervention plan.
3. Students may be retained if they have twenty (20) or more days of unexcused absences during the school year (there are exceptions with Exceptional Education students based on their IEP).
4. Students with Disabilities can be retained only upon the determination of a multidisciplinary team meeting.

Classroom Teachers will recommend retention after a series of interventions supported by data indicating lack of expected progress during conference/notifying parents. The final decision will be made within an SAT meeting with the parent(s), teacher, academic counselor, principal or designated administrator.

**D. Retention 6-8**

1. Students will be retained if they score less than 45 points based on their grades and attendance.
2. Students may be retained if they have twenty (20) or more days of unexcused absences during the school year (there are exceptions with Exceptional Education Students.)
3. Students with Disabilities can be retained only upon the determination of a multidisciplinary team meeting.

**E. Students-At-Risk for Failure**

1. A parent / guardian will be notified **by the end of the second quarter** of each academic year that his / her child/children is failing academically and not meeting established requirements to be promoted and the compliance of the attendance policy. The following steps will be taken:
  - Meeting with parent/guardian to discuss student's performance.
  - A Student Assistance Team plan will be designed by the team to assist the student in attaining the level of proficiency established by Partnership of Assessments for Readiness for College and Career (PARCC) or identified assessment from the NMPED.
  - The plan will state specific remediation and intervention strategies, including summer school, and timelines for implementation and follow-up.

**Section 600.8 - Classroom Assessments and School-Wide Testing**

- A. Each child's classroom teacher utilizes a variety of assessments on a day-to-day basis. Each student's progress is assessed by Curriculum Based Measures (CBMs) following completion of instructional units. Data from the assessment will guide classroom instruction.
- B. CCS school wide assessments occur throughout the school year. Reports of the results of these assessments are generated for parents, teachers, and school-wide staff.
  - Some standardized assessments that are administered yearly are the following: Partnership of Assessments for Readiness for College and Career (PARCC) in grades 3<sup>rd</sup> through 8<sup>th</sup>; ACCESS for ELL which is administered for English Language Learners in grades K-8; and aimswebPLUS.
- C. These assessments measure student proficiency on the Common Core Standards and/or nationally based tests in reading, writing, mathematics and science.
- D. CCS also works with the Department of Diné Education in completing mandatory assessments of the Navajo Language. Assessments are done for the Oral Navajo Language Competency in the spring for grades 4 & 8 along with the Oral Diné Language Assessment taken at the start and end of the year to determine yearly

progress of students in grade K, 4 and 8.

- E. More individualized evaluations are provided as necessary for any student with significant learning challenges and possible disabilities. Results of these evaluations are used to determine placement in special programs and/or change the educational programming for individual students. Classroom teachers, special programs teachers, counselors and other professionals work together to conduct specialized evaluations. Questions regarding an individual student's progress should be directed to the classroom teacher and Principal.

#### **Section 600.9 - Exceptional Student Services (ESS)**

- A. Exceptional Student Services, also known as Special Education, provides services to meet the educational needs of all students with disabilities. Students are provided supplementary support services in academic and/or related service areas to help them access the general education curriculum. An appropriate Individualized Education Plan (IEP) is developed with team members, student (if appropriate) and the parent/guardian.
- B. Before a student can be considered for an IEP, they must first be referred to the Student Assistance Team (SAT) where behavior and academic intervention plans are established with parent involvement. If further interventions are required, the SAT will refer the student to the ESS program where they will be evaluated and a multidisciplinary team to determine eligibility. Parents/guardians of students in ESS share in the decision-making process concerning their children's evaluation, placement, and program development.
- C. The ESS staff will provide services in special or general education classroom settings with students in the program to meet the needs of students.

#### **Section 600.10 - Gifted and Talented Program (GATE)**

- A. Ch'oooshgai Community School acknowledges that there are students who excel in one or more areas of giftedness. Through its Gifted and Talented (GATE) program, students who are duly identified as having giftedness in the areas of Academics, Leadership and Visual Arts are being served in a based on students Individualized Education Plan (IEP) as prescribed by the State of New Mexico and the Bureau of Indian Education which provide the necessary funding for its operation.
- B. Potential candidates for the Gifted and Talented program are nominated, screened and determined by a Multidisciplinary Team. The formal process of identification will be initiated by the school's SAT.

#### **Section 600.11 - English Language Learners' Program (ELL)**

- A. As students enroll for the first time, or have not been identified as eligible for EL services, the parents/guardians will be given a Home Language Survey. If one or more responses indicate a language other than English, the child will be screened. If the student is identified as EL, the student will participate in the ACCESS for ELL assessment in the Spring.
- B. At the classroom level, ELL strategies are being used by teachers across grade levels to ensure proper and appropriate understanding of different academic concepts.

#### **Section 600.12 – Diné Language and Culture Class**

- A. Diné Language Education is offered to all students across grade levels with expectation to achieve oral proficiency in Diné Language. Culture will be taught in their general history/social studies classroom.

- B. Diné culture is offered to all students across grade levels with expectations to achieve proficiency in history, character development, and culture .
- C. Diné government will be offered to students in 7th grade.
- D. All students enrolled at CCS are mandated by Tribally Controlled Schools (TCS) policies to attend the Diné Language class.

#### **Section 600.13 - Child Find**

- A. CCS offers screening for students up to age 10 who are suspected of having a delay or impairment in one or more of the following areas:
  - \* Concepts/Cognitive Development
  - \* Hearing
  - \* Language
  - \* Motor Skills
  - \* Self-Help Skills
  - \* Speech
  - \* Vision

Child Find is a component of the Individuals with Disabilities Education Improvement Act (IDEA) 2004 that requires States and Local Education Agencies (school districts and charter schools) to identify, locate, and evaluate all children with disabilities residing in the State, regardless of the severity of their disabilities, and who are in need of special education and related services (34 CFR§ 300.111). Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and evaluate children with disabilities who are in need of Early Childhood Intervention (ECI) Programs (Part C) or Special Education and Related Services (Part B).

Any parent/guardian who has concerns about the development of his/her child is encouraged to call (505) 733-2738 to make an appointment for a screening.

Screenings are encouraged after the first quarter if the student is new to CCS and are on-going throughout the school year for continuing students. If a child fails the screening in one or more of the areas listed above, our Child Find Team will schedule a more comprehensive assessment.

- B. Children who are identified during this process will be referred to the school's Student Assistance Team (SAT) for Early Intervening Services or Section 504 depending on their specific needs.

#### **Section 600.14 - Physical Education Excuses**

Physical education is required of all students in grades offered. A student may be excused from physical education up to three days upon written request from a parent/guardian. For any longer period of time, a request from the child's physician is required. Written permission by the physician should be received through the Principal's office.

#### **Section 600.15 - Restitution for Damaged School Items**

According to Board policy and New Mexico law, parents/guardians are liable for damage done by their children. In any situation when students damage school property (including but not limited to library books, promethean boards, chromebooks, desktop computers, and textbooks), the student or parents/guardians are required to pay for fixing or replacing the item. If restitution is not in the designated time frame, additional consequences will result. Consequences can include, but not limited to the following: non-release of student records/grades to other schools, incident reports, and/or disciplinary action. If restitution is not paid for the damages done by the student, the student will not be allowed to re-enroll at Ch'ooshgai Community School.

### **Section 600.16 - Restriction of Privileges**

The school administrator(s) may notify parents/guardians of privilege restrictions. Privilege restrictions can include but are not limited to extracurricular activities that students will not be able to participate in due to student behavior or student achievement. Such privileges can include non-participation of the school's athletic programs, suspension from scheduled practices and games, library book check-out, laboratory participation, bus services, school passes, study/field trips at school and at the residential department, dances and other social events. Restriction of privileges will be shared with all teachers, academic staff and residential staff.

### **Section 600.17 – Field Lessons**

- A. Scheduled field lessons are limited to students who have no major incidents from the beginning of the school year to the time of the field trip.
  - a. Students with major incidents will attend an alternate field lesson.
- B. Field lessons may be day trips or overnight trips. In either case, a sponsor will be designated as in charge.
- C. All students attending the field trip lessons must be approved in advance based on their behavior and established requirements.
- D. Parent consent forms should go out at least four weeks (*one month*) prior to the event and be received a week before the event.
- E. All students attending any field lessons must be assigned a chaperone. For overnight/multi-day field trips, parents of participants must meet at least once to be made aware of the tentative trip itinerary and/or to help determine the final itinerary. This meeting will be established by the grade level teachers. Phone numbers of all of the chaperones should be provided for parents, as well as a trip itinerary.
- F. The trip leader/Principal/designated assistant will determine which budget(s) and line items from which the budget for trip expenses will be drawn, as well as the total amount available. If snacks and water and/or juices will be purchased from Food Services vendor(s), the purchase requisition must be provided to the Food Services Supervisor within the ordering timeframe (*15th of the month prior to the event*).
- G. When the basic itinerary is established, meal stops will be determined. Bathroom breaks must be figured into the itinerary as well.
- H. Close attention must be paid to the costs involved for hotels and attractions, as well as parking costs for buses. The restaurant(s), hotel(s), and attraction(s) must be contacted to determine payment arrangements. If purchase requisitions can be provided, that is the school's preferred method of payment. Arrangements may need to be made with the Finance Department for credit card payments of hotel rooms and other venues. Cash purchases will not be allowed.
- I. Arrangements with hotel(s) must be made in time to establish optimum room clusters for males and females on the trip. An agreement needs to be made with the hotel to turn off long-distance capability, pay-per-play movies, and Wi-Fi in all of the rooms, including those occupied by chaperones. Meals and other expenses that could normally be charged to the room must be disallowed for all the rooms.
- J. The school expects a tight itinerary and budget for the trip. Chaperones must have preapproval to make changes once on the trip due to unexpected incidents or circumstances.
- K. The school will want to know the security measures to be taken after lights-out each evening and how students will be monitored on the buses and at restaurants, attractions to be visited, shopping stops, and even bathroom stops. The Principal must be fully apprised of all facets of the trip in order to help assure the school that the proper measures have been taken in preparation.

### **Section 600.18 –Chaperones**

- A. Chaperones will be responsible for the safety of students.
- B. Chaperones must be reminded by the trip leader that they are on the trip to monitor students. While they may enjoy facets of the trip with the students, their first responsibility is the safety of the students. The trip sponsor will ensure that chaperones are engaged with students on every phase of the trip and will make assignments for each phase of the trip. No video, photograph, text, or information of any kind regarding any Ch'ooshgai Community School field trips will be posted by students or staff on any social web site, in order to comply with the Indian Student Protection Act. All chaperones will carry cell phones for communication with the trip sponsor and other chaperones.
- C. Airlines Flights: Flights will be booked far enough in advance to get the best rates. Buses will drop off the students at the airport in plenty of time to anticipate pre-flight security checks. Students will be informed of what can and cannot be taken on flights. As much as possible, chaperones will be assigned seats near students. Students will be trained in in-flight etiquette before they board the plane. Rental vans will be booked well in advance to ensure that the desired vehicles will be available. The vans will be driven by bus drivers with CDL licenses.
- D. Buses: Chaperones will be interspersed throughout the bus. Bus drivers are not chaperones. They are to get adequate rest to drive the next day. They will not be assigned students. It should be stressed that chaperones are on duty on the bus. The chaperones should be seated near the students they are chaperoning. They will monitor student behavior and keep talking among themselves to a minimum.
- E. Food, bathroom, shopping, and amusement stops: Chaperones will be with the groups of students they have been assigned to. It should be stressed that students are to watch out for each other as well. In stores especially, chaperones will stay with their groups. Shop-lifting is a possibility and a very time-consuming one, as well as an offense that will stay on offenders' records.
- F. Evenings at hotel: All male chaperones will sleep in their rooms on the boys' floor, and all female chaperones will sleep in their rooms on the girls' floor. Ideally, arrangements with the hotel will have been made far enough in advance to have boys and girls on different floors and grouped in consecutive rooms. Chaperones' rooms should bracket the students' rooms. For large groups with more than two male and two female chaperones, the additional chaperones' rooms should be interspersed between the student rooms. A lights-out time should be established so that students get enough sleep to wake up at the appointed time and get ready so that they do not hold up the whole group. Male chaperones for the boys and female chaperones for the girls should have keys for all of the rooms respectively by male and female. When entering a room, they will acknowledge privacy by knocking on the door before unlocking it. Chaperones will take shifts throughout the night to conduct bed checks at unspecified times. No married couples will chaperone for overnight field trips.
- G. Contingencies: Tentative plans will be made to provide for injured students or staff, for bus breakdowns, and for other unforeseen emergencies.

### **Section 600.19 - Dress Code**

Ch'ooshgai Community School wants students to be comfortable and ready to learn when in a school environment.

- A. CCS prohibits the following student attire:
  - 1. Muscle shirts, undershirts, strapless tops and straps less than 3 inches wide, clothing that is shredded or frayed (to include highly distressed jeans), off the shoulder, low-cut in front or through the underarms, see-through. Clothing that is gang related or *in memory of*.

2. Accessories including but are not limited to studded bracelets, belts, or necklaces; belt loop or chain wallets (chains of any kind hanging from around the waist) and extended belts.
  3. Clothes that are worn below the waist in a manner that exposes underwear and/or bare skin; this includes baggy pants, t-shirts.
  4. Clothing, and headgear of any kind, including hats, beanies, bandanas, hairnets, and sunglasses, or accessories which advertise, display or promote any drugs (including tobacco and alcohol), anything of a sexual nature, violence, weapons, disruptive symbols, cuss words, hate, or prejudice towards any group or is offensive, disrespectful to other individuals.
  5. Clothing, t-shirts, or accessories displaying skulls or skeletons.
  6. Dark, tinted glasses are allowed outside the building only.
  7. Steel toe shoes.
- B. Students who violate the dress code will be subject to CCS policies and consequences that may include suspension or expulsions.

## CHAPTER VII. STUDENT HEALTH INFORMATION

### Section 700.1 - Health Related Student Services

- A. It is the mission of the school staff to help keep students healthy and in school. The following information will help us assist the child in the expected proper manner. Please notify the school office if your child has a health problem. The staff will comply with the doctor's recommendations.
- B. In order to protect students from the spread of diseases, please keep your child home if the following symptoms are present: Nausea and vomiting, elevated temperature, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a doctor as noninfectious, headache or other pain. **Please do not send your child to school or check them into the residential halls when he/she is exhibiting these symptoms.**

### Section 700.2 - Contagious Illnesses

- A. The school will send students home for illnesses that are highly contagious and may include the following; but not limited to: Covid-19, Flu, Pinkeye, etc.
1. Students with symptoms will be referred to medical professionals for diagnosis.
    - i. All positive tests will require a medical release for the student to return to school.
  2. CCS will request parent permission to test (on campus) for students with covid symptoms. Parents who refuse permission will have to provide a negative test result in order for their child to return to school.
    - i. Students who test positive will be allowed to return back to school upon a negative test result.

### Section 700.3 - Immunizations

- A. The school maintains health records on each child. An immunization record for school attendance must be completed and current before a student can be enrolled. New Mexico law requires that a complete, up-to-date record, including the month, day and year of the child's immunizations, be furnished by the parent/guardian prior to school attendance. The immunization requirements for a child entering school are:
1. Diphtheria/Pertussis/Tetanus (DPT): (five doses, unless the fourth dose was given after the fourth birthday)
  2. Polio (IPV): (four doses, unless the third dose was given after the fourth birthday)
  3. MMR #1: Measles/Mumps/Rubella – Must have 2 doses to enter Kindergarten.
  4. Haemophilus Influenza B (Hib): (pre-school and pre-kindergarten)



5. Hepatitis B: Required 3 doses upon entering school
  6. VAR – Chickenpox – Required 2 doses upon entering school.
  7. Hepatitis A: 2 doses required for entrance into Kindergarten.
  8. PCV – Pneumococcal Vaccine
  9. Meningococcal Vaccine – One dose required for 7<sup>th</sup> grade entry. Booster recommended at age 16-18.
- B. Immunization updates can be provided by an Indian Health Service Public Health Nurse. The Indian Health Services may tell the school, in the case of an outbreak of any of the diseases covered by the required immunization, to exclude an unimmunized child from school for the duration of the outbreak.

#### **Section 700.4 – Medication**

- A. An adult should bring all students' medications to the residential staff for residential students or the school nurse for day students. Students should not carry medication to and from school. All medications should have the correct student's name and current prescription date printed on the bottle from the pharmacy.
- B. Prescription medication must be in its original prescription container and labeled by the pharmacist. Many pharmacies provide home and school medication containers when requested.
- C. Medication in an envelope, foil or baggies will NOT be accepted. The parent/guardian(s) must complete an authorization to administer medication form to give permission for student medication to be administered at school. Forms are available at the front office. The form must contain the following information: student's name, grade, teacher, name of the medication, dosage, time medication should be given, reason to be administered, and dates to be administered with parent and physician consent.
- D. Only medications that are needed to treat an existing ailment will be stored in the residential medication room or the attendance clerk's office.
- E. A physician's statement is required for any student who carries and self-administers an inhaler, the physician shall provide written recommendations that will be attached to the signed parent permission form. Also, given cause, the school may prohibit the self-administration of inhalers on school premises.
- F. A physician note shall be submitted to the designated school staff to administer non-prescription medications beyond a period of three consecutive days. This is to ensure that use of over-the-counter medications is not masking the symptoms of a serious health condition.
- G. Check with the residential staff or designated personnel for a list of medication/products that will be available for routine use as needed. All medications including over the counter and prescriptions will be administered by the Ch'ooshgai Community School's designated health official/IHS.
- H. All medications left at the school at the end of the year or when a student withdraws will be disposed of through the provided Medsafe drop box located at the Tohatchi Health Clinic.

#### **Section 700.5 - Health Screening Programs**

- A. **Hearing:** Designated staff will provide hearing tests to selected groups of students per New Mexico Public Education Department mandate.
- B. **Vision:** Designated staff will provide vision tests to selected groups of students per New Mexico Public Education Department mandate.
- C. **Dental Care:** Dental sealants are only given to students that have a Dental Consent Form signed by their parent/guardian for permission to receive services on-site at the school for K, 1<sup>st</sup>, 2<sup>nd</sup>, 6<sup>th</sup>, 7<sup>th</sup> grades only.

- D. **Head Lice Checks:** Lice are commonly transmitted when children share combs, brushes, caps and clothing. Lice checks are performed on students as needed. If a child is found to have head lice, the parent/guardian will be notified immediately by telephone. Guidelines for getting rid of lice and removing their eggs from the hair are available at the residential office and the local I.H.S. Clinic. Students who exhibit chronic outbreaks of lice will be reported to N.M. Social Services.

#### **Section 700.6 - Parent /Guardian Release**

- A. When the student's behavior presents a **potential for danger to himself/herself or to others**, the parent will be immediately notified by phone or by home visit by the academic/residential counselor(s) or school administrator. The student will be released to the custody of the parent/guardian for at least 24 hours.
- B. If students harm themselves or others OR if students *threaten to harm him/her or others*, a psychiatric/psychological evaluation from an outside agency will be required before the student is permitted to return to school. The incident will be recorded in the student's main file. Depending on the type of incident, the student will still be required to follow the consequences per the CCS Student- Parent Handbook.

### **CHAPTER VIII. OTHER SERVICES**

#### **Section 800.1 - Athletics**

- A. CCS offers an athletic program that includes sports for the fall, winter and spring seasons. The CCS Athletic Program is a member of the New Mexico Activities Association. An athletic handbook will be provided to all athletes and their parents/guardians. In order for student-athletes to participate, parents/residential must sign off on the rules and regulations within the athletic handbook.
- B. CCS believes that participation in athletics is a privilege and not a right and that attendance is necessary. A student-athlete with four days of unexcused absences will not be allowed to participate in extracurricular activities/athletics.
- C. Pursuant to State Statute 22-12-2.1. and the New Mexico Activities Association Handbook, section VI-3,6.2.1., "A student shall have a 2.0 G.P.A. on a 4.0 scale, or its equivalent from the semester immediately preceding participation, in order to be eligible to participate in any interscholastic extracurricular activity. The provisions of this subsection shall not apply to special education students placed in class C and class D programs.
- D. Students receiving F grades at the grading quarter, but deemed eligible at the semester will be placed into an "Academic Probation" status, meaning that they will be refrained from participating in games until the grades in question come up to the necessary level.

#### **Section 800.2 - Food Services**

- A. All students participate in the school breakfast and lunch programs. The cafeteria provides two meals daily for day students and three meals per day for residential students. Food Services may be contacted (505) 733-2722 / 2724.
1. Breakfast - 7:20 a.m. - 7:50 a.m.
  2. Lunch - 11:00 a.m. - 1:15 p.m.
  3. Dinner - 5:00 p.m. - 5:30 p.m. Provided for residential students only (including Sunday's).
  4. Snacks - K-2<sup>nd</sup> grades only.

Students unavailable to attend the cafeteria during lunch due to discipline, health, or emergency will be fed

in the school administration area. Food request documents can be found in the food service policy manual.

### **Section 800.3 – Student Counseling**

- A. Guidance Counseling is available for all students. Parents, guardians and/or students may refer or request counseling services for their child. However, the scope for counseling services would be within the limits of the counselors' licenses. Counseling referral process are as follows:
  - 1. Parent/Guardian/Student completes a CCS Counseling Referral. Referral is located on the school website, resources tab.
  - 2. Intake meeting between all parties involved is scheduled.
  - 3. Students Counseling Plan and/or Behavior Intervention Plan (BIP) is developed for the student by all parties involved after a thorough Behavior Assessment Plan (BAP) is conducted.

### **Section 800.4 - Student Assistance Team (SAT)**

- A. The Student Assistance Team (SAT) is a team that consists of teachers, counselors, administrators, parents, students and any other person that has an interest and role in promoting student success. The SAT functions as a support team to teachers, staff, students and parents/guardians, whose primary goal is to assist students who have been identified and referred to the team due to being at-risk academically or behaviorally. The SAT's focus during meetings is to have everyone look at the positive capabilities of each student and build upon those strengths.
- B. The school's Student Assistance Team (SAT) generally follows the Manual and Procedures provided by the Public Education Department in the State of New Mexico. Listed below are the pertinent referral process for the SAT:
  - 1. Students can be referred to the SAT by teachers, parents or counselors only after other strategies have been used to assist a student in the classroom or in the school setting in general.
  - 2. After various strategies have been documented as being implemented and unsuccessful with the student, a referral form will be submitted to SAT, (Counselors, and Administrators). After the referral is received and reviewed to be completed the SAT will set a meeting date and notify all parties involved to attend the meeting. If the SAT referral is incomplete, then it will be sent back to the referring person for further interventions and/or documentations.
  - 3. Once student SAT meetings are scheduled, there will be follow-up meetings to further assist students if needed.
  - 4. If the student continues to experience difficulties, the SAT Team will determine the next course of action, which could include amending the Intervention Plan, determining 504 eligibility or referring the student to the ESS department for potential evaluation.

### **Section 800.5 - Suspected Child Abuse/Neglect (SCAN)**

- A. The Indian Child Protection and Family Violence Prevention Act of 1990 requires the reporting and any suspicion of child abuse and/or neglect, (emotional, physical, sexual, medical, educational) or child neglect to both the Navajo Nation Law Enforcement and the Navajo Nation Department of Social Services, or to the designee in order to properly report the abuse or neglect.
- B. The CCS Administrative Inquiry Team (AIT) will decide if a SCAN report is warranted.
- C. The procedures listed below will be followed to make a formal SCAN report:
  - 1. Persons with the first knowledge of suspected abuse/neglect of a child will inform the AIT Team, Principal, or designee.

2. AIT Team will then assist the reporting person to document in writing the suspected child abuse/neglect on a SCAN form.
  3. AIT Team will then inform the appropriate agencies in writing and by phone to Social Services and law Enforcement agencies.
  4. AIT Team will work with the appropriate agencies to ensure that the well-being and safety of the child is secured.
  5. AIT Team will work with all agencies involved to seek medical attention when necessary.
  6. All documentation will be filed and kept confidential by the (AIT) in order to keep the child and reporting person(s) safe.
- D. The following phone numbers are numbers that may be used to report SCAN cases. Certain social service agencies have jurisdiction over certain areas depending upon where the student lives. Here is a list of child abuse report numbers:
1. Bureau of Indian Affairs Child Abuse Hotline: 1-800-633-5155
  2. BIE SCAN Office: 505-563-5290/505-563-5229 FAX 505-563-5292
  3. Crownpoint Navajo Police Department: 505-786-2050 FAX 505-786-2063
  4. Navajo Nation Social Services, Crownpoint: 505-786-2237 FAX 786-2238
  5. Navajo Nation Social Services, Fort Defiance Office: 928-871-7978 FAX 928-871-8570
  6. Navajo Nation Social Services, Shiprock Office: 505-368-1185 FAX 505-368-1177

## **CHAPTER IX. SCHOOL ENVIRONMENT AND STUDENT DISCIPLINE**

### **Section 900.1 - Philosophy of Discipline**

- A. The school policies are written and enforced to ensure that all students and staff are safe in our school. Ch'oooshgai Community School, along with parents and guardians, will try to teach each child that they have to make the right choices now and in their future, in order to live a good life. The goal of Ch'oooshgai Community School is to maintain and support the three behavioral expectations of Safety, Respect, and Responsibility. CCS will support these behavioral goals and teachings by enforcing the school discipline policy.
- B. Effective education of students requires a school environment where students feel safe and secure. CCS is committed to maintaining an environment that will support learning where students and staff are safe from violence, threats, name-calling, intimidation, and unlawful behavior. The school discipline policy will apply to students while they are on the school campus or at a school sponsored event, (sports events or social events).

### **Section 900.2 - Campus Rules**

- A. Ch'oooshgai Community School expects students to behave at all times and in certain areas of the school. Below is a list to reinforce all other school rules.
  1. Hats and caps are to be worn outside the building only. If students "forget", they will be asked to remove hats until they go outside.
  2. Beanies and bandanas are not allowed on the school campus or the bus.
  3. Students arriving after 8:00 a.m. must stop at the office for an admission slip before going to class.
  4. Any types of trading cards/stickers (i.e. Pokémon) are not allowed at school. Leaving these items at home will keep students focused on their learning and limit opportunities for loss, theft, or selling during school time.
  5. No pets are allowed, unless approved by school administrators, parents, and teachers for classroom presentations. The pet is to leave with the parent immediately after the classroom presentation is

complete.

6. Forgotten items from home (i.e. homework and messages for individual students about after school activities or transportation) should be dropped off or left with the front office secretary or attendance clerk.
7. Teachers will escort students from the building to the bus. Parents may pick up students at the front of the academic building.
8. For the safety of all students and staff, every visitor to the school is required to first go to the school office, sign in as a visitor, and receive a visitor's badge. No one should be in the school or on campus unless they are wearing a visitor's badge.
9. Students are to leave campus promptly after school ends, unless they are staying for a club meeting, athletic event, detention, tutoring, etc. If staying for one of these activities, the student must report promptly to the teacher or sponsor who will be supervising him/her. If a student is not picked up by 3:45 p.m., it becomes a safety issue and administration will make arrangements with individuals to have the child picked up. The homeroom teacher will stay with the student for safety purposes until the child is picked up.
10. Students must use appropriate language and voice volume at all times. Remember to use your PAX voice.
11. Students must respect school property and avoid littering.
12. Food is allowed only in the cafeteria unless otherwise designated.
13. Students not under direct supervision of a staff member must have a Hall Pass or Residential Pass.
14. When playing, the following guidelines are in effect: no tackling, hitting, tripping, pushing and/or horse-playing. Play only in designated areas and return all borrowed equipment promptly. Remember to be a PAX leader.
15. Skateboards, non-motorized vehicles, roller skates, or in-line skates, Heelys or built-in roller skate shoes, may not be used or worn on campus at any time.
16. Motorized vehicles, such as mopeds or go-carts, may not be ridden or driven on campus at any time.
17. Walk, do not run, on all sidewalks and in the buildings.
18. Throw only playground balls, not sand, rocks, snowballs, or any other objects that could injure others or result in property damage
19. Take turns when using the playground equipment.
20. Recess ends when the whistle is blown, proceed with your teacher to the classroom.
21. Settle differences peacefully, without fighting, threats, name-calling or put-downs. Ask for help from a teacher or another adult when you can't resolve differences yourself.
22. Students are not to leave campus at any time. Students must tell staff where they are at all times.
23. Inappropriate use of the following school supplies is not allowed. This includes among all others correction fluid, paper clips, rubber bands, markers/pens, pencils, paper, sharp objects (scissors, staples, compasses) and other school items.

### **Section 900.3 –Electronic Device and Cyber Bullying**

- A. Cell phones, earbuds/headphones, tablets and all other electronic devices are not allowed on campus or buses. Once a student is on CCS school grounds or property, cell phones need to be off and remain concealed so it is not a distraction in learning. See *Table of Infractions on Major Offenses*, item 25.
- B. Cyber bullying of any Ch'ooshgai Community School student in any form is prohibited. Examples include posting unflattering photographs or videos or videos of fights or bullying on cell phones or social networking sites (i.e. Facebook, You Tube). Any media for public display or used privately to denigrate other CCS students or staff are not allowed.

#### **Section 900.4 – Policy on Electronic Video Surveillance**

- A. CCS is equipped with video surveillance cameras. It is used to keep the school safe at all times by monitoring any activities inside and outside the school building.
- B. The surveillance camera will be used in aid of any investigation that occurs from any incident report that is duly filed.

#### **Section 900.5 – Prohibited Items**

- A. The following items will be confiscated during search and seizure by administration or designee. If these items are brought to school (\*) they will be confiscated by administration or designee and retained/disposed of by CCS if they are a day student; or from residential staff if they are a residential student. Students will be assigned appropriate consequences for possession of these items in accordance with the Student Handbook.

Drugs	Alcohol	Weapons
Tobacco/Vape devices in any form	Balloons	Chains
Glass containers	Eggs	Sunflower/Pinon seeds
Glue (industrial strength)	Trading cards (i.e. Pokémon)	Aerosol cans
Mercury	Electronic device/games	Hair coloring solution
Pepper spray/mace	Shaving cream	Skateboards
Paint	Permanent markers	Personal scrapbooks
Fireworks/Snap caps	Pornography	Rubber bands
Smoke/stink bombs	Inappropriate stickers	Shoes with built-in roller-skates/Heeleys/steel toes
Laser light pointers	Personal alarms	Water guns

#### **Section 900.6 - Policy on Food, Candy and Gum**

Chewing gum, candy, food, tree nuts, sunflower seeds and any drinks other than water will not be allowed to be brought on the school campus. Certain food items may be allowed if they are approved by the administrator and the teacher for a planned event, i.e. holiday or birthday celebrations. Ch'oooshgai Community School strives to offer the healthiest foods and drinks to our students and community during school/residential hours as well as during school- sponsored events. Medical exceptions will be made based on doctors' statements.

#### **Section 900.7 - Search and Seizure**

- A. Students have the right to privacy and freedom from unreasonable search and seizure of property as stated by the Fourth Amendment of the United States Constitution. Students' rights are balanced by the school's responsibility to protect the health, safety, and welfare of all of its students and staff. School administration or designee may conduct searches under the following guidelines:



- B. A school official shall have reasonable cause to search a student.
- C. The reasonable cause is based on personal knowledge, observation, or reports that the student has violated or is violating a law or school rule.
- D. The search conducted shall be reasonable and related to the objectives of the search.
- E. The search shall not be excessively intrusive or time consuming when considering the age and gender of the student.

#### **Section 900.8 - Use of Physical Contact/Restraint**

- A. Any administrator, teacher, or other school employee who is CPI certified and entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain a safe environment when danger is present.
- B. Physical contact/restrain will only be used as a last resort to maintain the safety of the student and others.

#### **Section 900.9 - Drug Free School Zone**

- A. Ch'ooshgai Community School is designated a Drug Free School Zone. Any person who violates this policy by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary actions and criminal prosecution in accordance with Navajo Nation Laws, New Mexico Statutes, and/or United States Federal Laws.
- B. The non-medical use, possession, distribution, manufacturing, or sale of drugs on or near school property, at a school sponsored event, on the way to and from school, at a bus stop, or on a bus is prohibited. For the purpose of this policy, drugs shall include, but not limited to the following:

Marijuana	Prescription-only drugs	Narcotic drugs
Inhalants/vapor releasing substances	Hallucinogens	Stimulants
Depressants	Barbiturates	Anabolic Steroids
Alcoholic beverages	Synthetic drugs	Deodorants
Bath beads/salts	Methamphetamines	Household stuff
Sudafed	Listerine	
Drug "look-alikes" or substances represented or used as drugs (aerosol sprays, vapors, etc.)		
Over-the-Counter medications and/or mouthwash		

#### **Section 900.10 - Weapons Policy**

- A. No student shall carry or possess weapons, look-alike weapons, or simulated weapons on school premises at any time or in any circumstance or at any school sponsored events.
- B. Bringing of weapon (real or look alike) may be punishable by expulsion. This policy for weapon is based on the 20 U.S.C. (United States Code), statute 7151, P.L. 100- 297, P.L. 107-110, N.C.L.B., & P.L. 103-382, and the Gun Free School Act of 1995.

- C. A “weapon” is any knife, firearm, explosive, chemical mace, pepper spray, or any other object, even if manufactured for a non-violent purpose, that has a potentially violent use. Or any “look-a-like” object which resembles an object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

#### **Section 900.11 - School Bus Safety**

- A. Riding the school bus is a privilege, not a right. Students must adhere to the rules of conduct. Students who behave inappropriately shall be disciplined and may lose their bus privileges, and parents/guardians will have to make arrangements for their child to get to school.
- B. Vandalism of buses is prohibited. Any incident related to vandalism will be treated very seriously. Anyone who vandalizes the school’s property will be charged for replacement or repair of the vandalized item/object.
- C. Consequences of Misconduct on the Bus
  - 1. Students who do not follow the school-wide expectations set for riding the school bus will not be able to ride the bus. In cases of misbehavior, incident reports will be written by the driver and given to the Principal. A copy of the incident will be given to the parent/guardian.
  - 2. School staff have the legal authority to respond to problems that occur on the way to and from school and/or at the bus stop. Bus drivers have the authority to enforce the behavioral expectations on the bus. All school rules and consequences are in effect at the bus stops if a rule is violated. If problems occur at the bus stop, please notify the school administrator for help in resolving any concerns.

### **CHAPTER X. CATEGORIES OF MISCONDUCT AND RANGES CONSEQUENCES**

- A. Ch’ooshgai Community School employees must report any known student’s offenses to parents/guardians, supervisors, and other authorities, such as law enforcement, using an incident report form. Parents will be responsible for transporting to and from school if the student is suspended from the residential department.

#### **Section 1000.1 – Minor Offenses**

- A. Definition: Minor Offenses are those misbehaviors of students that can be addressed at the Classroom/Department Level using PAX strategies.
- B. Each Teacher shall have a written Classroom Management Procedure including PAX Vision. It must be conveyed to the principal, the students and the parents. The following minor offenses will be included in a Teacher Classroom Management Procedure developed by each teacher:
  - 1. Inappropriate Verbal Language (Not directed toward anyone)
  - 2. Defiance/Disrespect/Non-Compliance
  - 3. Disruption
  - 4. Property Misuse
  - 5. Dress Code Violation
  - 6. Electronic Device/Technology Violation
  - 7. Tardy (minor) less than 5 minutes
  - 8. Other
- C. Teachers will determine the consequences for each incident based on their Classroom Management Procedure.

- D. Should the incident become habitual and could no longer be handled at the classroom level, teachers must submit a written incident report with attachments of all documentations to the principal or his/her designee. (see referral flow chart-appendix)

### **Section 1000.2 – Major Offenses**

- A. Definition: A major incident is that which seriously disrupts the school, endangers the student or any others at the school, or when several minor incidents (the same or different) have occurred, indicating repetitive disruptive behavior(s).
- B. If a student has three (3) different/same major incident at different times or in one event or if they are the same incident or three different types of incidents, then the first incident will fall under the 1<sup>st</sup> column, the student's second incident will fall under the 2<sup>nd</sup> column, and the third incident will fall under the 3<sup>rd</sup> column and will be an automatic expulsion from the school/residential department.
- C. If a student has more than one major incident committed at the same time, the incident with the maximum penalty will be enforced.
- D. In more severe cases the student's first major incident may have a penalty of expulsion from the academic/residential department.
- E. Counseling is mandatory for all students with documented incidents.
- F. Table of Infractions on Major Offenses

Incident	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
1. Abusive Language/ Inappropriate Language/Verbal Language Racial Comments/Remarks (Directed toward someone)	Suspension up to 1 day and/or alternative discipline such as a letter of retribution. Student must return with parent for a meeting to determine further action if suspended.	Suspension up to 3 days, referral to Counselor and/or SAT. Student must return with Parent for re- admission. Student/Parent conference and signing of Behavior Contract.	Student to be expelled with the parent right to appeal the decision within 5 days.
2. Aggressive Confrontation	Aggressive confrontation (student to student) Mandatory mediation. (student to staff) Up to 2 days of suspension and mandatory counseling.	Aggressive Conference (student to student). New event, mandatory mediation and counseling. Recurring event up to 2 days of suspension continued mediation and counseling. Behavior contract.	Aggressive conference (student to student) New event – up to 3 days of suspension and behavioral contract. Next event is Long term suspension.  Recurring event same student Long term suspension.  (student to staff) Long term suspension.

3. Fighting/physical contact	(Student to student) Suspend to parent conference (based on severity and/or intent up to 2 days of suspension and notification of law enforcement). Mandatory mediation and counseling (student to staff) Pending intent up to expulsion notification of law enforcement.	(student to student) Placed on behavior contract and continued counseling. Notification of law enforcement. (student to staff) Expulsion and notification of law enforcement.	(student to student) Long term suspension  Student returns on behavior contract.
4. Defiance/Disrespect/Insubordination Non-Compliance/Disorderly Conduct	Suspension up to 1 day and/or alternative discipline such as a letter of retribution. Student must return with parent for a meeting to determine further action if suspended.	Suspension up to 3 days, referral to Counselor and/or SAT, Student must return with Parent for re-admission, Student/Parent conference and signing of Behavior Contract	Student to be expelled with the parent right to appeal the decision within 5 days.
5. Lying/Cheating	Counseling referral and notify parents. If cheating, zero grade on assignment/test.	Counseling referral, parent notification. If cheating, zero grade on assignment/test.	Suspend up to 3 days, mandatory conference, counseling and placed on behavior contract. Violation of contract long term suspension
6. Harassment/Bullying/Threat Intimidation  Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.	Suspension up to 3 days, mandatory retribution letter, counseling referral, and student must return with parent for a meeting to determine further action. Further action can include expulsion when the 'safety of others' is an issue.	Suspension up to 5 days, student must return with Parent for re-admission, Student/Parent conference and signing of Behavior Contract.	Long term suspension from Ch'ooshgai Community School.
7. Disruption Endangers other students, or disrupts learning	Suspension up to 1 day. Referral to counseling. Student must return with parent for a meeting to determine further action if necessary.	Suspension up to 2 days, perform assigned community service, return to class with parent/guardian escort as deemed necessary upon re-entry. Student/Parent conference and signing of Behavior Contract.	Expulsion from Ch'ooshgai Community School
8. Habitual Tardiness <i>Third offense in same time frame per Semester</i>	Refer to attendance policy, Parent meeting	Attendance Contract Parent/guardian escort	Community School Refer to attendance policy, SCAN filing if warranted. Mandatory tutoring and summer school.

9. Skip Class/Truancy (Absent without permission and no authorization to leave designated area)	Refer to attendance policy Mandatory parent conference. Completion of assigned community service.	Student/Parent conference and signing of Behavior Contract. Community Service after school, attendance contract	Mandatory tutoring and summer school, Privilege restriction.
10. Forgery/Theft/Larceny/ Breaking-In/Burglary/ Robbery/Trespassing	Suspension up to 2 days <u>and</u> student must return with parent for a meeting, restitution, and retribution letter. Involve law enforcement.	Suspension up to 3 days, student must return with Parent for re-admission, Student/Parent conference and signing of Behavior Contract. Restitution, and retribution letter, involve law enforcement.	Expulsion from Ch'ooshgai Community School
11. Dress Code Violation	Suspension up to 1 day and Student must return with parent for a meeting to determine further action.	Suspension up to 2 days, Student must return with Parent for re-admission, Student/Parent conference and signing of Behavior Contract.	Expulsion from Ch'ooshgai Community School
12. Inappropriate use of school issued Electronic Device/Technology Violation	Suspension up to 2 days and Student must return with parent for a meeting to determine further action. Further action can include expulsion when the 'safety of others, 'is an issue.	Suspension up to 3 days, Student must return with Parent for re-admission, Student/Parent conference and signing of Behavior Contract Further action can include expulsion when the 'safety of others' is an issue.	Expulsion from Ch'ooshgai Community School
13. Student caught in unauthorized school location/Off Campus Boundary/Unauthorized group activity/Ganging	Suspension up to 2 days and Student must return with parent for a meeting to determine further action. <i>Further action can include expulsion when the 'safety of others,' is an issue.</i>	Suspension up to 3 days, Student must return with Parent for readmission, Student/Parent conference and signing of Behavior Contract Further action can include expulsion when the 'safety of others' is an issue.	Expulsion from Ch'ooshgai Community School
14. Public Display of Affection	Suspension up to 2 days and Student must return with the parent for a meeting to determine further action. Referral to counseling.	Suspension up to 3 days, Student must return with Parent for readmission, Student/Parent conference and signing of Behavior Contract, continuance of counseling	Long term suspension

15. Use/Possession of Tobacco (in any form)* <i>This includes electronic cigarettes and vaping.</i>	Suspension up to 3 days, referral to counselor. Parent-Student conference	Parent Conference Report for Substance Abuse Assessment, Behavior Intervention Plan, Possible expulsion from CCS if severe enough. Behavioral contract	Expulsion from Ch'ooshgai Community School
16. Use/Possession of Alcohol (in any form)*	Suspend to parent conference and proof of enrollment in counseling Parent Conference- Referral for Alcohol/drug/behavior Screening/Counseling Alcohol/Behavior contract Contact law enforcement Mandatory tutoring.	Expulsion from Ch'ooshgai Community School	
17. Use/Possession of Drugs (green leaf substance, and the like, including vape with THC)*	Suspend until Parent Conference. Referral for drug/alcohol/behavior screening, Drug/behavior contract, mandatory tutoring. Contact law enforcement	Expulsion from Ch'ooshgai Community School	
18. Distribution of: Drugs, alcohol, prescribed medication, tobacco	Expulsion from CCS due to the safety of other students. Contact law enforcement		
19. Use/Possessions of combustible items (matches, lighters, fireworks, gas, rubber cement, etc.)	Suspension up to 3-5 days, Parent conference Signing Behavior Contract. Possible expulsion if severe enough. law enforcement referral if warranted.	Expulsion from Ch'ooshgai Community School	
20. Vandalism/Property Damage	Suspension for 3-5 days, Student conference and Sign Behavior Contract. Pay/Replace damaged item.	Expulsion from Ch'ooshgai Community School. Pay/Replace damaged item.	
21. Sexual Harassment/Sexual Offences	Notification of law enforcement, suspended until completion of peacemaker and based on severity and intent expulsion. Mandatory counseling.	Expulsion from Ch'ooshgai Community School.	
22. Obscene Gesture/Lewd Behavior or Language (Electronic, Verbal or Written; example: simulating masturbation, throwing a finger)	Suspension for 2 days and student must return with parent for a meeting Mandatory counseling and letter of restitution	Suspension for 3 days, Student/Parent conference and signing of Behavior Contract continued counseling and mandatory letter of restitution.	Expulsion from Ch'ooshgai Community School.

23. Bomb Threat/False Alarm. Includes simulated or fake material to cause alarm.	Based on intent & severity, up to Three (3) days suspension Expulsion from CCS if severe. Notification of Law Enforcement and refer for counseling	Expulsion from Ch'ooshgai Community School.	
24. Arson	Expulsion from Ch'ooshgai Community School.		
25. Cell Phones/Ear buds – CCSBE recognizes the use of cell phones for safety purposes when coming to and from school to stay in contact with parents/guardians. Once a student is on campus the phone will be turned off and kept in the student's bag or pocket. Any phone turned on between 7:20 am and 5:00 pm is a violation of this cell phone policy. If student participates in school sponsored activity (sports practice, tutoring, after-school clubs, etc), phone and/or earbuds will be turned off	If a phone and/or earbuds is found in use during instructional hours, the phone will be confiscated and kept by the school until a parent conference where future violations of the policy will be discussed	Phone and/or earbuds will be confiscated and can only be claimed by a parent/guardian. Administration has the option to give student up to three days of lunch detention and/or suspension from school activities and student will sign contract warning them of consequences of third offense.	Phone and/or earbuds will be confiscated and will be kept until the end of the semester. The device will be returned to the parent/guardian. "If a second device is confiscated the student will be charged with infraction #3 insubordination and consequences will start at step #2."
26. Use/Possession of WEAPONS on school property or at school-sponsored events.	Based on intent, notification of law enforcement. Suspension up to Expulsion from CCS. This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1995, 33 U.S.C. §3351; the 20 U.S.C. statute 1415 and P.L. 107-110, N.C.L.B. and P.L. 103-382,	For purposes of this policy, a "weapon" is any knife, firearm, explosive, chemical mace, pepper spray, or any other object, even if manufactured for a non-violent purpose, that has a potentially violent use. Or any "look-a-like" object that resembles and object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.	

**Note:**

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

Depending on the type of substance per Navajo Nation, State, and/or Federal law, the minimum consequence may vary and maximum (expulsion) may be recommended and implemented

For purposes of this policy and depending on the nature and the circumstances of the offense, other behavior resolutions such as but not limited to, Community Service, Counseling, Documented Warning, Privilege Restriction, Transfer to Alternative Program, Referral to Juvenile Justice System, Removal to an Alternative Setting by Authorities, Probation, Transfer to Institution, Demerit, Letter of Apology, Reprimand, Office Detention, Physical Activity, In-School Suspension, Out-School Suspension, and Removal to an Alternative Setting by School Authority will also be implemented across behavior events at the discretion of the behavior administrator handling the particular behavior event.

## **CHAPTER XI. STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS**

### **Section 1100.1 General Policies**

- A. Prior to initiating any disciplinary measures for any student a determination shall be made as to whether the student is in a Special Education Program, is being served under Section 504, or is being screened/evaluated for either program. Student within any of these categories shall be diverted to the Special Education Disciplinary procedures.
- B. Counseling is mandatory for any disciplinary incident.

### **Section 1100.2 - Due Process Rights**

Every student is entitled to this Due Process in every instance where a disciplinary action for an alleged violation of school regulations is possible. In order that each student knows his/her rights under these rules of Due Process, the following procedures are outlined:

### **Section 1100.3 - Minor Disciplinary Incidents**

- A. Cases of classroom or school misbehavior not in the table of major infractions, are considered to be minor incidents. These incidents must be dealt with at the classroom level using PAX strategies and following the classroom management procedure. Teachers must have proper documentation.
- B. These minor incidents will have informal disciplinary action applied. This action includes:
  - 1. The student will be notified of the school rule broken or misbehavior observed and also of the consequences of that behavior.
  - 2. When a student is referred to the office for misbehavior he/she will be asked for an explanation of the incident before any disciplinary action is taken.
  - 3. The student shall make a written statement. If a student refuses to write, a documented interview is necessary.
  - 4. The student's signature on the disciplinary referral indicates that they have had an opportunity to tell their side of the story. If the student refuses to sign, it will be noted on the disciplinary referral. That is, where the student should sign, the words "student refused to sign" will be written.
  - 5. Informal disciplinary action may range from counseling the student or "time-out from the classroom" to



being assigned a school service project to being sent home for parental counseling or requesting a parent/teacher conference at school or a short term suspension assigned by the principal or his designee.

#### **Section 1100.4 - Major Disciplinary Incidents**

- A. Definition: A major incident is an incident which seriously disrupts the school, endangers the student or any others at the school, or when several minor incidents (the same or different) have occurred, indicating repetitive disruptive behavior(s).
- B. Major incidents include, but are not limited to, those offenses which are specifically defined in CHAPTER X. These incidents will result in long- term suspension or expulsion as noted in CHAPTER X.
1. Short Term suspension means the withdrawal of the privilege of attending school for a period of 1 to 3 days. Loss of rights to attend any school activity/function as a participant or spectator.
  2. There is not a right to appeal a short-term suspension.
  3. A written record of the decision will be kept in the student's file.
  4. Long Term Suspension – Suspension greater than 5 days up to one semester.
  5. NO MAKE UP WORK IS GIVEN DURING OUT OF SCHOOL SUSPENSION
  6. Expulsion means the permanent withdrawal of the privilege of attending school at Ch'ooshgai Community School (CCS) for a period of one calendar year. This is the hardest penalty that could be given to an erring student. Should this happen, the following procedure will be done:
    - a. The student shall receive verbal and/or written notice of the alleged misconduct and the evidence that exists to support the allegation.
    - b. The student shall be provided with the opportunity to explain his/her version of the facts in writing.
    - c. The school officials involved shall make reasonable efforts to verify facts and statements prior to making a recommendation regarding the relevant disciplinary action.
    - d. If the behavior is against the law, the proper law enforcement agency will be contacted.
    - e. The student's parent/guardian will receive verbal notice (as long as contact numbers are available and current.)
    - f. A written notice of Intent to Impose a Long-Term suspension shall be hand delivered to the parent/guardian.
    - g. This letter will explain the offenses, the recommendation, and the rights of the parent/guardian to request a formal hearing (that is the right to appeal the Long-Term Suspension).
    - h. Expulsion requires official action of the CCS Principal or designee.
    - i. A written notice will be provided to the student and parent/guardian if a student is subject to expulsion or long term suspension from school and this formal notification will include instructions regarding the school's due process procedure.
    - j. The number of days of suspension or expulsion will be determined by the incident as outlined in CHAPTER X. The suspension/expulsion will be enforced as a temporary measure pending an appeal.
    - k. This temporary suspension/expulsion will be put into effect immediately, if necessary, as determined by the principal or his /her designee.
    - l. The temporary suspension /expulsion will be treated as a short - term suspension if the student/parent requests an appeal.
    - m. The parents/guardians will have five (5) working days to submit an appeal in writing to the appropriate school administrator.

- n. If no appeal is filed within the five days, the suspension/expulsion will cease to be temporary or short term and it will become a long term suspension or expulsion.
- o. All documentation will be recorded in the student's file.

#### **Section 1100.5 - Right to Appeal**

- A. Each student has the right to appeal a major disciplinary action.
  - 1. The FIRST appeal shall be made to the Principal. The appeal will be heard by the Administrative Inquiry Team within 5 days of the written appeal.
  - 2. The LAST and final appeal shall be to the CCS School Board in consultation with the principal. The appeal must be in writing and filed with the School Board Office within 5 days of conclusion of the Administrative Inquiry Team decision.
- B. Each student requesting an appeal for a major disciplinary action will be given a fair and impartial hearing. At the hearing each student has the right to:
  - 1. Have their parent/guardian present. Parents/guardians will be notified before the hearing. If the parent does not attend the hearing, the hearing may be held without them.
  - 2. Be represented by lay or legal counsel of student's choice.
  - 3. Confront and question any witnesses
  - 4. Examine and question any evidence
  - 5. Bring witnesses on the student's behalf
  - 6. Present evidence on the student's behalf, not be required to testify against him/her.
  - 7. The student will be notified of the hearing committees decision
  - 8. Student has the right to a written record of the hearing, including all findings of facts and decisions in each case.
- C. If it is found that the student did not break the school rule, all records of that incident will be removed from the student's record.

#### **Section 1100.6 - Enrollment & Return of Expelled Students**

- A. Any student who is serving a current expulsion term/period from any other Public School District, Charter, Grant or any Bureau funded school WILL NOT be accepted at CCS.
- B. School Authority reserves the right to admit or deny students who have been expelled from CCS even if student has served the expulsion term/period. In cases where students are admitted, a behavior contract that is duly signed by parent/guardian and school authorities will be imposed for the students upon enrollment.

#### **Section 1100.7 - Special Education DISCIPLINARY PROCESS**

- A. Students served by the Special Education Program will follow the same process like the general education students. However, in cases of suspensions that may exceed ten (10) days and may result in a change of placement, a Manifestation Determination will be made. The Multi-Disciplinary Team (MDT) will review the student's behavior and its relation to his/her disability.

## Appendix 1 PAX

PAX is a set of strategies to help students learn important self-management skills while collaborating to make their classroom a peaceful and productive learning environment. Centered on the Good Behavior Game, PAX is not a classroom management program, but it makes managing classrooms much easier. The PAX Good Behavior Game (GBG) contains the combined science from the youth violence prevention program called PeaceBuilders, the good behavior game, and other studies.

Both during the Good Behavior Game and outside of game time, a PAX classroom teacher uses many evidence-based behavioral *kernels*. These are simple practices that reduce transition time and support students in behaving appropriately and positively.

As both classroom adults and students become adept at PAX, students develop an extraordinary ability to turn on their attention voluntarily, to go up and down in excitement with grace; to handle distractions and disappointments well; to cooperate for common goals with other people of differing abilities and skills; and to notice and savor the daily joys of the environment they have created.

The kernels include:

PAX Vision - helps students to identify successful behaviors to meet the demands for different activities or environments.

PAX Leader – A student who exhibits the positive behaviors identified in the PAX Vision.

PAX Quiet - to gain students' attention in order to give verbal instructions or initiate a transition.

Granny Wacky Pack - students learn that they can achieve rewarding consequences with voluntary, cooperative efforts. They also learn to delay gratification. This important lesson is another step in teaching self-regulation.

PAX Timer – Method to actively engage students to be on task.

PAX Sticks (or other engagement system) – Method of random calling of students during lessons.

Tootles (a.k.a., “Nizhoni” awards.) – The opposite of tattles. Used to recognize when a student is being a PAX Leader.

PAX Voices – Used for students to identify what volume of voice is appropriate for a given situation.

Hands & Feet – To increase a student's body awareness to meet expectations of a given situation.

PAX OK/Not OK – Visual cues to help student identify appropriate behaviors for a given situation.

### PAX Promise

I am a PAX Leader, as you will see.  
So I better my world, and I better me.

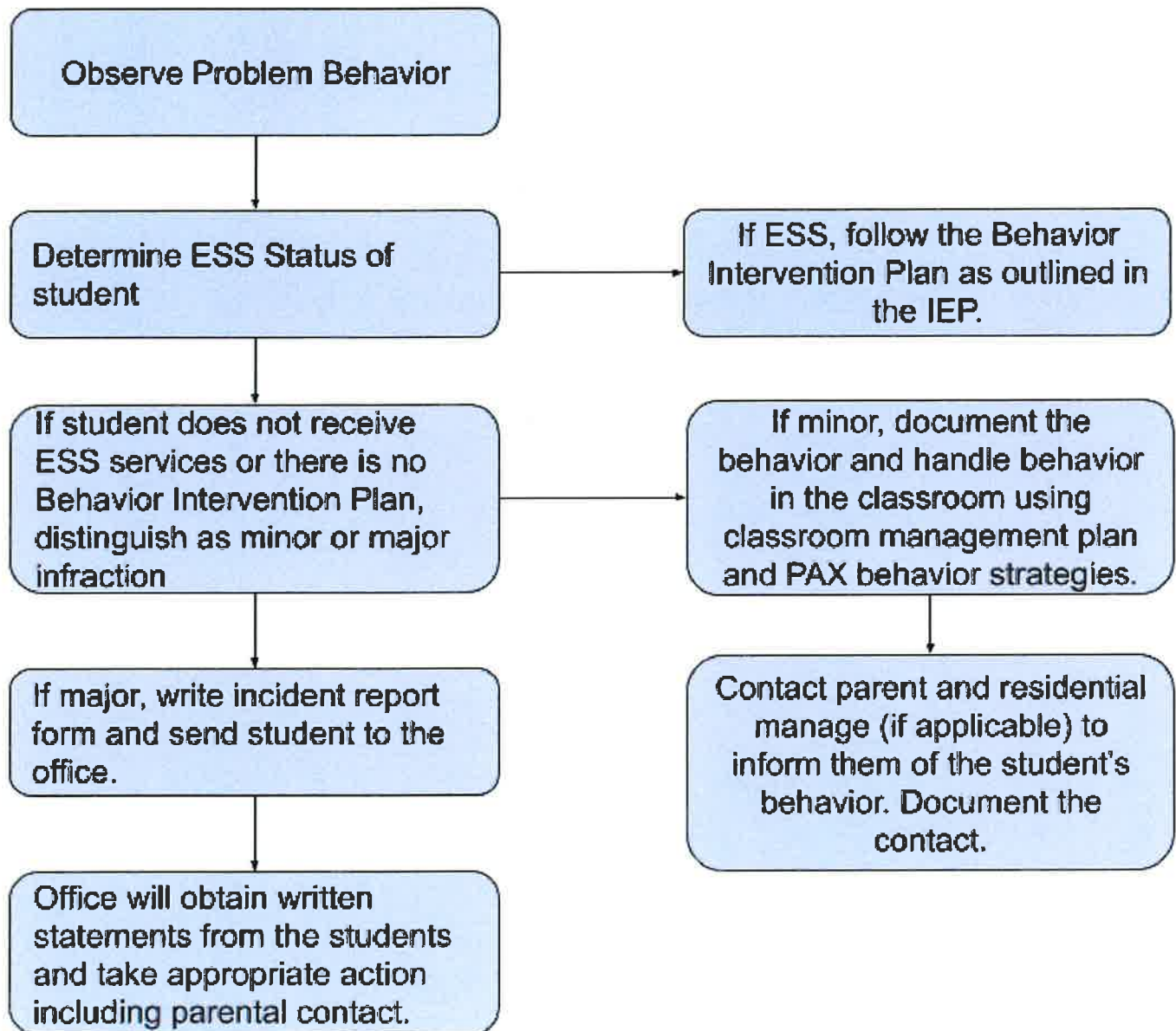
I honor PAX words and deeds.  
I offer help, and stop harm or blame.

I make my amends and rejoin our PAX aim.  
I find trusted guides to show me a PAX way.

I strive to improve PAX each day.  
I am proud to be a PAX Leader – at school, at home, at play, and in the world.

I BETTER MY WORLD, and I BETTER MYSELF.

**Appendix 2**  
Discipline Flow Chart



Note: If the student is in the SAT program, request further intervention (SAT Student Behavior Plan).

## APPENDIX 3

### Student Incident Report Form



#### Ch'oozhgai Community School Board of Education, Inc. Student Incident Report Form / Student Accident Report

Student:

Incident Date:

Grade: select

Referring Staff:

Time:

#### BIE LOCATION

- |  |   |                                    |   |
|--|---|------------------------------------|---|
| <input type="checkbox"/> Bus Loading Zone                  | <input type="checkbox"/> Cafeteria                                  | <input type="checkbox"/> Classroom | <input type="checkbox"/> Commons Area   |
| <input type="checkbox"/> Dormitory                         | <input type="checkbox"/> Field Trip                                 | <input type="checkbox"/> Gym       | <input type="checkbox"/> Hall/Breezeway |
| <input type="checkbox"/> Lobby                             | <input type="checkbox"/> Office                                     | <input type="checkbox"/> Restroom  | <input type="checkbox"/> Playground     |
| <input type="checkbox"/> Parking Lot                       |   |                                    |   |
| <input type="checkbox"/> Other location on school property | <input type="checkbox"/> On school function outside school property |                                    |   |
| <input type="checkbox"/> At a school function              | <input type="checkbox"/> Other:                                     |                                    |   |

#### BEHAVIOR EVENT

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Alcohol             | <input type="checkbox"/> Arson                 | <input type="checkbox"/> Battery                         | <input type="checkbox"/> Bomb Threat            |
| <input type="checkbox"/> Cheating            | <input type="checkbox"/> Code Violation        | <input type="checkbox"/> Fighting                        | <input type="checkbox"/> Forgery                |
| <input type="checkbox"/> Homicide            | <input type="checkbox"/> Kidnapping            | <input type="checkbox"/> Lying                           | <input type="checkbox"/> Non-Compliance         |
| <input type="checkbox"/> Physical Contact    | <input type="checkbox"/> Property Damage       | <input type="checkbox"/> Intimidation                    | <input type="checkbox"/> Breaking-In/Burglary   |
| <input type="checkbox"/> Bullying            | <input type="checkbox"/> Drugs, except alcohol | <input type="checkbox"/> Harassment                      | <input type="checkbox"/> Disorderly Conduct     |
| <input type="checkbox"/> Larceny/Theft       | <input type="checkbox"/> Property Misuse       | <input type="checkbox"/> Robbery                         | <input type="checkbox"/> Inappropriate Language |
| <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Sexual Battery        | <input type="checkbox"/> Sexual Harassment               | <input type="checkbox"/> Skip Class             |
| <input type="checkbox"/> Sex Offences        | <input type="checkbox"/> Threat                | <input type="checkbox"/> Tobacco                         | <input type="checkbox"/> Trespassing            |
| <input type="checkbox"/> Tardy               | <input type="checkbox"/> Vandalism             | <input type="checkbox"/> Verbal Language                 | <input type="checkbox"/> Vocal Aggression       |
| <input type="checkbox"/> Truancy             | <input type="checkbox"/> Positive Behavior     | <input type="checkbox"/> Possession of Combustible Items |   |
| <input type="checkbox"/> Weapon Possession   | <input type="checkbox"/> Other:                |  |   |

#### BEHAVIOR ROLE

- ☐ Offender
 ☐ Participant
 ☐ Victim
 ☐ Witness

#### SERIOUS BODILY INJURY & MEDICAL ISSUE

- |   |  |                                       |  |                                     |
|---|--|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Police Report            | <input type="checkbox"/> Alcohol Related | <input type="checkbox"/> Gang Related | <input type="checkbox"/> Drugs Related | <input type="checkbox"/> Hate Crime |
| <input type="checkbox"/> Bruises                  | <input type="checkbox"/> Open Wound      | <input type="checkbox"/> Swelling     | <input type="checkbox"/> Broken Bones  | <input type="checkbox"/> Bleeding   |
| <input type="checkbox"/> Medical Attention Needed |  |                                       |  |                                     |

#### BEHAVIOR RESOLUTION

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Community Service                   | <input type="checkbox"/> Counseling                                       | <input type="checkbox"/> Demerit                 | <input type="checkbox"/> Detention             |
| <input type="checkbox"/> Documented Warning                  | <input type="checkbox"/> Expulsion  | <input type="checkbox"/> Transfer to Institution | <input type="checkbox"/> Physical Activity     |
| <input type="checkbox"/> Privilege Restriction               | <input type="checkbox"/> Probation  | <input type="checkbox"/> Reprimand               | <input type="checkbox"/> IN School Suspension  |
| <input type="checkbox"/> Transfer to Alternative Program     |   |  | <input type="checkbox"/> OUT School Suspension |
| <input type="checkbox"/> Referral to Juvenile Justice System | <input type="checkbox"/> Removal to an Alternative Setting by Authorities |  |  |
| <input type="checkbox"/> Other:                              |   |  |  |

#### COMMENTS

Student Signature: \_\_\_\_\_

Referring Staff Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

## GLOSSARY

### 25CFR, Subpart H:

Section 25 'Code of Federal Regulations, '(CFR) are regulation and guidelines that all schools that are funded by the Bureau of Indian Education have to abide by. Subpart H applies to the residential guidelines for residential student living conditions.

### APTT:

Academic Parent Teacher Team – Model of family engagement involving families and teachers to work together in partnership to maximize student learning inside and outside of school.

### BULLYING:

Unwanted, repeated aggressive behavior (verbal, physical, social, or written) among school aged children that involves a real or perceived power imbalance. Includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

### IEP:

Stands for Individualized Education Plan. Usually the abbreviation IEP is used when dealing with Exceptional Education (Special Education) laws. Students in the Exceptional Education Program have an individualized plan that clearly states how the school, teachers, staff and parents will support and help the learning of the child in that program.

### Look-alike Weapons:

Look-alike weapons are objects or toys that are made to look like a weapon that is listed but not limited to the following: gun, knife, bow and arrow, cross bows, swords, spears, etc. Any object could be made to look like a weapon if it causes some type of bodily harm to someone.

### MDT:

MDT stands for multidisciplinary team. A multidisciplinary team is made up of team members whom can include students, parents/guardians, teachers, counselors, administrators, residential staff or other important staff who have an interest and effect on a child's education of students.

### New Mexico Compulsory School Immunization Law:

This is a law that all New Mexico school has to follow when students are enrolling each school year. This law states that every student must have all of their immunization shots updated before they can officially enroll and attend school. If the current information is not provided by parents/guardians about the updated immunizations that a child has received, then the school can drop the child from school enrollment. Please bring in the child's original immunization record or listing from their health care provider to the school each school year.

#### PAX:

The PAX Good Behavior Game is an environmental intervention used in the classroom to create a nurturing environment that is conducive to learning. The intervention is designed to reduce off-task behavior; increase attentiveness; decrease aggressive and disruptive behavior, as well as shy and withdrawn behavior. PAX also has been shown to improve academic success, and improve mental health and substance abuse outcomes later in life.

#### Simulated Weapons:

Any object or toy that looks like a weapon or has the same function as a weapon, for example, any object that can cause bodily harm. Some examples are as follows but not limited to: rocks, sharp paper clips, rubber bands used inappropriately, sharp wooden or plastic objects, etc.

#### SAT:

SAT stands for *Student Assistance Team (SAT)*. The SAT is responsible for assisting students after a teacher or staff has referred a child to the SAT process and after the teacher and staff has tried every possible intervention to help a child with their education or behavior. The SAT will meet within two weeks after receiving a properly completed referral.

#### Weapon:

A “weapon” is any knife, firearm, explosive, chemical mace, pepper spray, or any other object, even if manufactured for a non-violent purpose, that has a potentially violent use. Or any “look-a-like” object that resembles an object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

CH'OOSHGAI COMMUNITY SCHOOL

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505-733-2700

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