

Wide Ruins Community School

STUDENT /PARENT HANDBOOK

School Year 2020-2021



Wide Ruins Community School
P.O. Box 309
Chambers, Arizona 86502
Telephone: 928-652-3251
Fax: 928-652-3286

Adopted by Wide Ruins Community School Board on July 14, 2020

Mrs. Glenna Thompson, Governing Board President

Table of Contents

HISTORY	4
Vision	4
Mission Statement.....	4
Philosophy.....	4
Theory of Action	5
Goals.....	5
Strategies.....	5
AdvancED Accreditation-Navajo Nation	5
Wide Ruins Community School Staff	6
Daily Schedule.....	8
Enrollment Application	8
Registration Requirements	8
Change of Address.....	8
Attendance Policy.....	8
Arrival	9
Dismissal.....	9
Class Time.....	9
Check Out	9
Academic Information	10
Grade Reports	10
Parent Conferences	10
Grading Scale	10
Homework.....	10
Student Incentives.....	11
Retention/Promotion.....	11
Textbooks and School Supplies	11
Study Skills.....	11
Tutoring.....	11
Child Study Team.....	12
Special Education Program.....	12
Counseling	12
Parent Involvement	13
Visitors	13
Assemblies, Programs, and Athletic Competitions.....	14

Telephone Usage.....	14
Sales	14
Valuables /Personal Items	14
Searches	14
Property Damage.....	14
Lost and Found.....	14
Medical	15
Food Service	15
Playground.....	16
Field Trips	16
Sports and Clubs.....	16
Sports Practice.....	17
Sports and Club Transportation.....	17
Fire Drills	17
Dress Code	17
Social Interaction.....	18
Sexual Harassment.	18
General Rules of Conduct in the classroom, on the playground, buses, field trips, assemblies, and after school events	19
Student Discipline	19
Permissible Penalties	21
Procedural Guidelines.....	21
Due Process	22
Discipline of Special Education Students.....	25
Wide Ruins Community School Transportation Department	25
Bus Rules.....	25
School Bus Policies.....	26
Bus Discipline Procedures	27
Inclement Weather.....	28
Accidents/Breakdowns	28
PARENT/STUDENT/TEACHER COMPACT.....	30

HISTORY

Quality Education Since 1930

Wide Ruins Community School provides quality education to every student enrolled. To do this, it is necessary to be constantly be aware of the needs of each student and to provide programs to serve those needs.

The school offers Arizona State Department of Education, Bureau of Indian Education and Dine' Education approved academic curriculum for Kindergarten to 6th grade, including a Dine' Bizah (Language) Program, residential and individualized programs in Special Education and Gifted/Talented. Wide Ruins Community School is in the year of implementing the Journey's Reading Program and Math in Focus Programs schoolwide.

Mascot: **Warriors**

School Colors: **Maroon, white and grey.**

Vision

We will learn in harmony today and throughout the future at Wide Ruins Community School.

Mission Statement

Wide Ruins Community School will provide academic excellence and cultural awareness for our children.

Philosophy

The School believes that:

1. Quality education and residential services should be provided in a healthy and safe environment wherein students are assisted in developing a positive self-image and life skills and where students are taught multicultural and social values and academic and social skills.
2. Each student should be assisted in developing their identity, dignity and self-confidence. Each student should be accepted, respected and acknowledged for his/her unique, positive qualities and contributions.
3. The cooperative involvement of the School, parents, and community will create a positive environment that is conducive to quality educational and residential services.
4. Navajo language and traditional values should be modeled and preserved. Each individual should have the responsibility to model Navajo traditional values, culture, and language.

Theory of Action

If we maximize professional collaboration and development opportunities for educators that focus on meeting the individual learning needs of students and IF we enhance the curriculum to incorporate essential skills for the future, THEN we will provide a rich learning environment that prepares all students to be college, career and life ready.

Goals

1. Increase the achievement of all students by providing rigorous, relevant and engaging learning experiences.
2. Eliminate achievement gaps by ensuring equal access to rigorous curriculum and instruction, closely monitoring individual student progress and attending to the social and emotional needs of all students.
3. Prepare all students to be ready for college, career and life in a global economy.
4. Maintain a focus on recruiting, developing, and retaining exemplary educators and leveraging their expertise throughout the school.

Strategies

1. Focus on every child, in every classroom, every day: Support an approach to teaching and learning that is responsive to each student's academic, social and emotional needs.
2. Invest in our educators: Sustain the high quality of our teachers and administrators by maximizing opportunities for professional development and collaboration.
3. Provide a wide-range of learning opportunities: Further enhance the curriculum by including current trends to strengthen and expand the school's science, technology, engineering, mathematics (STEM) and Navajo language and Culture
4. Align resources with educational needs: Align resources to accomplish the goals outlined in the Wide Ruins Community Schoolwide Plan.
5. Technology Implementation: Align resources to accomplish the goals outlined in the Wide Ruins Community Schoolwide Plan
6. Dine' Language and Culture: Align and support the Dine' Language and Culture with the schoolwide curriculum
7. Parental Involvement: Support and approach the schoolwide professional development that aligns with the school and classroom goals.
8. School Safety: Sustain and apply up-to-date strategies for school classroom, staff and student safety.

COGNIA AdvancED Accreditation-Navajo Nation

COGNIA AdvancED process provides the framework for whole staff engagement in planning, provides guidance and support for delivery of effective educational services with all stakeholders. Wide Ruins Community School has met accreditation through COGNIA AdvancED-Navajo Nation.

Wide Ruins Community School Staff

School Board

Glenna Thompson	President
Kathleen Lee	Vice-President
Louise Nelson	Secretary
Ella Shirley	Member

Administration:

Jeannie Lewis	Principal
Rolanna Allison	Executive Secretary/Facility Clerk
<u>Vacant</u>	School Liaison

Business Department

Marleita Begay	Business Manager/Federal Grants Coordinator
Stephanie Manning	Business Technician
Aurelia Tapaha	Human Resource/Payroll Technician
Travis Yazzie	Information Technologist
Fanassa Ashley	Registrar/Receptionist

Academic:

Teachers

Emma Tsosie	Kindergarten
Vacant	1 st Grade
Rose Joe	2 nd Grade
Marlene Yazzie	3 rd Grade
Neiford Wilson	4 th Grade
Abel Joe	5 th Grade
Jacqueline Tsosie	6 th Grade
Jefferson Joe	Dine' Baazsad Navajo Language & Culture
Martha Terry	Special Education Teacher
Jeannie Raphaelito	Special Education Assistant
Lenora Shorty	R.T.I & Gifted and Talented Teacher

Paraprofessionals:

Loretta Bahe

Karlceta Begay

Vacant

Library Aide/Paraprofessional

Counseling

Vacant

Counselor

Residential

Anderson Deal

Residential Manager

Rethema Kenny

Residential Assistant

Kathy Begay

Residential Assistant

Macella Jones

Residential Assistant

Clarinda Salazar

CNA/Health Tech

Food Service

Bessie Tsosie

Food Service Worker

Nora Nez

Lead Food Service Worker

Transnortation

Davidson Sam

Bus Driver

Carolyn Chee

Bus Driver

Darlene Yazzie

Bus Driver

Facility/Maintenance

Davidson Sam

Maintenance/ Custodian Worker

Leander Anderson

Custodian

Vacant

Custodian

Thomas Noble

Protective Service Specialist

Vacant

Protective Service Specialist

Vacant

Support Services Manager

Daily Schedule

School Hours	Monday-Friday	7:30 am - 4:00 pm
Instructional Hours	Monday - Friday	8:30am- 3:15 pm
Cafeteria Hours	Monday - Friday	
	Breakfast	7:00 am - 8:00 am
	Lunch	11:00 am - 12:15 pm
Early Release -Scheduled Monthly	Professional Development	Fridays-12:30 pm

Enrollment Application

Written applications for enrollment must be submitted on or before May 14 of each year to be considered for enrollment during the following school year. On the application, the parent/guardian must indicate whether the child has been participating in any special education program and must include the child' s entire disciplinary background. If false information is provided on the application, enrollment can be denied or revoked.

Registration Requirements

1. Certificate of Indian Blood (issued by Tribal Census Office)
2. Birth certificate
3. Immunization records (**cannot enroll until immunization records are up to date**)
4. Current phone numbers (home, work, and cell phone)
5. Withdrawal forms from previous school attended
6. Guardianship documents if applicable

Change of Address

It is important for emergency and administrative reasons that every student maintains an **up-to-date address of record** at the school office. Please notify the school immediately of any changes.

Withdrawal

Withdrawal forms need to be filled out by parent at the office. All materials or library books loaned to the students must be returned. Items lost or damaged must be paid for before school records are forwarded to the new school. Withdrawn students returning will be considered new enrollees.

Attendance Policy

Students are expected to attend 180 days of classroom instruction each year. A student who misses five (5) days of school will be visited by the Registrar at home. If the student misses ten (10) days, then a parent conference will be held for a follow up on the student. After fifteen (15) days of absences, a warning letter will be sent to the parents regarding a student's absences. A student with more than twenty (20) days absences may be dropped by the School. If a student is sick, has a death in the family, must attend a religious ceremony or has another legitimate excuse that keeps the student from attending school, the student must do the following:

1. On the day following any absence, and at the beginning of the school day, bring and deliver to the student's teacher(s) a note from and signed by the student's parent, guardian, performing medicine man or doctor which explains the reasons for the student's absence. If the note is sufficient and establishes a legitimate excuse for the absence as defined herein, the absence will be "excused", and the student will be allowed to make up their schoolwork.
2. Immediately upon returning from an excused absence, the student must ask the student's teacher(s) for any missed assignments and makeup work. The student must then promptly complete and turn in any missed work or assignments, so they are not behind.

American Indian children between the ages five (5) and eighteen (18) who have not graduated from high school must be attending school. Students who have excessive absences will be referred to the proper tribal departments for Truancy as stated in the Navajo Children's Code.

Tardy - is defined as unexcused lateness with or without the knowledge or consent of student's parent(s) or legal guardian(s). Tardy is arriving after 8:30 AM

1. Three (3) tardies are equal to one absence.
2. It is the student's and parent's responsibility to obtain a tardy slip if arriving after 8:30 AM.

AWOL (Absent without Leave)-- In AWOL cases, the School will attempt to notify the student's parents. After the notification or attempted notification of the student's parents, the School will request assistance in locating the student from search and rescue teams and law enforcement agencies.

Arrival

Students should arrive by 7:30 AM to eat breakfast. If children are left at school before supervisory personnel are on duty, it is the parent's responsibility before 7:30 AM to care for their child. All students should be escorted to the cafeteria and supervised by parents or have prior arrangements made by the parent if they arrive prior to 8:00 a.m. All students must be supervised.

Dismissal

Dismissal is at 3:15. **Students being picked up at 3:30 pm must be signed out through the office or have a written notification.** If students ride a bus to school, they cannot choose to walk home, ride a different bus, stay at school, or get a ride with a friend or a relative without written consent or phone call from the parent or guardian.

Class Time

Teachers will escort students to classroom at 8:15a.m. after the morning circle. Instruction starts at 8:30 a.m. and ends at 3:15 p.m.

Check Out

Parents or legal guardians of students must designate those persons who are authorized to check out their children on the student check out forms. No phone calls or notes will be accepted for check out authorization.

Students will not be checked out to a person who appears to be under the influence of alcohol or drugs.

No other check-out restrictions will be enforced against parents/guardians, unless they are ordered by Social Services, law enforcement or court order.

NOTE: A person checking out a student should be prepared to show proper identification.

The School reserves the right to deny a check-out if, in the School's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Registrar to hold a meeting with the Principal or Principal, the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

Academic Information

Grade Reports

Each teacher reports grades and attendance quarterly in writing. Parents will receive copies of each report. A copy of the final report becomes the parent's permanent record while the original is filed in the student's cumulative folder.

Parent Conferences

A five-week grade is scheduled prior to the end of the grading periods. This will give students and parents

Parent conferences are scheduled at the end of the grading periods. A notice will be sent home announcing the date of each parent conference. Parents who are unable to attend a scheduled conference are encouraged to make an appointment with the teacher after 3:30 **PM**. Parents are to make an appoint to meet with the teacher for conference or class visitation.

Gradine Scale

Students shall receive grades based upon a four (4) point scale as follows:

A	=	Excellent	=	4
B	=	Above Average	=	3
C	=	Average	=	2
D	=	Below Average	=	1
F	=	Failing	=	0

An "I" may be given to indicate incomplete work. The makeup work must be completed within two (2) weeks or the "I" converts to a " F."

Homework

Homework provides practice and drills that reinforce the learning that takes place at school and provides opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet, comfortable place for students to work and making sure that homework assignments are completed. The national guidelines for time students spend doing homework suggest 10 minutes multiplied times the student's grade. Students reading daily at home may be up to 20 minutes. Parents should allow students to do their own homework.

Student Incentives

Attendance Award

To earn the Perfect Attendance Award a student must be in school every day. To earn the Outstanding Attendance Award, a student must not have more than one day absent quarterly.

Honor Roll Students

A student recognized for achieving high grades in their grade level course of study.

A Honor Roll 3.5 - 4.0

B Honor Roll 3.0- 3.4

Grades K - 3rd number of Mastered grades will determine Honor Roll

Positive Recognition

Sincere and meaningful attention will be given to students for their efforts in academics and behavior according to expectation in school following the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship). Incentives/awards given quarterly will include: a call home, verbal praise, tangible rewards or certificates, etc. WRCS has a student incentive plan to include field trips, certificates, plaques or a token of recognition.

Retention/Promotion

The parent will be notified immediately if his/her child is in danger of retention due to grades and/or attendance. The decision will be made with the parent's involvement. The decision to retain a student will be made by the Principal and the multidisciplinary team after implementation of intervention strategies and extended learning programs. The School Board may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.

Textbooks and School Supplies

Classroom textbooks are furnished by school. Basic supplies such as paper and pencils should be supplied by the student. **Students are not permitted to have pens or markers.**

If a textbook is lost or damaged deliberately, the student must pay for each textbook. Students will not be eligible for field trips, sports, or extracurricular activities until lost or damaged textbooks have been paid for.

Study Skills

Students should be aware of skills and techniques that make learning easier and more enjoyable.

The following are some guidelines for achieving good study habits.

1. Come to class prepared with homework, pencil, paper, and other necessary materials
2. Be an active participant in class. Listen well and take part in class discussions and activities.
3. Ask questions and give answers.
4. Plan time after school for homework or review.
5. Use what you learn.
6. Strive to do the very best work possible.

Tutoring

Tutoring is available according to teacher schedule and at the residential hall.

Child Study Team

The School provides the services of its Child Study Team to assist in the identification, evaluation, determination of eligibility and development and monitoring of special education programs and placements. The Child Study Team is composed of the principal or designee, school counselor, the referring teacher and another permanent teacher member.

Special Education Proeram

In accordance with the Individuals with Disabilities Education Act, Wide Ruins Community School provides students with a qualifying disability with special education and related services to meet their unique needs. The student and his/her parent(s)/legal guardians have the right to be informed of procedural safeguards that are applicable under Federal Law. A school team develops an Individualized Education Program (IEP), which is a legal document that spells out a child 's educational goals and the services and support the school will provide.

Counseling

The WRCS counselor is available to students who need counseling services in areas of personal, social, career awareness, substance abuse prevention and treatment referrals. The counselor provides in-class instruction, individual and group counseling sessions. When the needs of a student exceed the school's capabilities, the counselor will make outside referrals. Students and parents can make appointments to speak with the counselor. All sessions are kept confidential.

WIDE RUINS COMMUNITY SCHOOL

PARENT INVOLVEMENT

Wide Ruins Community School recognizes the necessity and value of parent involvement to support student success and academic achievement. In order to assure collaborative partnerships between parents and the school.

1. Parents/Guardians will be consulted with respect to design and implementation of services and programs at the school. Parents will be provided information by letter, newsletters, radio announcements, mass media and meetings.
2. Parents are invited to participate in school-sponsored activities during the year.
3. The status of each child's progress will be reported through Parent/Teacher Conferences, report cards, progress reports, test results and appointments.
4. Each parent/guardian will be encouraged to participate in the Parent Advisory Committee to enhance effective two-way communication with all parents/guardians.
5. Parent input will be solicited in review of school policies, goals and objectives, program plans and implementations, evaluation, and budget, via surveys and meetings.
6. An open invitation is extended to all parents/guardians to visit the classrooms, following proper procedures.
7. WRCS will have a Parent/Student/Staff Policy and a Compact.

Parent Involvement

As a parent, you are your child's first and most important teacher. It is both your right and your responsibility to take an active role in your child's education.

Ways parents can get involved:

- Participate in our parent organization
- Visit your child's classroom with an appointment so instruction is not interrupted.
- Assist with field trips or other special projects
- Assist in the classroom
- Conference with your child's teacher
- Assist in their homework and daily reading at home.

If interested contact the business technician or principal for volunteer requirements which include an intensive background investigation as required by federal law.

Visitors

US Government and Arizona State Law require all visitors to "**make officials aware of their presence and sign in**". This is for the safety of all students and staff.

- Parents are welcome and encouraged to visit the school and their child's classroom with an appointment
- All visitors must sign in at the front office, state the nature of their visit and obtain a visitor's pass.
- All visitors must sign out and return the visitors' pass to the front.
- Parents may not visit a classroom to discipline other people's children.

- Students are not to bring their friends or relatives to school with them as visitors.
- Parents and visitors are not to disrupt instruction.

Assemblies, Programs, and Athletic Competitions

Students should be courteous and attentive at assemblies and other programs. Applause may be enthusiastic with hand clapping. There is to be no whistling, shouting, stomping, or booing. Speakers, performers and athletic competitors are our guests. If parents want their children to sit with them, the students must be checked out of school first.

Telephone Usage

Office phones are for school use only. The only exception to use an office phone would be in cases of emergency, with permission from the staff.

Sales

Soliciting is prohibited. Vendors may not sell items to students or staff during the school/workday (8:00 AM - 4:30 PM).

Valuables /Personal Items

Items such as cell phones, technical gadgets, jewelry, money, toys, and any other items are not needed for classroom instruction nor permitted at school. If these items are brought to school, they will be confiscated by the teacher, school security or principal and held for a parent to pick up until the end of the year if the misuse continues. Because the above items are banned, staff members and school will not be responsible for lost confiscated items.

Searches

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the School's responsibility to protect the health, safety, and welfare of all of its students and staff.

School employees may conduct searches when they have reason to suspect ("Reasonable Suspicion") that the health, safety, and welfare of students or staff may be in danger.

Property Damage

Any damage to School property by a student will be the responsibility of the student and the student's parent. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school and transportation will not be provided until the debt is cleared. Disciplinary action will apply to incidents of property damage. Law enforcement will be notified.

Lost and Found

Any articles that are found will be turned in to the front office.

Medical

Parents are required to notify the school of any medical alerts or condition of their child.

In case a student becomes ill, student should stay home until the symptoms (e.g. fever, vomiting, coughing, running nose, earache and lice) subside. If a student becomes ill during class time, the student will be referred to the Certified Nurse Assistant and the parent liaison or office personal will contact the parents. Parent will need to pick the student up.

In case of an emergency, school staff will contact the parent and transport the student to the hospital. The parent will have to meet the student at the hospital as required for medical history and consent.

Harm or Threat to Self. If a staff member believes, or a student reports to a staff member that a student may be depressed or may do harm to himself/herself or has threatened to do harm to himself/herself, the staff member shall immediately contact the IHS health psychiatrist in the counseling department of HIS and shall thereafter immediately contact the supervisor on duty and the Principal. In such situations, the School will undertake immediate intervention and make immediate referral for assistance.

Medications. If a student is placed on a special medication by a licensed physician or Public Health Service, the medication will be kept in a locked cabinet in a designated area. Medication will be dispensed by qualified personnel to the students in accordance with the directions given by the treating physician.

The school or authorized medical personal will dispense the medicine only as directed and with written parent authorization. Students are not permitted to have prescription drugs or over-the-counter drugs such as Tylenol or cough drops in their possession.

Food Service

WRCS follows the Arizona State Department of Education Nutrition and School Food Programs rules and regulations. Breakfast and lunch are served in the school cafeteria each day for day students and dinner for the residential students. The meals are planned so that students will have the proper nutrition needed to stay healthy. Students should try some of each food served. Meals are to be eaten in the cafeteria. No food is to be taken out of the cafeteria.

An Arizona State Department of Education Nutrition and Wellness Policy is followed.

Cafeteria rules

Students shall:

1. Walk, not run, in the cafeteria area.
2. Sit on chairs only.
3. Use good manners.
4. Maintain all tables, seats, and walls in good condition.
5. Discard gum and wrappers in the trash can. (Students shall not stick gum under the tables.)
6. Be courteous toward fellow students, staff and visitors.
7. Not engage in horseplay or roughhousing.
8. Not take food or drinks out of the cafeteria.
9. Use dinnerware as eating utensils only.

Playground

Playground rules are for the safety for all students. It is important that students get involved in an activity, game, or sport while on the playground.

Rules:

- I. Show respect for yourself and others
2. Do not throw anything (i.e. sand, rubber chips, mud, rocks, weeds, roots, bugs, etc.
3. Go to the bathroom before you go outside
4. No tackling or contact sports, no wrestling, pushing, or shoving.
5. Stay away from the buildings, no jumping down steps, and no sliding down railings.
6. Report injuries or misbehavior to the playground supervisors.
7. Line up by class at the end of recess or when the playground supervisors asks.
8. Stay outside until the bell rings and the person on duty or teacher will escort you into the building.

Field Trips

To be eligible to participate in a field trip scheduled throughout the year, students must meet the following attendance requirements:

1. Have no more than two (2) absences each quarter. Students with 10 or more absences will not be eligible for end-of-the-year field trips in April or May. Excused absents will be considered when decision is made.
2. Must be present in class the day before, the day of, and the day after a field trip.
3. Students may be ineligible for next field trip if they:
 - A. Do not exhibit good citizenship.
 - B. Do not adhere to the Student Handbook.
 - C. Have been suspended.

Sports and Clubs

WRCS provides opportunities for students to participate in several sports and clubs. WRCS belongs to Nava-Hop Junior League. Tryouts for sports teams are open to all students. Members of sports teams are usually selected from those students who have demonstrated superior sports skills during try-outs. Students who participate in clubs and sports must meet the following eligibility requirements:

- I. Athletic League Age Requirements:
 - a. Elementary students are eligible
2. Sports team members must have a sport physical completed before engaging in competitive sports.
3. A student must be in good academic standing.
 - a. Must be passing ALL classes with no grades lower than C.
 - b. Must be caught up in all class work and homework
 - c. Weekly academic checks will be made by coaches/students.
4. Student must meet the following attendance requirements:
 - a. Must be present in class the day before, the day of, and the day after an event.
5. Students must have good citizenship. If a student receives an incident report, he/she will not participate in sports or clubs for one (1) week from the date of the incident report.
6. Students are not allowed to bring Energy Drinks to practice or games.

Sports Practice

All sports practices will be held at Wide Ruins Community School after school hours and not past 5:30 pm. Members of sports teams must attend practices to participate. Games will be scheduled after 3:00pm.

Sports and Club Transportation

Transportation will be provided to and from Wide Ruins Community School to athletic events. Parents are responsible to pick up their child from practice. Team members must ride the bus to and from the activity. Any request to deviate from this policy must be in writing from the parent/guardian. Parents /Guardians may check their child out after the game and will be responsible for picking up their child after practice.

Fire Drills

Fire drills are conducted once each month for student safety. Students should follow these rules during a fire drill:

1. Know the fire escape plan. It is posted in each room.
2. Walk in single file quietly and quickly to the designated area with your teacher.
3. Line up for roll call; remain quiet until the fire drill is over.
4. If a student creates a false alarm police may be notified. It costs the school up to approximately \$300 when firefighters respond to a false fire alarm. Consequences for false fire alarm:
 - a. First offense: Pay cost. 3-5-day suspension. Police may be notified.
 - b. Second offense: Same as first plus additional suspension or expulsion.

Dress Code

The School believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that takes into account the educational environment, safety, health and welfare for others. The following guidelines are provided to assist students, staff and parents in determining what "is" and what "is not" appropriate with respect to student attire. Failure to abide by the dress code may result in disciplinary action.

1. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
2. Clothing such as bare midriffs, halter-tops and spaghetti straps is unacceptable. See-through clothing is prohibited.
3. "Homie" T-shirts and other types of clothing that displays gang-style pictures, slogans or symbols are prohibited (i.e. "8-Ball," "South Side," "Low Rider").
4. "Prison Garb" - Shirts and pants that are typically used as prison uniforms usually in solid color, but not limited to blue, brown or black, are prohibited. This type of clothing contains a cotton collared shirt with matching pair of pants. The top button on the shirt is usually buttoned. Both shirt and pants are baggy and loose with shirt untucked.
5. "Bandanas" or scarves used for gang identification, any size, color or shape, will not be carried, worn or displayed on school property. This may also include anything that may represent a display of "colors."

6. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs, tattoos—all existing tattoos must be covered).
7. Wearing chains in excess of twelve inches (12") long and with a chain-link size greater than one-half inch (1/2") is prohibited. Further, chains less than twelve inches (12") long and less than one-half inch (1/2") in link size may only be worn when used to secure wallets, watches or keys. Chains not complying with the above-stated conditions will be confiscated, if found. Chains worn on the outside of the pants, hanging down and connected to a wallet are not allowed. These items will be confiscated, if found.
8. Any clothing or jewelry that symbolizes drugs, alcohol, sex, satanism, tobacco, or any lewd act is expressively forbidden. This includes profanity or defamatory writing on clothing or jewelry.
9. Gang-related personalization of any sort is not permitted on hats, clothing, or one's person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
10. Shoes must be worn at all times. Bare feet are not acceptable. Close-toed shoes must be worn for any type of physical activity, such as recreation.
11. Sunglasses are to be worn outside only.
12. All belts will be tucked and will not be allowed to hang in front.
13. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
14. Any individual who has a tattoo must cover it to avoid exposure and any influence on other students.

Social Interaction

Students are expected to behave and conduct themselves in an appropriate manner on campus and in public. Inappropriate behavior, such as cursing, throwing hand gestures, and indecent or excessive displays of affection (petting, kissing), are prohibited. School staff is expected to counsel students who are not adhering to these rules.

For information, a clanship chart will be displayed to inform all students and staff of the clan system.

Sexual Harassment

Wide Ruins Community School is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject

to disciplinary action. Students are informed that they should immediately report any incidents to either teacher, the Principal or their designee if they feel they are being harassed.

GENERAL RULES OF CONDUCT

The Wide Ruins Community School Philosophy includes the belief that all staff members are responsible for helping in build a school atmosphere that creates a safe, cooperative, and emotionally secure learning environment; therefore, all school staff members are to enforce the school rules. The overall aim is for parents, students and staff to work together in such a way that the students learn self-discipline and to be responsible for their own behavior.

General Rules of Conduct in the classroom, on the playground, buses, field trips, assemblies, and after school events.

1. Walk in the hallways and on the sidewalks, to and from the dormitory, cafeteria, gym, and school buses.
2. Follow the direction of all staff
3. Treat others as you would want to be treated.
4. Respect others, yourself and school property.
5. Use appropriate language and level of voice.
6. **Keep** your hands/objectsto yourself.
7. Gum, candy, seeds, energy drinks, Kool-Aid, Hot Cheetos and other snacks and drinks are not permitted at school. The items will be confiscated and not returned.
8. Pens, markers, and balloons are not permitted at school.

** Some classrooms may have additional safety rules: violation of the classroom behavior rules will result in classroom discipline.*

Student Discipline

Appropriate behavior is a necessary prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the School is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter "parents") and the School is essential to positive, effective student discipline. To facilitate and further this cooperation, the School will:

- ◆ Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- ◆ Develop and distribute to parents clearly-stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. The School will assist parents whenever possible by recommending services and agencies that may be of assistance in correcting unacceptable student behavior. However, ultimately parents must assume the responsibility for the conduct of their children.

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the administration and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the students and School. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

- A. **Infractions Against Public Order**
 - 1. Public nuisance
 - a) Explosives
 - b) Making bomb threats
 - c) Setting off false fire alarms
 - 2. Loitering/trespassing
 - 3. Disorderly conduct
 - a) Disturbing a school meeting, activity or school event
 - b) Vulgar or obscene language, gestures or ethnic slurs
 - c) Arson or attempted arson
 - d) Fighting
 - e) threatening violence or attempting violence
 - f) Possession and/or use of a weapon or dangerous instrumentality
- B. **Infractions Against Authority**
 - 1. Insubordination
 - 2. Obstructing an investigative process
 - 3. Insult or verbal abuse of faculty or staff members
 - 4. Assault of faculty or staff members
 - 5. Giving false identification or information
 - 6. Resisting authority
 - 7. Forgery
 - 8. Violation of Board or School rules
- C. **Destruction of School Property**
 - 1. Vandalism
 - 2. Theft/graffiti/larceny
- D. **Infractions Against Others**
 - 1. Endangerment
 - 2. Creating a hazardous or physically offensive condition
 - 3. Harassment, threats, verbal abuse
 - 4. slander
 - 5. Extortion
 - 6. Physical assault
 - 7. Improper sexual advances
 - 8. Fighting
 - 9. Hazing
- E. **Substance and Alcohol Abuse - The School is a Drug-Free Zone**

1. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Navajo, Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.
- F. Being Under the Influence of a Controlled Substance as Defined Above
- G. Use or Possession of Tobacco Products of All Descriptions (Except for Therapeutic Traditional Purposes, Pre-Approved in Writing by Principal and Recognized Medicine Person)
- H. Sexual or Physical Abuse of Students
- I. Date Rape or Statutory Rape
- J. Sexual Harassment or Sexual Intimidation

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following categories:

1. Verbal warning
2. Written warning/notification to parents
3. In-school suspension (length contingent on infraction)
4. Out-of-school short-term suspension (not to exceed ten (10) days)
5. Long-term suspension (greater than ten (10) days)
6. Expulsion
7. Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are: sports activities, trips, Student Council, clubs, other School activities, social contact and other extracurricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a student's first violation could merit a lighter penalty than the subsequent violations. A School employee should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and a short-term suspension.

Procedural Guidelines

1. Parents will be informed of school rules through the student handbook when they register their child. Parent must sign a statement that they have read and understand the handbook.
2. All staff will inform the students of the school rules by going through this handbook with the students as a part of the orientation process.
3. **All** staff has the responsibility of notifying the student that the behavior is unacceptable.
4. If the inappropriate behavior continues, the teacher, the principal, counselor, student and the parent will design a strategy to solve the problem.

Due Process

Individual students at WRCS have, and shall be accorded the following due process rights in accordance with 25 CFR § 42 *et seq*:

PART 42 - STUDENT RIGHTS

Sec.

- 42.1 What general principles apply to this part?
- 42.2 What rights do individual students have?
- 42.3 How should a school address alleged violations of school policies?
- 42.4 What are alternative dispute resolution processes?
- 42.5 When can a school use ADR (alternative dispute resolution) processes to address an alleged violation?
- 42.6 When does due process require a formal disciplinary hearing?
- 42.7 What does due process in a formal disciplinary proceeding include?
- 42.8 What are a student's due process rights in a formal disciplinary proceeding?
- 42.9 What are victims' rights in formal disciplinary proceedings?
- 42.10 How must the school communicate individual student rights to students, parents or guardians, and staff?
- 42.11 Information collection.

Authority: 5 U.S.C. 301M Pub. L. 107-110, 1 15 Stat. 1425.

§ 42.1 What general principles apply to this part?

- (a) This part applies to every Bureau-funded school. The regulations in this part govern student rights and due process procedures in disciplinary proceedings in all Bureau-funded schools. To comply with this part, each school must:
 - (1) Respect the constitutional, statutory, civil and human rights of individual students, and
 - (2) Respect the role of Tribal judicial systems where appropriate.
- (b) All student rights, due process procedures, and educational practices should, where appropriate or possible, afford students consideration of and right equal to the student's traditional Native customs and practices.

§ 42.2 What right do individual students have?

Individual students at Bureau-funded schools have, and must be accorded, at least the following rights:

- (a) The right to an education that may take into consideration Native American or Alaskan Native Values;
- (b) The right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and
- (c) The right to due process in instances of disciplinary actions.

§ 42.3 How should a school address alleged violations of school policies?

- (a) In addressing alleged violations of school policies, each school must consider, to the extent appropriate, the reintegration of the student into the school community.
- (b) The school may address a student violation using alternative dispute resolution (ADR) processes or the formal disciplinary process.
 - (1) When appropriate, the school should first attempt to use the ADR processes described in § 42.4 that may allow resolution of the alleged violation without recourse to punitive action.

- (2) Where ADR processes do not resolve matters or cannot be used, the school must address the alleged violation through a formal disciplinary proceeding under § 42.7 consistent with the due process rights described in § 42.7.

§ 42.4 What are alternative dispute resolution processes?

Alternative dispute resolution (ADR) processes are formal or informal processes that may allow resolution of the violation without recourse to punitive action.

- (a) ADR processes may:
 - (1) Include peer adjudication, mediation, and conciliation; and
 - (2) Involve appropriate customs and practices of the Indian Tribes or Alaska Native Villages to the extent that these practices are readily identifiable.
- (b) For further information on ADR processes and how to use them, contact the Office of Collaborative Action and Dispute Resolution by:
 - (1) Sending an e-mail to: cadr@ios.dio.gov; or
 - (2) Writing to: Office of Collaborative Action and Dispute Resolution, Department of the Interior, 1849 C Street NW, MS 5258, Washington, DC 20240

§ 42.5 When can a school use ADR processes to address an alleged violation?

- (a) The school may address an alleged violation through the ADR processes described in § 42.4, unless one of the conditions in paragraph (b) of this section applies.
- (b) The school must not use ADR processes in any of the following circumstances:
 - (1) Where the Act requires immediate expulsion ("zero tolerance" laws);
 - (2) For a special education disciplinary proceeding where use of ADR would not be compatible with the Individuals with Disabilities Education Act (Pub. L 105-17); or
 - (3) When all parties do not agree to using alternative dispute resolution processes.
- (c) If ADR processes do not resolve matters or cannot be used, the school must address alleged violations through the formal disciplinary proceeding described in § 42.8.

§ 42.6 When does due process require a formal disciplinary hearing?

Unless local school policies and procedures provide for less, a formal disciplinary hearing is required before a suspension in excess of IO days or expulsion.

§ 42.7 What does due process in a formal disciplinary proceeding include?

Due process must include written notice of the charges and a fair and impartial hearing as required by this section.

- (a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:
 - (1) A copy of the school policy allegedly violated;
 - (2) The facts related to the alleged violation;
 - (3) Information about any statements that the school has received relating to the charges and instructions on how to obtain copies of those statements; and
 - (4) Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.
- (b) The school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
 - (1) If the Act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;

- (2) In an emergency situation that seriously and immediately endangers the health of safety of the student or others; or
 - (3) If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.
- (c) In an emergency situation under paragraph (b) (2) of this section, the school:
- (1) May temporarily remove the student;
 - (2) Must immediately document for the record the facts giving rise to the emergency; and
 - (3) Must afford the student a hearing that follows due process, as set forth in this part, within ten days.

§ 42.8 What are a student's due process rights in a formal disciplinary proceeding?

A student has the following due process rights in a formal disciplinary proceeding:

- (a) The right to have present at the hearing the student's parents or guardians (or their designee);
- (b) The right to be represented by counsel (legal counsel will not be paid for by the Bureau-funded school or the Secretary);
- (c) The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;
- (d) The right to the record of the disciplinary action, including written findings of fact and conclusions.
- (e) The right to administrative review and appeal under school policy;
- (t) The right not to be compelled to testify against himself or herself; and
- (g) The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.

§ 42.9 What are victims' rights in formal disciplinary proceedings?

In formal disciplinary proceedings, each school must consider victims' rights when appropriate.

- (a) The victim's rights may include a right to:
 - (1) Participate in disciplinary proceedings either in writing or in person;
 - (2) Provide a statement concerning the impact of the incident on the victim; and
 - (3) Have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.
- (b) For the purpose of this part, the victim is the actual victim, not his or her parents or guardians.

§ 42.10 How must the school communicate individual student rights to students, parents or guardians, and staff.

Each school must:

- (a) Develop a student handbook that includes local school policies, definitions of suspension, expulsion, zero tolerance, and other appropriate terms, and a copy of the regulations in this part;
- (b) Provide all school staff a current and updated copy of student rights and responsibilities before the first day of each school year;
- (c) Provide all students and their parents or guardians a current and updated copy of student rights and responsibilities every school year upon enrollment; and

- (d) Require students, school staff, and to the extent possible, parents and guardians, to confirm in writing that they have received a copy and understand the student rights and responsibilities.

§ 42.11 Information Collection

Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*) (PRA), unless that collection of information displays a currently valid Office of Management and Budget (OMB) Control Number. This part in §§ 42.6, 42.7, and 42.9 contains collections of information subject to the PRA. These collections have been approved by OMB under control number 1076-0163.

Discipline of Special Education Students

All disciplinary action relative to special education students must be taken pursuant to 34 C.F.R. §§ 300.519 through 300.529, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Director of Special Education and provided to the staff as needed. It shall be the duty of the Special Education Director of the School to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. §§ 300.519 through 300.529 must take place prior to the expiration of that time. It shall be the duty of the Special Education Director to ensure that the appropriate procedures take place in a timely manner.

Special procedures for cases involving guns, dangerous weapons and controlled substances are set forth in the above-noted CFR provisions.

Wide Ruins Community School Transportation Department

The primary function of the transportation department is to provide safe transportation to and from school. Riding the bus to school is a privilege, not a right.

All students must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver. Arizona State Law states that the driver of the school bus is responsible for orderly conduct and safety of pupils and other passengers being transported in accordance with the policy established by the local governing board. All questions pertaining to transportation should be directed to the Support Service Supervisor and/or Principal at 928-652-3251.

Bus Rules

At any time when the School provides bus transportation to the students, students shall:

1. Be ready to board the bus on time.
2. Stand twelve (12) feet away from the road where the bus stops.
3. Wait until the bus comes to a complete stop to board the bus.
4. Assist in keeping the bus safe and clean at all times.

5. Never stick hands, arms, or any part of the body out of the windows.
6. Never experiment or tamper with bus or any of its equipment.
7. Keep personal possessions out of the aisle.
8. Never throw anything in the bus or out the window.
9. Remain in seats until the bus comes to a complete stop and not engage in disorderly behavior and obscene language. Students may be assigned seats if they misbehave or it is otherwise necessary.
10. Be courteous to fellow pupils and bus drivers.
11. Not smoke or chew tobacco in a school bus.
12. Not damage a bus. Damage by a student to the bus will be paid for by the student and/or the student's parents.
13. Students are to ride their assigned bus to and from the School every day. A student will **only** be excused from riding the bus if the student provides and turns in to the School office, at least thirty (30) minutes prior to the scheduled bus departure, a written note from the student's parent requesting that the student be excused from riding the bus that day and providing a reason for the change. Each note must be written, signed and dated by the parent.
14. It is the parent's responsibility to promptly pick-up their students at bus drop-off sites. Buses will not remain at drop-off sites after students have disembarked from the bus. Bus drivers are required by school policy to drop off students at designated sites only and to leave the drop-off site immediately after the students disembark from the bus. These rules apply for regular bus runs and activity runs.

Activity bus runs (bus service associated with a school extra-curricular activity) will be conducted pursuant to the above noted policy. A block time (range of time) will be established for each activity bus service and publicized. It shall be the parent's responsibility to become informed of this block time (either by calling the School, or otherwise obtaining the times) and to be at the site during that range of time. If the bus should be late, it is the parent's responsibility to wait for its arrival. In climate weather and other conditions may make it impossible to arrive at the site at the scheduled time. If parents fail to pick-up their students at the site at the appropriate time, two (2) times within the school year, the student will be dropped from the activity.

It remains the parent's responsibility to insure that their student/child is picked-up at the time that the student disembarks from the bus. It is impossible for the School to adjust for each individual student; therefore, school bus drivers are under orders to drop-off students at the designated points at the designated times and proceed with their duties. To reiterate, it is then the parent's responsibility to pick-up their child/student at that point, at that time.

School Bus Policies

1. The school bus drivers, with approval of their supervisor, will designate the bus stops for students at the beginning of the school year and during the school year. All routes will start approximately at 6:00 a.m. for morning route and in the afternoon at approx. p.m.

2. All students must be at their designated bus stop **5 minutes** prior to the scheduled time in the morning. Bus stops will not make door to door stops. Students will have designated pickup and delivery places. Bus drivers are not required to sound their horn or wait for a student who is not waiting for a bus.
3. Only WRCS students can ride the bus.
4. Kindergarten students who get on the bus by themselves will be picked up at their residence or as close to their residence as possible if roads are unsafe or if it is hard to turn around.
5. Parents/Guardians are encouraged to monitor student behavior going to and returning from the bus stops and at the bus stop locations. Make sure the students are safe.
6. Students may only board and get off the school bus at their designated stop. Once student is on board he/she must not get off at any location other than his/her designated stop or at the school. In certain situations where arrangements have been made in writing by the parents, a student may get off at a different stop if the stop is within the same bus route.
7. Items not permitted on the bus are food, breakable items such as glass; large items such as toys; animals; explosives and flammable items.
8. Any traffic in or near bus loading areas is dangerous. Our school has a designated area for parents to drop off and/or pick up students. Do not drive around or pass buses that are loading or unloading children. Please wait until the buses have departed before leaving with your child after school.
9. All bus drivers will account for all students by taking roll each time students enter the bus.

Bus Discipline Procedures

Drivers will use their tools of teaching, monitoring, and motivating to the maximum extent possible.

1 st Offense	Verbal Warning; parent notification
2 nd Offense	Student statement; parent notification; referral to academic supervisor, principal
3 rd Offense	Referral to principal; student statement; written parent notification; parent conference; loss of bus riding privileges for 1-3 days or suspension of 1-5 days.
Cont. Offenses	Referral to counselor; student statement; parent notification; loss of bus riding privileges of 1-5 days; suspension of 1-10 days

Inclement Weather

When there is a possibility that the buses might be late or that the school might be closed due to inclement weather, bad road conditions, or other emergencies, listen to KTNN AM 660 for announcements regarding Wide Ruins Community School. There will be a multi-media announcement from Wide Ruins Community School to your cell phone. Please contact the school if your phone number has changed.

Accidents/Breakdowns

Bus drivers are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given the thousands of miles traveled annually and the traffic/road conditions in our area, accidents and breakdowns can happen. All the buses are equipped with two-way radios and help is readily available . One of the most important things to a bus driver in the event of an accident or breakdown is student/parent cooperation.

Phone number for Navajo Law Enforcement: 928-871-6111

This handbook may be amended as needed by the Wide Ruins Community School Governing School Board.

DISCLAIMER: DUE TO THE PANDEMIC OF COVID-19 , THIS HANDBOOK IS IN REVISION AND THERE IS NO FACE TO FACE CLASSES BEING CONDUCTED FOR THE FIRST SEMESTER OF SCHOOL YEAR 2020-2021. HOWEVER CERTAIN PROVISIONS OF THIS HANDBOOK IS STILL ENFORCED IN REGARDS TO VIRTUAL/HYBRID/COMPUTER/LAPTOP CURRICULUM ADOPTED BY THE WRCS SCHOOL BOARD, AS DEEMED NECESSARY, AS IT RELATES TO THE EDUCATIONAL SERVICES AND THE SAFETY, HEALTH AND WELFARE OF THE STUDENTS, PARENTS/GUARDIANS, STAKEHOLDERS, STAFF AND GOVERNING BOARD.

WIDE RUINS COMMUNITY SCHOOL HANDBOOK VERIFICATION

I have received the Wide Ruins Community School Student Handbook. I am aware that my child and I are expected to read, understand, and abide by the rules and regulations contained in this handbook. If there is anything in the handbook that I do not understand, I can call or visit the school for an explanation in English or Navajo.

Child/Children's Names	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
Signature of Parent/Guardian	Date

