



To'Hajiilee Community School

**Student Handbook  
Academic School Year  
2022-2023**



# ***To'Hajiilee Community School***

## **2022-2023**

### Mailing Address:

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To'Hajiilee, NM 87026

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To'Hajiilee Community School  
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To'Hajiilee, NM 87026

### Contact Information:

505-908-2426/2446  
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## VISION

**STAR – Students/Teachers Achieving Results**

**Álchíní dóó bá'ólta'í la'deile'.**

## MISSION

To'Hajiilee Community School will integrate the Navajo Language and Culture for quality academic achievement resulting in success.

**Tóhajiileeh ólta'gi óhoo'aah t'áá Dinék'ehgo bił ałhii'siláago yee álchíní bohónéedząago da'ólta' dóó ídahool'aah.**

## PHILOSOPHY

TCS addresses the educational needs of all To'Hajiilee students by integrating all subject areas to provide them with information, skills and experiences so that they are prepared to live in a multicultural world and to become self-directed and productive members of both the Navajo Nation and the United States of America.

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# YA'AT'EEH AND WELCOME TO TO'HAJIILEE COMMUNITY SCHOOL

The To'Hajiilee Community School is certified by COGNIA Global Commission on Accreditation as required by the Navajo Nation COGNIA office.

To'Hajiilee Community School is a P.L. 100-297 Grant School, funded by the Bureau of Indian Education (BIE) that serves grades Early Childhood through High School. The To'Hajiilee Early Childhood Programs consist of Family and Child Education (FACE), Preschool, and the Early Childhood Coordinated Services Program, which were established on campus to serve families with children from birth to 5 years of age.

## HISTORY

To'Hajiilee is interpreted in English as "Drawing Water from the Canyon Well." The To'Hajiilee well is located in the canyon West of the school. The school was built by the Bureau of Indian Affairs in 1935 as a Kindergarten to 3<sup>rd</sup> grade dormitory school. The dorm closed in 1975, became a day school, and expanded its grade levels. The To'Hajiilee community celebrates August 13<sup>th</sup> as Canoncito Band Navajo Recognition Day. In 1949, President Truman signed the land act bill and became the law of the To'Hajiilee land. The name change from "Canoncito" to "To'Hajiilee" was initiated by To'Hajiilee Community School students by sponsoring a resolution before the To'Hajiilee Chapter and its people. The Navajo Nation Council supported the name change as well as the State of New Mexico, which then changed the signs on Interstate 40 in 2004.

## GOALS

Students who attend To'Hajiilee Community School will be given opportunities to:

1. To become literate in Language Arts, Mathematics, Science, Social Studies and Technology so that they are prepared for continuing educational opportunities, future jobs, and/or careers.
2. To understand and learn about the Dine language and culture, history, and values of the To'Hajiilee Community and our Dine people so that they have knowledge and respect for themselves, their own people, and are ready to become future leaders.
3. To develop life skills; such as respect, discipline, physical fitness, social inquiry, and planning skills to encourage them to become independent and capable citizens with leadership qualities.
4. To learn about similarities and differences among all people in the United States and around the world so that the To'Hajiilee students are prepared to live in a global society.

## TO'HAJIILEE WARRIORS, YOUR CHARACTER REALLY COUNTS!!!

Be proud of yourself, your family, your school and community by making the right choices and respecting yourself and others. Help make your community and the world a better place by following the **SCHOOL WIDE BEHAVIOR RULES:**

- I will be RESPECTFUL.
- I will be RESPONSIBLE.
- I will be SAFE.
- I will WALK IN BEAUTY.

## SIX PILLARS OF CHARACTER COUNTS:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.

- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

#### **WHEN IS THE HANDBOOK ENFORCED?**

- During regular school hours and/or on school property.
- During transportation of students.
- Times and places where appropriate school administration and staff have jurisdiction, including but not limited to, school sponsored events, field trips, athletic functions, before and after school programs and other school related functions, on or off campus and during remote classes/meetings.
- Enroute to or from school.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

- ✓ Right to an education free of disruption.
- ✓ Right to a safe and secure environment.
- ✓ Right to due process.

#### **ATTENDANCE POLICIES AND PROCEDURES**

Good attendance is required and it is important your child attends school every day (whether it is in-person and/or remotely). A maximum of 10 unexcused absences are allowed per semester. The best way students can learn is if they attend school regularly. The Navajo Nation and New Mexico State law require daily school attendance for those between the ages of 5 - 18 or until graduation from high school. As a school we are committed to having a 95% or better student attendance rate. Federal regulation 25 CFR 36.31 states that “a student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term, or 80 instructional days per semester without a written excused absence will not be promoted.”

Please call the school at 505-908-2426 ext. 100 and/or submit a note to the front office with your child when he/she is absent, to be considered for an excused absence. The note should include, name and grade level, date and periods missed, reason for absence, parent/guardian signature and a daytime contact telephone number. Student(s) will be allowed to make up missed assignments within a reasonable amount of time as established by the teacher.

We ask for your support by bringing your child to school on time every day, or ensuring that they are online, with their cameras on. We ask that your child attend school regularly.

SEE THE UPDATED Flow chart (if a student has 3 or more days of absence, a note from the doctor is required.)

<b>FLOW CHART FOR REPORTING ATTENDANCE ISSUES</b>	
<b>3 Days:</b> Teacher will call student's home and report this call to the Front Office.	Teacher will call the parent and notify the Front Office by email. Letter mailed by Front Office.
<b>5 Days:</b> When a student reaches 5 days of absences (unexcused) Front Office contacts home by phone or home visit. Current progress/grade reports attached.	Letter mailed The Front Office will call the parent and send a referral with attendance and grade/progress report to the parent. Copies made to Administrator and/or Counselor if deemed appropriate.

<p><b>7 Days:</b> Certified letter sent home; parent conference or home visit; referral to DRB; and student will be placed on an Attendance Contract signed by the student, parent/guardian, and Administrator. Sanctions may be imposed such as class changes, after school detention, and Edgenuity if deemed necessary.</p>	<p>Front Office will send a certified letter home; parent conference or home visit by Administrator; referral to DRB; student will be placed on an Attendance Contract signed by the student, parent/guardian, and Administrator.</p>
<p><b>10 Days:</b> Referral to the Navajo Nation (NN) Prosecutor's Office. SCAN report may be filled and report of non-attendance will be reflected on public assistance programs (i.e. TANF, SSI, etc.). Students may be dropped from the TCS Attendance Roll if he/she has 10 or more consecutive days of unexcused absences.</p>	<p>Depending on reasons for non-attendance, actions may include:</p> <ul style="list-style-type: none"> <li>• Certified letter sent to parents - Front Office</li> <li>• Parent conference scheduled and held - Administrator</li> <li>• SAT referral for notification of possible retention - Counseling</li> <li>• Report as SCAN for educational neglect -Administrator</li> <li>• Attendance reflected on public assistance programs</li> <li>• Loss of credit/lower grades - Teacher</li> <li>• Referral to NN Prosecutor's Office - Administrator</li> <li>• Students classified as truant = habitually truant - Administrator</li> </ul>

**A. Excused Absences:**

- Highly contagious illness\*
- Illness requiring a doctor's care, hospitalization or home care\* - note required from doctor/physician
- Medical/dental/eye care appointments\* - note required from doctor/physician
- Participation in religious ceremonials, as approved in advance by the administrator required
- Verified emergencies\*- note required from doctor/physician
- Bereavement of immediate family only (5 4 excused days)

*\* Medical note required from physician/doctor.*

**Students will be allowed to make up missed assignments for excused absences within a reasonable amount of time which will be established by the teacher(s).** Students must maintain reliable communication with the teacher. This time should not exceed 2 weeks. Each student situation will be reviewed by the DRB (if needed). Assignments missed as a result of suspension(s) may be made up but only with the teacher's permission/discretion.

**B. School Activity/Weather Days Absences:** Will not towards 10 consecutive unexcused absence days per semester.

- Participation in school sponsored activities i.e. scheduled assemblies, field trips, sports events—missed assignments may be made up.
- When bad weather occurs and school provided transportation is not available—missed assignments may be made up.
- If there is a loss of instructional day/days due to bad weather, then the time will be made up on early Wednesdays.

**C. Unexcused Absences** – Any unexcused absences, TCS will take the following actions:

- 3 Days Unexcused Absences: Teacher to do a parent call and notify by email;
- 5 Days Unexcused Absences: Letter will be sent home; Parent call or home visit may be made by the school;
- 7 Days Unexcused Absences: Certified letter sent home; Parent conference or home visit; Referral to Discipline Review Board; Student will be placed on an Attendance Contract signed by the student, parent/guardian, and administration.
- 10 Days Unexcused Absences: Certified letter, Parent conference, referral to



- e. Student Assistance Team; Notification of possible retention; Parent signature of this notification; Attendance Contract; SCAN (Suspected Child Abuse and Neglect) referral will be made; Court referral may be made.

Bureau of Indian Education Policy: After 10 consecutive unexcused absences students will be dis-enrolled from TCS. The student and their parent/guardian will then have to re-enroll if they wish to continue attending TCS.

### **TARDIES**

Being tardy is arriving late for school and/or class. Chronic tardiness (excused or unexcused) impacts a student's performance and grade.

**First Bell rings at 7:45 a.m (Second Bell rings at 7:50 am).**

**Students who arrive after 7:50 a.m. must be signed in at the front office by a parent.**

- Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or healthcare provider. All other tardies will be classified as unexcused. Excused documentation must be submitted within 2 business days.
- Students and parents should do everything possible to ensure students arrive at school on time.
- Tardy Bell "Lock Outs" will be conducted periodically at the secondary level (grades 6-12) to reduce tardiness or loitering activity.

	<b>Intervention</b>	<b>Referral</b>
<b>3 Tardies</b>	Teacher/student conference and parent notification.	After-school detention assigned for up to 2 days.
<b>6 Tardies</b>	Parent/Guardian notification and conference required.	After-school detention assigned for up to 4 days.
<b>(9 or more) Excessive Tardies</b>	Parent notification, includes a written letter and parent/guardian conference with an Administrator.	After-school detention is assigned until the parent conference is completed.

NOTE: Excessive school absences and tardiness may affect federal and Navajo Nation financial assistance income. Letters requested by parents will not be granted if there is an excessive amount of unexcused absences. After 10 consecutive unexcused absences, students will be dropped from enrollment with a possible SCAN referral and/or Court Referral made.

### **STUDENT RECORDS**

To'Hajiilee Community School follows the guidelines of the amended Family Educational Rights and Privacy Act (FERPA) of 1975 and gives notice to parents of students under the age of 18 and to students 18 or older. The school will not disclose personal student information from educational records to the public without parent/guardian consent. Directory information will be disclosed for general school purposes such as name, sport participation, photo, class roster, and transportation roster.

#### **1. The school maintains the following education records directly related to students:**

- A. School Admission application
- B. Personal information records
- C. Academic records, including those from other schools attended
- D. Attendance records

- E. Disciplinary records
- F. Awards received/recommendation letters
- G. Health records
- H. Progress records
- I. Standardized assessment records
- J. Consent required for special education records (IEP evaluations)

**2. Access to education records is limited to the following:**

- A. Parents of students under the age of 18.
- B. A parent of a student over the age of 18, if such student is a dependent as is defined in the Internal Revenue Service guidelines.
- C. The student.
- D. School officials who have a legitimate educational interest.
- E. Federal, state, and local officials to whom information is required to be reported.
- F. Certain testing organizations.
- G. Accrediting organizations.
- H. Appropriate persons in connection with an emergency.
- I. Any person with the written consent of the parent of students under 18 or the student 18 and over.
- J. To a school, or schools, in which a student seeks or intends to enroll.

**3. Student information may be released without prior consent, unless the parent or student informs the registrar/school counselor that any or all of the information should not be released without prior consent. The information may include:**

- A. Student's name
- B. Address
- C. Date and place of birth
- D. Participation in officially recognized activities and sports
- E. Weight and height of members of athletic teams
- F. Dates of attendance
- G. Degrees, Diplomas, and awards received
- H. Most recent previous educational agency or institution attended by students

**4. Any parent who may have questions concerning his/her child's education records may come in Monday through Friday between the hours of 8 a.m. and 4 p.m. to request a review of student records through the School Registrar's office. Appointment is recommended. Any student may review his/her folder through the same arrangement, or with the school counselor.**

**5. Transcript Request: A 24-hour notice must be given for all regular requested transcripts.** Unofficial transcripts and Official transcripts can be provided by the School Registrar. Transcript requests are free.

**GENERAL INFORMATION AND POLICIES:**

**ACADEMIC HONORS**

Students may participate in academic honors which are based on the student's grade point average and attendance.

- |   |                                |
|---|--------------------------------|
| ▪ Desidero Platero Award – Valedictorian                | ▪ National Honor Society (NHS) |
| ▪ Marty Apache Award – Salutatorian                     | ▪ Perfect Attendance Award     |
| ▪ Citizenship Award                                     | ▪ Honor Roll                   |
| ▪ Marjorie Abeyta – Attendance Award - for Seniors Only |                                |

- High school seniors can qualify for the Desidero Platero Award (Valedictorian/Highest G.P.A.) and the Marty Apache Award (Salutatorian/2<sup>nd</sup> Highest G.P.A.).

- The Citizenship Award will be determined by a school selection team, and will be announced at the high school graduation ceremony.
- The Marjorie Abeyta Attendance Award is based upon good cumulative attendance from Freshman to Senior year at TCS.
- The National Honor Society and National Elementary Honor Society, TCS will follow the NHS and NES national guidelines.

## ATHLETIC PROGRAMS

Students may participate in athletic programs from 3<sup>rd</sup> grade to 12<sup>th</sup> grade and must maintain grade point average of a 2.5 G.P.A. or higher **with NO F's**. Students must obey the school rules/policies and/or follow the New Mexico Athletics Association (NMAA) guidelines.

### Elementary

Basketball (Winter)                      Grades K – 5

### Middle School

Cross Country                              Grades 6 – 8

Basketball                                    Grades 6 – 8

Girls Volleyball                            Grades 6 – 8

Baseball                                        Grades 6 – 8

### High School

Basketball                                    Grades 8 –12

Softball                                        Grades 8 –12

Girls Volleyball                            Grades 8 –12

Golf    Grades 8 – 12

Baseball                                        Grades 8 – 12

Cross Country                              Grades 8 – 12

## BUS/TRANSPORTATION

Bus service is available to all students attending our school. Students attending TCS are required to ride the bus to/from school ***unless there is written documentation from the parent/guardian*** that indicates otherwise. Students are not allowed to walk home. The transportation director can be reached at 505-908-2426 ext. 139.

## CLASS TIMES

Elementary                                    7:50 a.m. – 2:05 p.m.

Mid/ High School                            7:50 a.m. – 3:00 p.m.

Student and classroom schedules can be made available upon request through the front office. Note that following a holiday particularly on a Monday or a 2-hour delay or a parent/teacher conference, Wednesday will be a full scheduled school day. For example, following Labor Day or a 2-hour delay on Tuesday, Wednesday will be a full school day.

## CLUBS/ORGANIZATIONS

The clubs/organizations composed of elected officers and/or students to carry out class activities in fundraising or promoting school spirit events.

- Open to all students.
- Operate within established guidelines.
- Faculty advisor is approved by an administrator.
- Be an approved club organization.

## COMMON CORE STATE STANDARD (CCSS)

The intent of Common Core State Standards is to provide consistent high expectations at each grade level. Teachers will implement and set academic goals for students in preparation for college, workforce training and life.

## **COUNSELING SERVICES**

All students will be provided with social, behavioral, and academic counseling according to the American School Counselors Association (ASCA) model. Counselors are provided at the elementary, middle, and high school departments.

## **CREDIT RECOVERY**

Students may enroll in online credit recovery during the school year with administration approval.

## **DUAL CREDIT**

Dual Credit is a program that allows high school students to take college classes while they are still in high school. It is open to sophomores, juniors, and seniors who qualify. This allows students to earn free college credits and to get a head start in their studies. To'Hajiilee partners with the Navajo Technical University and Central New Mexico in offering courses. These grades are included on the high school transcript and calculated within the GPA.

## **EMERGENCY ILLNESS**

If a student becomes ill at school, the parent or guardian will be notified so that treatment can be given as soon as possible. In case of an emergency, Emergency Medical Services will be called immediately. A nurse, or school personnel, will evaluate students who may become ill or injured.

## **ENROLLMENT**

The following documents are required to register for grades K-12. Parents/guardians must be present and bring: birth certificate (new students only); certificate of Indian Blood (new students only); social security card (new students only); up-to-date immunization record (new students and returning students); family profile (parent's census numbers); family income; utility bill to verify mailing address; transferring students (bring transcripts and withdrawal forms from last school attended); and up-to-date legal guardianship documents. And any additional documents needed for enrollment, for example, Individualized Education Plan (IEP), Section 504 plan, etc. A behavior check with the enrollee's previous school will be conducted by school administration before the student is allowed to become a student when the student is not enrolled during regular enrollment. If a student has been long-term suspended or expelled from their previous school, enrollment at TCS will be at the discretion of school administration. The prospective enrollee who had been long-term suspended or expelled may expect to serve out the terms of their suspension or expulsion before being enrolled at TCS. Kindergarten Policy – The State of New Mexico requires that new students entering Kindergarten must turn 5 years old on or before September 1<sup>st</sup> of that school year.

## **EXAMS/ASSESSMENTS**

To'Hajiilee Community School students are **required** to participate in standardized assessments that measure student progress. \*BIE Assessment or Assessment deemed necessary to assess students' academic growth.

1. BIE Science Assessment Grades 3, 5, 8, & 11
2. BIE ELA and Math, Grades 3–12
3. Northwest Evaluation Association (NWEA) Grades FACE, Preschool, K–12 (3 times a year)
4. English Language Assessment Survey (WIDA) for Grades K–12
5. Achieve 3000/Smarty Ants
6. BIE Alternative Assessment (Based on Special Education IEP)

## **RECOMMENDED TO PARTICIPATE IN:**

- ACT – Recommended for College Entrance Grades 11 & 12
- ASVAB – Recommended for Military Entrance Grades 9–12

## **FOOD/BEVERAGES:**

“Energy drinks” of any kind are not allowed on campus. Beverages that are considered as a source of energy, drinks containing a high percentage of sugar and caffeine, or other stimulants. ie: Monster, Red Bull, Rock Star, or any other.

**FAMILY ENGAGEMENT PROGRAM**

The Family Engagement Program coordinates education events that enhance student success.

- Provides parents and families with opportunities to strengthen communication between school and home.
- Provides opportunities for parents to get to know each other and network.
- Offers parent training/resources which focuses on ways to strengthen student academic achievement.

**FIELD TRIPS**

Upon registering a student for school, the parent or guardian will sign a one-time parent consent form allowing his/her child to participate in all school sponsored field trips throughout the specified school year (excluding overnight field trips).

- Students are not eligible to participate if they are suspended. Students may not be eligible due to poor behavior, failing grades, and low attendance.
- Only children in the class may attend a field trip—no siblings may attend.
- Students are to remain with their class and teachers at all times while on field trips.
- Permission slips must be turned in by the date requested by the sponsor – permission slips turned in the day of the trip will not be accepted and the student will not be able to participate in the field trip.

**FIRE DRILLS**

Students will evacuate according to the To'Hajiilee Community School Emergency Procedures Quick Reference Guide posted in the classrooms. Students must follow the teacher's instructions.

**FUNDRAISING**

All fundraising activities must have prior approval by the Chief School Administrator. All clubs and organizations must have their Plan of Operation Form on file with the Business Office. Failure to comply may result in the club being denied permission to do fundraising activities. All sales will take place during non-instructional time. An adult must supervise at all times. It is mandatory that any fundraising profits be deposited by class sponsors immediately after the sale with the Business Office personnel. Money must be submitted the same day, or day after.

**GRADING SYSTEM**

**Honor Roll (Based on a 4.0 Grade Point Average (GPA))**

A = Excellent	90 – 100%	4 points	Honors	3.75 – 4.00
B = Above Average	80 – 89%	3 points	Honor Roll	3.50 – 3.74
C = Average	70 – 79%	2 points	Honorable Mention	3.00 – 3.49
D = Below Average	60 – 69%	1 point		
F = Failing	0 – 59%	0 point		

- A** Outstanding in thoroughness, accuracy, and performance
- B** Above average in performance
- C** Average in performance
- D** Below average in performance, but not acceptable for graduation credit
- F** Failing work, not acceptable for graduation credit

GPA Computation example:

Period 1 = C	C = 2
Period 2 = B	B = 3
Period 3 = A	A = 4
Period 4 = B	B = 3
Period 5 = A	A = 4
Period 6 = C	C = 2
Period 7 = B	B = 3
Total = 21 points divided by 7 classes = 3.0 GPA	

<b><u>High School Credit Classification/Grade Level Chart</u></b>	
<b><u># of Credits Earned</u></b>	<b><u>Grade Level</u></b>
<b>0-5.5</b>	<b>9th grade</b>
<b>6-12.5</b>	<b>10th grade</b>
<b>13-18.5</b>	<b>11th grade</b>
<b>More than or equal to 19</b>	<b>12th grade</b>

### **GYM LOCKERS**

Mid and high school students enrolled in P.E. classes will be assigned a locker. Lockers may not be shared. P.E. Teachers will do daily locker checks.

### **HALL PASSES**

All students out of class need to have a hall pass, signed by a teacher, administrator, or counselor.

### **HEAD LICE POLICY**

To'Hajiilee Community School follows the Centers for Disease Control and Prevention recommendation that "Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice." We understand that head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. This nuisance should not disrupt the educational process. Head lice are not responsible for the spread of any disease, are not a sign of uncleanness, and do not pose a health hazard. In-school transmission is considered to be rare and when transmission occurs, it is generally found among younger-age children with increased head-to-head contact. TCS will follow its procedures to which supports the inclusion and academic achievement of students with verified cases of head lice. Its objectives are to allow the student to fully participate in all educational and school-sponsored activities.

## **HOMEWORK**

Homework is an extension of lessons presented in class and benefits the students by providing practice and reinforcement. It can also help students develop a sense of responsibility and organization. When your child is absent from school or out for an extended period of time please call the school attendance secretary. Every student is encouraged to read a minimum of 20 minutes each night.

## **LAW ENFORCEMENT JURISDICTION**

The Navajo police have the responsibility for upholding laws on the school campus. The Federal Bureau of Investigation, BIA law enforcement and/or the Navajo law enforcement may investigate serious crimes on the school campus.

## **LOCK DOWN DRILL**

Lockdown drills are a means of practicing preparedness in the event of an intruder or criminal act. Generally, an announcement is given that the building is going on an immediate lockdown. At that point, all occupants present at the time of the drill go to a room and lock all doors and windows tight. The lock down drill is not released until the administrator alerts staff in person. Refer to the "Quick Reference Guide" and follow TCS staff instructions.

## **LOST AND FOUND**

All lost and found items should be taken to the front office. Library books should be taken to the library. Students should put their names on their belongings. Do not bring valuable items to school. **The school is not responsible for lost or stolen items brought to school by students.**

## **LIBRARY**

Students are encouraged to take advantage of opportunities to read, study, and conduct research in the library. Books must be returned on time or renewed if needed for a longer period. Students must have a pass to use the library. Students are to follow the same classroom rules in the library. Students may borrow books for 2 weeks. If books are overdue for 1 month, a letter will be sent home to the parent/guardian via mail. The student is responsible for each book and its replacement. If any books are lost or damaged, a replacement may be requested. The school is to receive the funds to replace the book.

## **MEDICATION**

Medications will not be administered to students by school personnel due to medical and health liabilities. Special considerations will be reviewed by the administration on a case-by-case basis. Teachers, staff, and administrators are **not** allowed to dispense over-the-counter medication to students.

## **PHONE CALLS**

Come or contact the office if you need to deliver a message to your child during school hours. Students may not use cellphones during school hours. The student will go to the front office if the situation is urgent.

## **UNANNOUNCED VISITS AND PHONE CALLS TO CLASSROOMS**

Unannounced visits and phone calls during instructional time are highly discouraged. Please stop by the office to leave a message.

## **MISS TO'HAJIILEE/TCS WARRIOR**

Miss To'Hajiilee/TCS Warrior Is a title created by the Diné Culture Week pageant to recognize the qualities of students in grades 9<sup>th</sup>–11<sup>th</sup>, to serve as representatives of the school. These individuals will exemplify the attitude and moral virtues of Native American youth within the community as well as Nation-wide. Students must maintain at least a 2.5 GPA and not have any behavioral referrals to participate. They must model positive character and demonstrate respectful behavior on TCS campus, in the public and social media. **Parents/Guardians are responsible for all expenses the student participates in, for**

example: parades, Gathering of Nations Powwow, etc. Students will sign a contract for their terms and follow guidelines as representatives.

### **NAVAJO LANGUAGE AND CULTURE**

Navajo Language & culture classes are provided from Preschool, FACE through 12<sup>th</sup> grade. Since 1984, the Navajo Nation mandated instruction in Navajo language and culture in K-12 schools within its boundaries.

### **NAVAJO SCHOOL CLOTHING PROGRAM**

Students enrolled in FACE, Preschool, and K-6<sup>th</sup> grades and enrolled in the Navajo Tribe are eligible for Navajo Nation clothing assistance. The Navajo Family Assistance Services (NFAS), under the Department for Self-Reliance administers the Navajo Education Incentive (NEI), formerly known as the Navajo School Clothing Program. Parents will need to complete an application with the Navajo Family Assistance Services. Call for more information: (928) 871-6851 or 7635.

### **NUTRITION**

All students are served a nutritious breakfast and lunch every day through the USDA food program. Students with allergic reactions to certain foods must have a Diet Authorization Form on file with administration. This form has to be filled out by a licensed provider that can verify the Special Diet to change a student's meal plan. Forms are available with our School Registrar.

### **PARENT ADVISORY COMMITTEE (PAC)**

The Parent Advisory Committee will be the liaison for the parents/guardians for students to promote, advocate, and provide quality academic achievement resulting in success.

- PAC meetings are held the second Tuesday of each month.
- Parents/Guardians are encouraged to participate in monthly meetings for updates and planning for school functions/activities.
- Members include one PAC-Chair, one PAC Vice-Chair, one PAC-Secretary/Treasurer, and two PAC Members. PAC membership requirement, see PAC By-laws.

**PARENT/TEACHER CONFERENCE** Parent/Teacher Conferences are held quarterly. Parents/Guardians are encouraged to participate in their child(ren)'s conference to learn about their child's academic progress.

### **PARENT PORTAL**

Infinite Campus has developed a Parent Portal to allow parents/guardians to view the records of their child(ren) via the Internet. TCS will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents/guardians of students enrolled in the school will be allowed access to the Parent Portal. Parents/guardians may go to <https://bie.infinitecampus.com/campus/portal/tohajiilee.jsp> to set up a user name and password. The purpose of this portal is to enhance communication between the school and parents/guardians. They will have access to the following:

- Personal Data
- Attendance
- View/Print student schedules
- Grade book and assignments
- View/Print progress reports

TCS reserves the right to add to or remove any of the above functions from the Parent Portal at any time.

### **POLICY ISSUANCE**



Any individual student that would like sponsorship to attend a workshop or seminar, that is a school sponsored event, has to be recommended by one of their teachers to the TCS school board and the Principal.

## **PROGRESS REPORTS**

A progress report will be sent to parents in the middle of each marking period for students whose achievement indicates possible failure or who are not working up to their level of potential. The report will be made out by the teachers and mailed or emailed home.

## **PROMOTION**

### **Definitions:**

- **Promoted:** Student has satisfactorily met all requirements for grade level for promotion.
- **Assigned:** Student has not met all of the requirements, but is assigned to the next grade level.
- **Retained:** Student has not met the requirements and will be retained in the present grade level.

### **Requirements for Promotion:**

- **Elementary students** will be promoted, or assigned, to the next grade, based on their teacher's recommendation, passage of the minimum grade standard and meeting the NM Public Education Department's attendance requirement unless an Administrative Waiver is obtained.
- **Middle School students** will be promoted to the next grade, based on the teachers' recommendations, passage of the minimum grade standard (1.0 G.P.A.) and meeting the NM Public Education Department's attendance requirement unless an Administrative Waiver is obtained.

## **REQUIREMENTS TO PARTICIPATE IN 8<sup>TH</sup> GRADE PROMOTION:**

The Eighth Grade Promotion occurs at the end of a student's eighth grade year. Students who have met the academic, attendance and school criteria (all finals completed and textbooks and technology returned), set by TCS may participate.

- **Students are required to have a minimum of a 1.0 GPA and have no more than 20 days of absences for the school year.**
- **Attire:** No Halloween or Cos-Play Business Casual or traditional attire will be worn. Non-compliance with dress code means non-participation in the ceremony. Ladies: dress, skirt, or slacks, blouse, dress shoes/sandals or traditional attire; Men: slacks (or nice jeans-no holes), collared shirt, dress shoes or traditional attire.
- Limited decorations may be permitted with approval by the school. Any decorations must be respectful.

## **REQUIREMENTS TO PARTICIPATE IN THE HIGH SCHOOL GRADUATION:**

- High School students will receive credit for each course upon satisfactorily meeting the established criteria (See "Graduation" High School requirements").
- High school students must successfully pass the New Mexico State Competency/ Standardized Assessments, in addition to completing required coursework to receive a high school diploma.

## **REFERRALS**

The Student Assistance Team (SAT) is a staff supported team designed to screen and assist students who may need special accommodations/interventions in order to succeed in school. See SAT guidelines for more information.

## **REPORT CARDS**

Elementary and middle/high school student grades are reported four times a school year. This progress is reported on a 9-week progress report completed by the classroom teacher. Report cards will be mailed to a parent's address every 9 week grading period or given at parent/teacher conferences.

**October 2022**

End of 1<sup>st</sup> 9 weeks

**December 2022**

**March 2023**

**May 2023**

End of 2<sup>nd</sup> 9 weeks

End of 3<sup>rd</sup> 9 weeks

End of 4<sup>th</sup> 9 weeks

## **RESTRICTED AREAS**

These are areas where students are not allowed. They include all areas where no staff supervision is provided (i.e. hallways/portables, etc. before and after school, etc.).

## **RETENTION**

Elementary and Middle School Teachers recognizing students with significant educational progress deficiencies shall notify the school administrator no later than the end of the second grading period if retention is anticipated. (1<sup>st</sup> Semester-December)

The teacher shall work closely with the school administrator, counselor, and the support personnel to develop a special support program. The parent shall be notified no later than the end of the third grading period (March), of the possibility of retention. Parental help should be elicited when initial concerns arise and a Student Assistance Team (SAT) Referral completed.

No student shall be retained without documented remediation/intervention strategies provided based on the school remediation plan program and recommendations from school support staff members to focus attention on the unique needs of the student.

*Disagreement of Request for Retention* - A conference consisting of school administrator, teacher, counselor, and parent will be scheduled. All factors will be taken into consideration. There should be a review of all records, and all significant points of view should be aired by all interested parties.

A parent or guardian who refuses to allow his (her) child to be retained shall sign a waiver indicating that the child's promotion is against the specific advice and recommendation of the certified school instructor and the school administrator.

## **SCHOOL CLOSURE POLICY**

On bad weather days, the start of school may be delayed. School will begin two hours later than the regularly scheduled time. This information will be shared through the "shout out" system, TCS social media (i.e. Facebook), and on channels 4 and 7 daily news. You may also get on their website for more information.

## **SEARCH AND SEIZURE**

- The school recognizes and will preserve the students' right to privacy and security of personal effects. However, the school retains the right to inspect school property including but not limited to student lockers and desks for safety or health hazards; violation of school regulations; property maintenance and accountability is reserved to the administration. To'Hajiilee Community School will not be responsible for damages related to search.
- A student's personal items, including backpacks, purses, bags, or wallets will not be examined without the student's presence or permission, unless there is probable cause or suspicion. An example includes, but is not limited to, the odor of drugs or alcohol or the attention of a drug dog or probable cause or reasonable suspicion. This would justify a complete inspection of one's personal and school property, even without the student present.
- The person conducting the search is required to have documented facts that would lead towards the suspicion that criminal activity was taking place or forthcoming and that evidence of that activity would be discovered by a search.
- Private vehicles may be inspected if parked on school property and if the school official has a reasonable suspicion that contraband is contained inside the vehicle.

- To'Hajiilee Community School may practice the following types of searches: school lockers, pockets, book bags, backpacks, purses, wallets, drug-sniffing dogs, school-wide belonging searches, shoes and socks, phones, and private vehicles.
- To'Hajiilee Community School is not responsible for lost or stolen items that are unauthorized but brought to school by students.

## **SECTION 504 of the Rehabilitation Act of 1973 / AMERICANS WITH DISABILITIES ACT (ADA)**

These are Federal Laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such impairment, or is regarded as having such impairment

In order to fulfill its obligation under Section 504 and ADA, To'Hajiilee Community School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. TCS has specific responsibilities under Section 504, which include the responsibility to identify and evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

## **SENIORS**

Senior trip is a privilege. All students attending the senior trip must meet the following criteria:

- Regular participant in fund-raising as well as other requirements by the senior advisor.
- No serious behavioral referrals in their senior year.
- On-track to graduate.
- Complete all testing and class requirements.
- Seniors must be enrolled by "Count Week" (September 2023)
- Attend school on a regular basis and not have any excessive unexcused absences.
- Seniors must have a complete budget by March 2023.
- Seniors must have a secure date, location of ceremony, supplies/purchases, planning, etc. by March 1, 2023.

Graduation: Each student is responsible for knowing his/her graduation status throughout the school year, and for working with both the counselor and his/her teachers on an ongoing basis. No senior will be allowed to participate in TCS's graduation ceremony if he/she has not met the graduation requirements by the end of 2nd quarter. **STUDENTS MUST COMPLETE ALL ACADEMIC REQUIREMENTS FOR GRADUATION BEFORE THEY WILL BE ALLOWED TO BE A PART OF THE GRADUATION EXERCISES.** Diplomas may be withheld until a student clears any pending financial obligations with the school. Misbehavior by any graduating senior, including senior pranks," can result in the student forfeiting the privilege of participating in the graduation ceremony. Students who are long-term suspended or expelled will forfeit the privilege of participating in the graduation ceremony. This special event is representative of the values and integrity of To'Hajiilee Community School. Therefore, if a student is involved in inappropriate behavior as specified in this handbook, or is not appropriately attired for the ceremony, that student can be denied participation in the commencement exercise.

Graduation Attire: No Halloween or Cos-Play masks. Business Casual or traditional attire will be worn under your Gowns. Non-compliance with dress code means non-participation in the ceremony. Ladies: dress, skirt, or slacks, blouse, dress shoes/sandals or traditional attire; Men: slacks (or nice jeans-no holes), collared shirt, dress shoes or traditional attire. Cap Decorations: Limited decorations may be permitted with approval by the school. Any decorations must be respectful.

## **SHOUT OUT**

A "shout out" is a phone call made to parents or guardians informing them of unexpected delays, early dismissals, and upcoming events.

- All parents' information will be entered into our NASIS system at the beginning of the school year.
- Parents/guardians can update their phone numbers through the NASIS parent portal at any time.
- It is the responsibility of the parents to notify the school of any changes in phone, email and address information in a timely fashion.
- Any emergencies, school closures, or delays will be communicated through the Shout Out system. It's important for parents to have updated communication information to receive these shout outs..

## **STUDENT CHECK-OUT PROCEDURE**

To ensure your child's safety, we will request identification from everyone. **All authorized persons must obtain a check-out slip from the office before the student can be checked-out.**

- Parents or legal guardians of students must give the registrar the names of people authorized to check-out their child/children.
- No person under the age of 18 or anyone under the influence of alcohol or drugs will be allowed to check-out a student.
- Students 18 years or older may not check themselves out.
- During Virtual Learning, parents are responsible for notifying the school if the student needs to leave their virtual class early.

## **STUDENT'S PERSONAL VEHICLE**

Students are not allowed to park outside of the school property and walk to school. Driving a personal vehicle to school is a privilege and is open to students with at least a 3.0 GPA per semester, good behavior, and good attendance. Students seeking to drive to school must also have a current Driver's License, current Proof of insurance with the student's name on it and Current Vehicle registration. Once a student qualifies, their parent/guardian must fill out a consent form for their child to bring their own personal vehicle to school. **Students are not allowed to transport other students in their vehicle. Students are reminded that TCS is a closed campus and so students are not allowed to leave campus during the school day without written approval from their parent/guardian stating a date and time and without the knowledge of the school. Students are required to obtain and display their parking pass at all times when on the TCS campus.**

## **SUMMER SCHOOL**

If Summer School is offered, the qualifications will be determined by administration. Summer School is a four week course.

## **TEXTBOOKS**

Textbooks are property of the To'Hajiilee Community School. Textbooks are loaned to students for their use. Any lost, stolen, or damaged book is the responsibility of the student and he/she may be charged for replacement of a textbook.

## **VISITORS**

ALL visitors must report to the main office and obtain permission to visit any part of the campus. Upon signing in, show identification for issuance of a visitor's pass which will permit campus access.

**ALL VISITORS MUST WEAR A VISITOR'S TAG AT ALL TIMES.**

- A. Students:
  - a. Students may not bring children (brothers, sisters, relatives, or friends) to school for any reason.
  - b. Upon graduation, seniors are no longer students of To'Hajiilee Community School and are classified as Alumni. They must follow the Visitor's Policy.
- B. Parents:
  - a. Parents are encouraged to visit. As visitors, parents will only be allowed to visit the classroom of their own children. Proper identification will always be checked.
- C. FACE Students/Parents
  - a. Parents are encouraged to visit, but visiting children must be accompanied by their parents.
  - b. As visitors, parents will only be allowed to visit the classroom of their own children.

- c. If a FACE parent is not in-attendance for Center-based class, a FACE parent must obtain a visitor's pass to be permitted on campus.
- D. Other visitors must have a prior appointment with school staff to conduct their business, and if the business is with Instructional Staff then the appointment will be during non-instructional time.
- E. Parent Advisory Committee
  - a. Will follow the school's Visitor Policy.

### **SCHOOL DISCIPLINE**

TCS's goal is to provide each student with the personal attention that is essential to attain academic success. When a child is having difficulty behaving in the classroom we will look at the whole aspect of the child and work with him/her individually to help facilitate healthy behaviors. Our purpose is to help create a healthy child, family, and overall community.

- Upon receiving a referral from the teacher, Administration will intervene and develop a plan with the student to help guide him/her onto the successful path. This may include networking with TCS Family Engagement, TCS counselors, To'Hajiilee Behavioral Health Services, Restorative Justice, Peacemaker Court and/or the To'Hajiilee Court System.
- Out of school suspension is one of the consequences that TCS may employ when it is deemed necessary. While on suspension, students will not be allowed to participate in school events; such as, sports, games, dances, field trips, and other special events held by TCS.

### **VIOLATIONS**

#### **1. ASSAULT/ BATTERY –**

**Definition:** The unlawful beating of another person, where only one person exhibits violent behavior.

1st offense: 3-10 days suspension, possible Long-term suspension or recommendation for expulsion pending DRB hearing, police may be notified on a case by case basis, parents notified.

2nd offense: Long-term suspension or recommendation for expulsion, police may be notified on a case by case basis, parents notified.

**Expulsion:** There will be **NO tolerance for physical contact with an adult. No students shall make any aggressive, physical contact with any adult/staff/parent. This includes bodily fluids.**

#### **2. BODILY FLUIDS:**

**Definition:** Inappropriate use of bodily fluids, such as: spitting, mucus, or blood.

1st offense: 1-3 days suspension, notify parents.

2nd offense: 3-5 days suspension, parent conference, mandatory counseling.

3rd offense: Long-term suspension, Discipline Review Board Hearing.

#### **3. FALSE ALARMS:**

**Definition:** Making false threats towards the school or pulling the fire alarm.

1st offense: 3-5 days suspension, possible legal action, notify parents.

2nd offense: Long-term suspension to expulsion, possible legal action. Notify parents.

3rd offense: Expulsion, possible legal action. Notify parents.

#### **4. BULLYING/CYBER BULLYING**

**Definition:** Physically hitting, shoving, pushing, and destruction of property. Hurtful words and pictures conveyed by the internet, email, and electronic devices are considered cyber bullying.

There is **NO TOLERANCE** for bullying. A bully is a child who oppresses or harasses someone else on a continuous basis. The harassment may be physical or mental such as verbal actions such as gossiping, teasing, taunting. Nonverbal behavior such as facial expression, pictures, and conveying threats are also considered bullying.

1st offense: Mandatory conference with an administrator. Notification made to parents. Suspension assigned based on situation. Restorative practice such as peacemaking may be assigned, Mandatory counseling.

2nd offense: 1-3 days out of school suspension, Restorative practice such as peacemaking may be assigned, parents notified.

3rd offense: Long-term suspension or recommendation for expulsion Restorative practice such as peacemaking may be assigned, DRB Hearing.

## 5. FIGHTING

**Definition:** To engage in a physical altercation. Police may be notified in instances of fighting based on severity.

1st offense: 1-3 days out of school suspension for both students involved, notify parents, counseling or long term suspension, police may be notified in instances of fighting based on severity.

2nd offense: 4-5 days out of school suspension for both students, notify parents, police may be notified in instances of fighting based on severity.

3rd offense: Long-term suspension or recommendation for expulsion (DRB Hearing), police may be notified in instances of fighting based on severity.

## 6. GROUP OR GANG RELATED PHYSICAL ASSAULT

**Definition:** The unlawful beating of another person where two or more persons exhibit violent behavior as part of a group or gang upon another person(s).

1st offense: 3-5 days suspension, notify parents, citation issued, counseling or long term suspension, depending on severity. Police may be notified in instances of fighting based on severity (DRB Hearing).

2nd offense: Long-term suspension or expulsion and report to the law officers. Charges will be filed with the Prosecutor (DRB Hearing).

## 7. ELECTRONIC DEVICES

**Definition:** Electronic devices (Phones, iPads, Cell Phone, Digital Camera, Electronic game devices (e.g., Gameboy, PSP), Handheld Video Camera, Laser Pointer, (For safety reasons, laser lights are prohibited from the school campus), Personal Music Player/iPod/Speakers, Portable DVD Player, Personal Laptop, etc.). **These devices are not allowed at TCS and will be confiscated by staff. Students have access to the internet using their Chromebooks.**

**TCS will not be responsible for lost or stolen electronic devices nor will they engage in searching for lost or stolen devices. No videotaping or taking photos unless it is part of a classroom assignment. The best place for your electronic device is at home. If students are found to be using electronic devices not related to instructional activities any member of TCS staff may confiscate the device. The consequences are as follows:**

1st offense: Staff will confiscate until the end of the day, parent notified.

2nd offense: Staff will confiscate and it will be checked in with the Administration and ONLY released to the parent/guardian; parent notified.

3rd offense: Staff will confiscate and it will be checked in with the Administration and ONLY released to the parent/guardian after ONE WEEK, parents notified.

4th offense: Staff will confiscate and it will be checked in with the Director of Academics and ONLY released to the parent/guardian at the end of the SEMESTER; parents notified.

Failure by student to relinquish an electronic device will result in a 1-day suspension from TCS.

Teachers may allow the use of electronic devices issued by TCS for instructional purposes. This exception to the policy shall be granted by individual classroom teachers.

## 8. CHEATING/PLAGIARIZING

**Definition:** All forms of academic dishonesty, including, but not limited to plagiarism and cheating. Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise

1st offense: No credit for assigned work. 1 day After-school detention. Parents will be notified.

2nd offense: 4 days in After-school detention. Meeting with parents and Administration.

## 9. DEFIANCE OF SCHOOL PERSONNEL

**Definition:** When a student disregards directions, is disrespectful, or disregards the commands of any school personnel. Any violations may result in immediate suspension and/or parent conference, depending on severity.

1st offense: Verbal warning, notify parent,

2nd offense: 1-3 days lunch detention or after-school detention or suspension, notify parents.

3rd offense: After-school detention or suspension, notify parents.

## 10. DEFIANCE (Language)

**Definition:** The use of profane and/or abusive language directed towards staff members.

1st offense: 3 days Out of school suspension, notify parent, counseling,

2nd offense: 5 days Out of school suspension, notify parent, counseling

3rd offense: Long-term suspension, DRB.

## 11. DISORDERLY CONDUCT

**Definition:** When a student is involved in any disruptive behavior not covered under other codes in this handbook, such as: Loud or unusual noise making; quarreling, threatening or challenging to fight; abusive or obscene language; using fireworks; forcing someone to do something against his/her will; throwing rocks/snowballs/spitballs; pulling fire alarms, kicking doors; or continuously acting in a manner to interfere with the teacher's ability to conduct class. Any violations may require immediate suspension and/or parent conference. Law enforcement may be notified and/or involved depending on severity.

1st offense: verbal warning, notify parent, 3 days lunch detention – possible suspension,

2nd offense: 1-3 days detention in mandated counseling, mandated parent conference. Possible suspension depending on severity.

3rd offense: Disciplinary Review Board (DRB) hearing.

## 12. DRESS CODE VIOLATION

**Definition:** TCS expects students to dress in an appropriate manner. Parents will be notified of students who require a change of clothing. See dress code policy below for more information.

1st offense: Contact parents, parents come and get students to change.

2nd offense: Parent/student conference.

## 13. EXCESSIVE REFERRAL

**Definition:** Having 3 or more referrals.

1st offense: 3 referrals – DRB will meet to review the discipline referral folder, letter to parents. will be present. Parent attendance is mandatory.

2nd offense: 5 referrals – DRB will meet again to review the discipline referral folder and parent attendance is mandatory. Further discipline may be assigned.

3rd offense: 8 referrals – DRB will meet again to review the discipline referral folder and parent attendance is mandatory.

## 14. HARASSMENT

**Definition:** When students make a verbal attack (including persistent nagging or teasing, an attempt to intimidate another, inciting a fight, obscene verbal attack, or any other action that inflicts distress)

on another student, a staff member, or another person. Any legal charges are handled by the Navajo Nation Courts, not the To'Hajiilee Community School.

1st offense: after-school detention, notify parents, additional consequences at the discretion of administration.

2nd offense: 1-3 days suspension, parent meeting, mandatory counseling.

3rd offense: DRB Hearing.

## 15. PROFANITY

**Definition:** The use of inappropriate, vulgar or obscene language. The use of swear words.

1st offense: Verbal warning, notify parents.

2nd offense: 1-3 days after-school detention, notify parents.

3rd offense: 3-5 days suspension, notification of parents.

4th offense: DRB Hearing, parent attendance mandatory.

## 16. PUBLIC DISPLAY OF AFFECTION (PDA)

**Definition:** Students are expected to model socially acceptable behavior. Inappropriate touching or sexual connotations will not be tolerated. Students will receive a verbal warning, parents will be notified and discipline will be assigned depending on the offense.

1st offense: Notify parents, mandatory counseling (include contemporary and kinship teaching), After-school self-respect education

2nd offense: 1-3 day(s) Suspension, parent conference.

3rd offense: 3-5 day(s) Suspension, parent conference.

4th offense: Suspension pending DRB hearing

## 17. SEXUAL HARASSMENT

**Definition:** No student will be involved in any act of sexual harassment, physical or verbal nature, which can be interpreted as sexual abuse. This includes, but not limited, unwanted touching, sexual comments, name calling, spreading rumors, pressure for sexual activity, and obscene gestures.

1st offense: Parent conference and after-school detention. Additional consequences may be assigned at the discretion of administration. Notify parents.

2nd offense: Mandatory counseling, parent conference, 3-5 days suspension

3rd offense: DRB Hearing.

## 18. STUDENT PERSONAL TRANSPORTATION

Students are not allowed to transport fellow classmates at any time.

1st offense: Notify Parents, on-campus driving privilege revoked for 5 days

2nd offense: Notify Parents, on-campus driving privilege revoked for 1 month

3rd offense: Notify Parents, on-campus driving privilege revoked for the whole school year

## 19. SUBSTANCE ABUSE AND SUSPECTED USE: (See pages 25-26)

## 20. TECHNOLOGY VIOLATIONS

- . Inappropriate use of the internet. No student will access the school's computer network without permission. No downloading software without permission from the teacher. Online communication is up to the discretion of the teacher.

**Zero tolerance** for pornography or any other sexual explicit materials/content will result in automatic suspension/possible expulsion.

1st offense: Student placed on contract. After-school Detention, meeting with parents.

- B. Theft of information accessible via the internet. No student will use information gained through use of the internet/network without appropriate authorization.



1st offense: Student placed on contract. 1-3 day suspension, meeting with parents.

## 21. THEFT

**Definition**: Students will not be involved in any unauthorized taking of property. The student and/or parents will be required to pay for the property, regardless of ownership. Law enforcement will be notified if warranted.

1st offense: 5 days suspension, restitution and legal referral, parents notified.

2nd offense: 10 days or long-term suspension, restitution and legal referral, parents notified.

## 22. TOBACCO

**Definition**: Use of vape, e-cig, chewing tobacco, and/or cigarettes are not allowed on campus.

1st offense: Confiscate tobacco, notify parents.

2nd offense: Confiscate tobacco, counseling, 1-3 days suspension and parent conference.

3rd offense: Confiscate tobacco, counseling, and 3-5 days suspension

## 23. TRUANCY ON CAMPUS (Ditching)

**Definition**: Students are absent from a class without authorization during school hours.

1st offense: Notify parents, after school detention assigned.

2nd offense: 1-3 days in after-school detention, parent notification.

3rd offense: 3-5 days in after-school detention, parent notification.

## 24. TRUANCY OFF CAMPUS (Ditching)

**Definition**: Students leaving campus without authorization during school hours.

1st offense: 1-3 days in after-school detention notify parents, notify police, and required parent conference.

2nd offense: 3-5 days in after-school detention, notify parents, notify police, and DRB Hearing.

## 25. VANDALISM/ARSON

**Definition**: No student will make willful or malicious damage to school or personal property, school campus, buildings, or staff property. This damage may include but is not limited to graffiti, damage by burning, cutting, tearing, dismantling, and damage to cars in parking lots. No student will attempt to harm or destroy technology data of another user or computer.

1st offense: DRB Hearing. Suspension to possible expulsion.

2nd offense: Long-term suspension to expulsion.

## 26. WEAPONS

**Definition**: No student shall possess, handle, transmit, threaten with discharge or use of any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to: knives, brass knuckles, bats (other than for athletics), clubs, sticks, lasers, Chinese stars, razors, rocks, or other projectiles, and the like. Toy guns are not acceptable.

1st offense: DRB Hearing. Law enforcement notification. 5-10 Days Suspension **and/or** Long-Term Suspension to possible expulsion.

## 27. WEAPONS (Fire Arm or Any Reasonable Facsimile)

**Definition**: No student shall possess, handle, transmit, threaten use of a firearm or facsimile gun (including BB guns and/or pellet guns).

1st offense: Law enforcement notification. Immediate Expulsion.

## 28. WEAPONS (Combustible Items)

**Definition**: No student shall have any combustible items such as aerosol sprays; spray paint, lighters, fireworks, tear gas, mace, pepper gas, or other explosives that might be harmful.

1st offense: DRB Hearing. Law enforcement notification. Suspension to possible expulsion

**Withholding grade reports, diplomas and transcripts. If the student loses or damages school property, TCS may withhold the issuance of official written grade reports, diplomas and transcripts until the student or student's parent or guardian has paid for the damages.**

### **SUBSTANCE ABUSE POLICY**

It is the position of the To'Hajiilee Community School that a caring environment is essential in preventing students from becoming involved with harmful substances. Students shall have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

While we recognize the health problems of youth are primarily the responsibility of the home and community, the school encourages parents and the legal system to accept their responsibility because substance abuse may lead to problems that interfere with school behavior, learning, and achievement.

The school will cooperate with the community resources to educate students, staff, and families concerning substance abuse, as well as to support alternatives for helping students and their families, including prevention and intervention strategies.

The To'Hajiilee Community School prohibits students from using, possessing, distributing, or trafficking alcohol, marijuana, narcotics, and other dangerous drugs on school property, or related school activities. When dealing with policy violations, school authorities will follow the Substance Abuse Policy consequences as outlined in the Parent/Student Handbook.

Due process rights for students and parents are guaranteed under student code. School officials shall follow procedures for suspension and expulsion as defined in the Student Code.

### **CONSEQUENCES FOR SUBSTANCE ABUSE**

#### **1. ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS & DRUG PARAPHERNALIA (Suspected Use and/or Possession)**

Suspected use, use and/or Possession of alcohol, marijuana, narcotics, and other dangerous drugs while on school property or at a school sponsored activity will not be tolerated. The item(s) may be in the actual possession of the student or in his/her locker, possessions, vehicle or hidden on campus.

1st offense: 2-10 days suspension, and/or 2 week after-school detention; parent meeting. Law enforcement notification. Actual possession may result in a citation/arrest. Mandatory counseling: Student may be referred to the following resources:

- To'Hajiilee Community School Counselors @ 505-908-2426
- To'Hajiilee Behavioral Health Center @ 505-908-2571

2nd offense: Citation/arrest and long term suspension or recommended expulsion. 5-10 days suspension, and/or 2 week after-school detention; parent meeting. Law enforcement notification. Actual possession may result in a citation/arrest. Mandatory counseling: Student may be referred to the following resources:

- To'Hajiilee Community School Counselors @ 505-908-2426
- To'Hajiilee Behavioral Health Center @ 505-908-2571

3rd offense: DRB

#### **2. CONSEQUENCES FOR SELLING/ DISTRIBUTING: ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS AND/OR PARAPHERNALIA**

No student shall be involved in selling/distributing alcohol, marijuana, narcotics, other dangerous drugs, and/or paraphernalia to another student. Student may be referred to the following resources:

- To'Hajiilee Community School Counselors @ 505-908-2426

- To'Hajiilee Behavioral Health Center @ 505-908-2571

1st offense: Long-term suspension – Expulsion. Law enforcement notification/involvement, Actual possession may result in a citation/arrest. DRB Hearing.

**Note:** Drug sniffing dogs may be used at any time. If the dogs indicate or make a detection, students may be subjected to “Consequence 1. ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS & DRUG PARAPHERNALIA (Suspected Use and/or Possession).

### **DUE PROCESS PROCEDURES AND APPEALS – 25 CFR 42.24**

EVERY STUDENT IS ENTITLED TO DUE PROCESS in instances to disciplinary action for alleged violation(s) of school regulations that result in expulsion.

#### **DUE PROCESS SHALL INCLUDE**

1. Notice of charges within reasonable time prior to a hearing. Notices of the charges will include what rule(s) was violated; the alleged facts concerning the violation and notice of access to all statements of persons relating to the charges and to those parts of the student's school record, which shall be considered in making a disciplinary decision.
2. A fair and impartial hearing before disciplinary action takes place unless there's an emergency situation. The official may impose a temporary suspension followed immediately by a report about the facts leading to the emergency, which shall not include any conclusions at this point. The student shall have the opportunity for a hearing as soon after the incident as possible, in accordance with due process regulations.
3. The right to have parent(s) or guardian(s) or their designated person, or legal counsel to be present at the hearing. The student is responsible for attorney fees.
4. The right to have witnesses on one's behalf and witnesses called to participate in the hearing and to question said witnesses.
5. The right to a record of hearing of disciplinary action, including written findings of fact and conclusions in all cases of disciplinary action.
6. The right to administrative review and appeal (25 CFR part 42).
7. The student shall not be compelled to testify against himself.
8. The right to have allegations of misconduct taken out of the student's school record if the student is found not guilty of the charges.

### **DISCIPLINARY REVIEW BOARD (DRB)**

The Disciplinary Review Board (DRB) will hear cases involving alleged violations of school rules/regulations that might result in long-term suspension, expulsion. The DRB will review all alleged violations, determine validity of the school rules and regulations and make a determination for alleged action to be implemented and can only recommend an action. The student and or parent may appeal the decision to the Chief School Administrator. The parent may elect to withdraw their child if a long-term suspension or expulsion is recommended and approved by the Chief School Administrator. However, if the receiving school calls, the reasons for the long-term suspension or expulsion will be divulged.

1. The DRB will consist of four (4) to five (5) school staff members
  - a. Chair – Administrator
  - b. Leadership Team Member
  - c. Staff Member
  - d. One or two Instructional Staff Members
  - e. Optional: One P.A.C. Member Representative
2. The DRB will make a decision by majority vote, based on the evidence presented at the hearing.
3. If neither the student or parent(s) appear at the hearing on the appointed date/time, the hearing will be conducted without them.

4. Attendance at the hearing is limited to: the student, parent(s)/ guardian, counsel, witnesses, the DRB members, and a recorder.
5. The hearing will follow due process procedures.
6. Parents may request that a School Board Member be present for a DRB.

### **DRESS CODE POLICY**

To'Hajiilee Community School has the expectations that students will dress in an appropriate manner for the importance of education. The school expects all students to dress in a professional manner. To'Hajiilee Community School has the authority to enforce the dress policy as it sees fit. (CONSEQUENCES – See Dress Code Violation, Page 20).

To'Hajiilee Community School Board Inc., is not responsible or liable for accidents. Heelys and skateboards are NOT ALLOWED on campus and will be confiscated. Unacceptable Clothing & Accessories includes but are not limited to:

- Excessively tight or revealing clothing including short shorts, short skirts, sheer shirts or bare midriff, tank tops, low cut shirts, off the shoulder shirts, oversized basketball shirts with no t-shirt underneath, spaghetti straps, tube tops, halter tops or muscle shirts, altered clothing as well as ripped or frayed clothing.
- Attire or accessories that advertise, display, or promote any profanity, or drug, including alcohol or tobacco, sexual connotation, violence, disrespect and/or bigotry towards any group are not acceptable.
- No cleavage can be shown.
- Old English script on any article of clothing or accessory is not permitted on campus.
- No sagging or baggy pants or wearing pants below the waist, including 'low rise', skinny jeans or pants belted below the waist that allow underwear or skin to show.
- Spiked jewelry, chains, belts with more than 2" excess.
- Gang-related attire.
- Hats, caps, beanies, head gear, headbands, hair nets, masks are not allowed unless they are specific to instruction or event (i.e. Halloween), safety, religious, or for medical reasons. Hats may be worn, but only outside the buildings. Hoodies must be removed upon entering campus.
- Pajamas, house slippers and trench coats are not allowed unless sponsored by school.
- Shoes must be worn at all times. No flip flops.

### **TO'HAJIILEE COMMUNITY SCHOOL ACTIVITIES ELIGIBILITY STANDARDS**

All students who are enrolled in the To'Hajiilee Community School will abide by the rules and regulations set forth by the To'Hajiilee School Board of Education, Inc., and agreed upon by the staff. These rules are to enhance the quality of education and the participation in all school activities. Requirements to participate in any school-sponsored club, Student Council, Miss/Mr. To'Hajiilee or athletic program are as follows:

1. Students are to abide by the To'Hajiilee School Student/Parent Handbook.
2. All students are to carry a grade point average of 2.5 (WITH NO F's) or better for the immediate previous nine-week grading period and maintain the standard during the school sponsored activity.

The purpose of the To'Hajiilee Community School Code of Conduct is:

1. To ensure a safe environment for teaching and learning which is protected from disruption and harassment?
2. To provide information to students and parents about rules and regulations of the school and possible penalties for violations of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures within the school.
4. To provide for the enforcement of school disciplinary rules and regulations when the student is on school property, in attendance at school, or at any school sponsored activity or engaged at any time or place in conduct that has a direct effect on maintaining order and discipline in the school. This also includes transportation to and from school activities.

This code of conduct was established to ensure a safe atmosphere and healthy environment for learning. By enrolling at To'Hajiilee Community School, the student agrees to abide by this Student Code of Conduct. Consequences have been set for violations of the Student Code. These consequences will be applied fairly to all students.

The Student Code of Conduct is developed in accordance with the Code of Federal Regulations, Title 25, Chapter 1, subchapter E, part 42, and Bureau of Indian Affairs Manual 62 BIAM.

The Administrator has the authority to expel, suspend, or otherwise discipline students if there is cause. Teachers have the authority to temporarily remove students from class if the student is disruptive to the orderly education process of the class.

County, state, and tribal, and federal authorities may prosecute students who commit crimes and violate laws. The courts will administer the penalty for these violations and the school may impose a second penalty, which will not be construed as double punishment or double jeopardy. The law enforcement agency will make a determination about any legal action to be taken in each individual case.

## **HIGH SCHOOL GRADUATION REQUIREMENTS** **(The N.M. State and To'Hajiilee School Board Requirements)**

To'Hajiilee Community School requires a successful completion of a minimum of 25 credits in coursework (aligned to the NM state academic content and performance standards) **and** the successful completion of a NM State Graduation Assessment to receive a High School Diploma. (NM requirement 09-09-2011)

### **A. NM STATE ASSESSMENT REQUIREMENTS:**

1. BIE Science Assessment, Grades 3, 5, 8, & 11
2. BIE ELA, Grades 3-12
3. BIE Math, Grades 3-12
4. English Language Assessment Survey (WIDA) for Grades K-12
5. BIE Alternative Assessment (Based on Special Education IEP)
6. SAT or ACT
7. No excessive tardies and or absences

## **HIGH SCHOOL GRADUATION REQUIREMENTS** **(The N.M. State and To'Hajiilee School Board Requirements)**

To'Hajiilee Community School requires a successful completion of a minimum of 25 credits in coursework (aligned to the NM state academic content and performance standards) **and** the successful completion of a NM State Graduation Assessment to receive a High School Diploma. (NM requirement 09-09-2011)

### **A. COURSEWORK REQUIREMENTS for the Class of 2023:**

Content	Course Name	Credit Requirement
English	English 9, English 10, English 11, English 12	4
Math	Algebra I, Geometry, Algebra II, Financial Literacy	4
Science	Biology, Chemistry, Physics	3
Social Studies	U.S History & Geography, World History & Geography, N.M History, U.S Government, Economics	3.5
Physical Education		1
Health		0.5
Navajo Language	Navajo Language I, Navajo Language II, *Most colleges & universities require 2 credits of the same native language	1
Navajo Studies	Culture, Government, History	1
Career Cluster/Career Readiness		1
Electives		6
** At least one of the 25 credits must be Dual Credit or an Edgenuity class.		
	Total Credits to Graduate	25 Credits

## **SPECIAL EDUCATION PATHWAYS FOR GRADUATION**

There are three pathways by which Special Education students earn a diploma: The Standard, Modified and Ability pathways as described below. The pathway selected for each student is based on his or her Individual Education Plan (IEP). The Registrar will change diploma type to appropriate pathways determined by the Multi-Disciplinary Team/IEP.

- Standard Pathway – students must meet the standard graduation requirements and pass the graduation assessments.
- Modified Pathway- students must earn the total number of credits required for graduation. Courses are determined by the IEP Team with consideration for access to the general curriculum as much as possible and in alignment with the student's Transition Plan and Post-Secondary Goals for Education/Training, Employment and Independent Living as needed. Students participate in the standard graduation assessments and must meet the cut scores as determined by the IEP Team. Students must also complete career goals determined in their IEPs.
- Ability Pathway- students must earn the total number of credits required for graduation, complete goals determined in the IEP, and complete the Alternate Graduation Assessment.

*Student's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student's Name (Print):* \_\_\_\_\_

**To'Hajiilee Community School PRE-K to KINDERGARTEN  
Code of Conduct  
2022-2023 School Year**

These rules will be followed at To'Hajiilee Community School and all school-based functions:

**I will be Respectful:**

1. I will not say bad words or be mean to others.
2. I will raise my hand and not interrupt others.
3. I will follow directions.
4. Aheeh jinizin (Be appreciative and thankful) will be observed.
5. I will respect personal space, others' privacy and personal belongings.

**I will be Responsible:**

6. I will be in school every day on time.
7. I will keep the school and campus clean and beautiful.
8. I will follow the rules.

**I will be Safe:**

9. I will tell my teacher if I see students doing what they should not be doing.
10. I will not leave the school grounds or campus during the school day without a parent or staff member.
11. I will not hurt others.
12. I will not bring weapons or toy weapons of any kind.

**I will Walk in Beauty – Hozhoojik'ehgo Nanitin (BlessingWay Teachings):**

'Ááhwiinitj (Be generous and kind).

K'ezhnidzin (Acknowledge and respect kinship and clanship).

Hazaad ba áhojiyá (Have reverence and care for speech).

Hazho'o ajiists'aa' (Listen carefully).

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

*Student's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student's Name (Print):* \_\_\_\_\_

***I have reviewed the TCS expectations, rules and consequences with my son/daughter.***

*Parent/Guardian's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**To'Hajiilee Community School ELEMENTARY**  
**Code of Conduct (Grades 1st to 5th)**  
**2022-2023 School Year**

These rules will be followed at To'Hajiilee Community School and all school-based functions:

**I will be Respectful:**

1. I will not say bad words or be mean to others.
2. I will raise my hand and not interrupt others.
3. I will follow directions.
4. Aheeh jinizin (Be appreciative and thankful) will be observed.
5. I will respect personal space, others' privacy and personal belongings.

**I will be Responsible:**

6. I will be in school every day on time.
7. I will do my homework and turn it in to the teacher on time.
8. I will not bring personal electronic devices (i.e. cell phones, laptops, iPads, music players, etc.).
9. I will follow the school's dress code (Bandanas, beanies, hairnets, caps, blankets, slippers, pj's, and "do rags" are not allowed on campus).
10. I will not bring food or drinks without permission. I can only bring water.
11. I will keep the school and campus clean and beautiful.
12. I will follow the rules.

**I will be Safe:**

13. I will not leave the school grounds or campus during the school day without a parent or staff member.
14. I will not hurt others.
15. I will not bring weapons or toy weapons of any kind.

**I will Walk in Beauty – Hozhoojik'ehgo Nanitin (Blessing Way Teachings):**

Á'áhwiinitj (Be generous and kind).

K'ezhnidzin (Acknowledge and respect kinship and clanship).

Hwil ili (Respect values).

Hazaad ba áhojiyá (Have reverence and care of speech).

Hazho'o ajiists'aa' (Listen carefully).

Ha hozho (Show positive feelings toward others).

Hanaanish baa haah jinizin (Have respect and care for your work).

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! There will be consequences if students do not follow these rules which range from warnings to expulsion.

I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

*Student's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student's Name (Print):* \_\_\_\_\_

***I have reviewed the TCS expectations, rules and consequences with my son/daughter.***



Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To'Hajiilee Community School MIDDLE/HIGH SCHOOL**  
**Code of Conduct**  
**2022-2023 School Year**

These rules will be followed at To'Hajiilee Community School and all school-based functions:

**I will be Respectful:**

1. I will not use foul language, or participate in bullying, name-calling, or fighting.
2. I will raise my hand to be heard and will not interrupt others.
3. I will follow adult directions.
4. I will practice and maintain Aheeh jinizin (Be appreciative and thankful).
5. I will Keep personal space and maintain privacy.

**I will be Responsible:**

6. I will attend school each day on time.
7. I will complete all homework and classwork given by the teacher and submit the work to the teacher **on time**.
8. I will not have personal electronic devices (i.e. cell phones, laptops, iPads, music players, etc.) in class without permission.
9. I will follow the school's dress code.
10. I will not have food or drinks in the classroom without permission, with the exception of water.
11. I will keep the school and campus clean and beautiful.
12. I will follow the rules and regulations outlined in the Student/Parent Handbook.
13. I will seek acceptance to a four-year college or university prior to graduation.

**I will be Safe:**

14. I will not use/sell/distribute illegal drugs, alcohol, or tobacco.
15. I will not leave the school grounds or campus during the school day.
16. I will not engage in violent behavior.
17. I will not bring weapons or toy weapons of any kind to school.

**I will Walk in Beauty – Hozhoojik'ehgo Nanitin (Blessing Way Teachings):**

Á'áhwiinitj (Be generous and kind).

K'ezhnidzin (Acknowledge and respect kinship and clanship).

Hwil ili (Respect values).

Hazaad ba áhojiyá (Have reverence and care for speech).

Hazho'o ajiists'aa' (Listen carefully).

Ha hozho (Show positive feelings toward others).

Hanaanish baa haah jinizin (Have respect and care for your work).

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! There will be consequences if students do not follow these rules which range from warnings to expulsion. I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_

***I have reviewed the TCS expectations, rules and consequences with my son/daughter.***

*Parent/Guardian's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## **SAFE SCHOOL CONTRACT**

To make our school campus a safe place for all students, staff, and visitors, the following rules have been set for the school year 2022-2023:

1. Student rights and responsibilities are outlined in the Student/Parent handbook.
2. The school dress code will be followed.
3. Violence of any kind WILL NOT be tolerated and may lead to immediate expulsion.
4. Possession of weapons shall result in suspension/expulsion. Having a gun on campus will result in immediate expulsion. (Toy guns are not acceptable).
5. Possessing alcohol, marijuana, narcotics, other dangerous drugs, and paraphernalia will be for an extended suspension or expulsion. Police may use drug dogs to sniff out locations at any time without warning.
6. The selling or distribution of alcohol, marijuana, narcotics, other dangerous drugs, paraphernalia to another student shall result in immediate expulsion.
7. All students are required to attend school every day unless officially excused. Excessive absences could lead to loss of credit and/or being dropped from school. Parents can be prosecuted for permitting excessive absences.
8. Vandalism/Arson: Destruction of property will be cause for disciplinary action including repayment of repair and replacement costs.
9. NO food or drinks, except water will be permitted in the classrooms unless approved by school officials.
10. Language is to be respectful at all times. Use of profanity may result in suspension.
  - a. Students and parents are expected to sign this contract. Questions regarding its content are to be addressed to school administration.

We have read and agreed to abide by these rules.

*Student's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student's Name (Print):* \_\_\_\_\_

*Parent/Guardian's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**To'Hajiilee Community School**  
**PARENT COMPACT FOR TITLE I**  
**School Year 2022 - 2023**

**Parent Portion of Compact:**

As a parent/guardian/grandparent or external family member of To'Hajiilee Community School, I will teach my child (children) the value of respecting self, others and property, and behaving appropriately by using good manners. My child will arrive at school on time every day, and bring in required notes for attendance. As the parent/guardian/grandparent or extended family member, I will check with my child to ensure that they are completing their homework, projects and grades, and will communicate with the school when it sends information and contact them when I have a concern, this includes the family center regarding resources and support that is provided for the wellbeing of my child (children). When speaking with my child(children) about their future, college career plans, I will motivate them to continue their education. It is my responsibility to make sure that my contact information is updated at least every six (6) months.

**Student Portion of Compact:**

As a student of To'Hajiilee Community School, I will respect the rights of others, to learn, and take responsibility for my school work and behavior. I will create my short- and long-term goals for the year \_\_\_\_\_. It is my responsibility to have good school attendance, be on time to class and to be ready to work every day; complete all homework assignments and read nightly. I will ask for help from my parents, guardians, grandparents or extended family members when I don't understand my school work, my GPA and credits and any grades or resources I may need by communicating with my teacher, counselors and administration.

**Teacher Portion of Compact:**

As a teacher/colleague at To'Hajiilee Community School, I will conduct myself in a courteous and professional manner, communicate in a clear, respectful and in a prompt manner. I will provide a challenging curriculum with high standards and exceptions in academics and behavior, which meets the student's needs; by sharing and encouraging critical thinking, accountability guidance for students to complete classroom tasks, and homework on a timely schedule. With parents/guardians/extended family members I will provide opportunities for parent involvement; parent encouragement by communicating by phone, e-mail, home visits, parent conferences. Inviting them to the classroom to participate in their child's (children's) daily class studies. This will provide the opportunity for the parents and students to meet with me to provide guidance on GPA, credits, report cards, and attendance.

**Administration Portion of Compact:**

The administration at To'Hajiilee Community School will create a friendly, welcoming atmosphere for parents/guardians/extended families/teachers/colleagues. I will act as an instructional leader by supporting all colleagues in their area of service to the school teachers in the classroom. Counselors, front office staff, cafeteria employees, transportation, bus drivers, educational assistants, business administration. I will send our parents information through email, social media, web, requesting contact information from parents. Accurate information of students, GPA credits and attendance will be available for parents when requested in a timely manner.

**Community Portion of Compact:**

The To'Hajiilee Community School will reach out to the community during school hours, and invite various community leaders and organizations and businesses to participate, partner and provide resources. Resource information will be available through the family center. As community members, I will volunteer at To'Hajiilee to ensure my community's children's educational success. I will encourage students to stay in school and to go to school daily.

**Required Signatures:**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Subject: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at To'Hajiilee Community Schools (TCS). Use of such technology is a necessary, innate element of the TCS educational mission, but technology is provided to staff and students as a privilege, not a right. TCS seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

### **SUMMARY**

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by TCS to students. Use of these technologies is a privilege, not a right. Students are expected to observe the following:

All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.

The student is ultimately responsible for his/her actions in accessing technology at TCS. Failure to comply with the guidelines of technology use (as stated either in this document or in the TCS Board Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

### **GUIDELINES**

1. Access to computers, computer systems, information networks, and to the information technology environment within the TCS system is a privilege and must be treated as such by all students.
2. The TCS system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which TCS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. The District's technological resources are limited. All users must respect the shared use of TCS resources. The District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the TCS system is and shall remain the property of the District.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
7. Any defects or knowledge of suspected abuse in TCS systems, networks, security, hardware or software shall be reported to the system operators.

### **UNACCEPTABLE USE (of Technology)**

The To'Hajiilee Community School District (TCS) has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.

1. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
2. Attempts to disable, bypass or otherwise circumvent the TCS content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software or material for use on District computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
9. Uses the network to access inappropriate materials.
10. Uses the District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the District systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which:  
(a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
13. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
14. Violates the District Acceptable Use Policy.

## **SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES**

1. Monitor all activity on the District's system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
4. Respect the privacy of individual user electronic data. The District will secure the consent of users before accessing their data, unless required to do so by law or policies of TCS.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and TCS files. However, information from any computer system cannot be guaranteed to be inaccessible by other users.

6. Attempt to provide error-free and dependable access to technology resources associated with the District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
7. Ensure that all student users complete and sign an agreement to abide by the District's acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

### **VIOLATIONS/CONSEQUENCES**

Students who violate this Policy will be subject to revocation of TCS system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing

TCS procedures for suspension or revocation of student privileges.

### **UNACCEPTABLE USE OF THE DISTRICT'S COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

1. Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.
2. Installing or downloading any executable files from the Internet or portable drives.
3. Using chat rooms or social web sites except for teacher-directed educational purposes.
4. Installing or using instant messenger programs.
5. Downloading MP3s or other music files.
6. Accessing online radio stations and television programs.
7. Writing, downloading, or printing files or messages that contain inappropriate language.
8. Accessing or transmitting pornographic or other inappropriate material.
9. Violating the rights to privacy of students and employees of the District.
10. Reposting personal communications without the author's prior consent.
11. Copying commercial software in violation of copyright law.
12. Attempting to hack, crack, or otherwise degrade or breach the security of the District's network, other networks, or individual computers.
13. Attempting to bypass the district's content filter, including the use of proxy servers.
14. Developing or passing on programs that damage a computer system or network, such as viruses.
15. Plagiarism.
16. Modifying or copying files of other users without their consent.
17. Giving out personal information such as address and phone numbers over the Internet without staff permission.
18. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
19. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.
20. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.
21. Conducting or participating in any illegal activity.
22. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
23. Any inappropriate use as determined by the Superintendent, Director of Technology and/or building administrators.

School Year 2022 - 2023

**ACCEPTABLE USE POLICY AGREEMENT FORM**

Sign and return this page only. Do not return the entire policy.

I have read and will abide by the To'Hajiilee Community School District's Acceptable Use Policy. I understand that I am responsible for my actions while using the District's academic computer systems and the Internet. I understand that my Internet activities will be monitored by the District, and any violation may result in the loss of computer privileges, discipline as per the District Discipline Policy, and/or appropriate legal action.

Printed Name of Student: \_\_\_\_\_

Student Location: To'Hajiilee Community School

(For students under the age of eighteen, a parent or guardian must also sign the agreement.)

I have read and understand that my child must abide by the To'Hajiilee Community School District's Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I absolve the To'Hajiilee Community School District and its employees from any liability resulting from my child's activities on the Internet. I understand that my child's Internet activities will be monitored by the District, and any violation may result in the loss of computer privileges, discipline as per the District Discipline Policy, and/or appropriate legal action.

*Student's Signature:* \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_

***I have reviewed the TCS expectations, rules and consequences with my son/daughter.***

Parent/Guardian's Signature: \_\_\_\_\_

Date:

Parent/Guardian's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_