

Rock Point Community School



STUDENT AND PARENT HANDBOOK SCHOOL YEAR: 2023-2024

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Welcome and Introduction

Welcome to Rock Point Community School (RPCS), the Home of the Cougars! We appreciate you being a part of our learning community and welcome you to our school. We are here to assist you with your academic needs and support you to achieve your goals and potential.

Rock Point Community School serves approximately 350 students within the community of Rock Point and other surrounding communities. We are accredited through Cognia. RPCS stresses the importance of student engagement and development of critical thinking. Additionally, we are proud of our Navajo heritage and focus on maintaining our unique cultural identity. We recognize the importance of parent involvement in our children's education, and we are looking forward to a positive partnership between home and school.

This student and parent handbook will outline how to be successful at RPCS and provide you with information on our processes, procedures, rules, and expectations for our students. You are welcomed to visit with the school principal to discuss any points of the student handbook. We wish you a successful year!

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James L. Patterson III	<i>Secondary Principal</i>	James.Patterson@rpcsaz.org	928-659-4222
	<i>Elementary Principal</i>		
Linda Bia	<i>Registrar</i>	Linda.Bia@rpcsaz.org	928-659-4609
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Florian Johnson	<i>K-12 Culture Specialist</i>	Florian.Johnson@rpcsaz.org	928-659-4606
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Chris Wilson	<i>Athletic Director</i>	Chris.Wilson@rpcsaz.org	928-659-4608
Erin Toadlena	<i>Technology Specialist</i>	Erin.Toadlena@rpcsaz.org	928-659-4616



ROCKPOINT COMMUNITY SCHOOL

Tse Nitsaa Deez'ahi Dine Bi'olta'



Vision Statement

*Every parent is the first teacher.
Every teacher is respected.
Every individual is celebrated.
Every dream is achieved.
Every student is capable of learning.
Every day is a learning day.*

Mission Statement

*Rock Point Community School will provide
innovative and quality education to
strengthen each student to succeed in a
global society and maintain their Dine
language and cultural uniqueness.*

Vision Statement

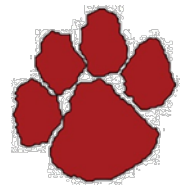
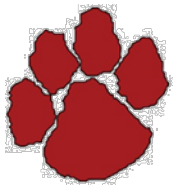
*Azhé'é dóó Amá t'áá altsxogo áłtsé na'nitin
Ółta'i t'áá altsó óhoo'aah yíneel'á
Bá'ólta'i t'áá altsó díłzin
Diné t'áá altsó baa ahééh hwiinidzin
Ó'ool'íł t'áá altsó díłzin
Laanaanii t'áá altsó díłzin
T'áá ákwíłjé óhoo'aah*

Mission Statement

*Tsé Nitsaa Deez'áhi Diné Bi'ólta'gi,
Niha'álchíní, Diné dóó Bilagáana K'ehgo
Óhoo'aahígíí,
T'áá ahxeel t'éego yaa nitsékeesgo,
Naasgóó Keyah nináneel'áqjì'
Yee át'éego líná bidziilii yee neilée dooleet*

School Motto

***“We strive to provide balance in education
while embracing cultural values”***



Bell Schedule

Elementary

Elementary Regular		
Bell Schedule		
Time	Monday – Friday	Minutes
8:00 a.m. – 11:00 a.m.	AM Instructional	180 Minutes
11:00 a.m. – 12:00 p.m.	Lunch/Recess (Non-Instructional)	60 Minutes
12:00 p.m. – 3:15 p.m.	PM Instructional	195 Minutes
Total Instructional Time 375 Minutes		

Elementary Late Start		
Bell Schedule		
Time	Monday – Friday	Minutes
10:00 a.m. – 11:30 a.m.	AM Instructional	90minutes
11:30 a.m. – 12:30 p.m.	Lunch (Non-Instructional)	60 minutes
12:30 p.m. – 3:15 p.m.	PM Instructional	165 minutes
Total Instructional Time 255 Minutes		

Elementary Early Release		
Bell Schedule		
Time	Monday – Friday	Minutes
8:00 a.m. – 10:45 a.m.	AM Instructional	165 minutes
10:45 – 11:15. –	Lunch (Non-Instructional)	60 minutes
12:10 p.m. – 1:30 p.m.	PM Instructional	80 minutes
Total Instructional Time 245 Minutes		

Bell Schedule

Secondary

Secondary Regular

Bell Schedule

Time	Monday – Friday	Minutes
8:00 a.m. – 8:52 a.m.	Period 1	52 minutes
8:55 a.m. – 9:47 a.m.	Period 2	52 minutes
9:50 a.m. – 10:42 a.m.	Period 3	52 minutes
10:45 a.m. – 11:37 a.m.	Period 4	52 minutes
11:40 a.m. – 12:05 p.m.	JH Lunch / HS Intervention	25 minutes
12:08 p.m. – 12:33 p.m.	HS Lunch / JH Intervention	25 minutes
12:35 p.m. – 1:27 p.m.	Period 5	52 minutes
1:20 p.m. – 2:22 p.m.	Period 6	52 minutes
2:25 p.m. – 3:17 p.m.	Period 7	52 minutes
Total Instructional Time 364 Minutes		

Secondary Late Start

Bell Schedule

Time	Monday – Friday	Minutes
10:00 a.m. – 10:39 a.m.	Period 1	39 minutes
10:42 a.m. – 11:21 a.m.	Period 2	39 minutes
11:24 a.m. – 12:03 a.m.	Period 3	39 minutes
12:06 a.m. – 12:45 p.m.	Period 4	39 minutes
12:48 p.m. – 1:27 p.m.	Period 5	39 minutes
1:30 p.m. – 2:08 p.m.	JH Lunch/ HS Period 6	38 minutes
2:11 p.m. – 2:49 p.m.	HS Lunch/ JH Period 6	38 minutes
2:52 p.m. – 3:31 p.m.	Period 7	39 minutes
Total Instructional Time 272 Minutes		

Secondary Early Release

Bell Schedule

Time	Monday – Friday	Minutes
8:00 a.m. – 8:39 a.m.	Period 1	39 minutes
8:42 a.m. – 9:21 a.m.	Period 2	39 minutes
9:24 a.m. – 10:03 a.m.	Period 3	39 minutes
10:06 a.m. – 10:45 a.m.	Period 4	39 minutes
10:48 a.m. – 11:27 a.m.	Period 5	39 minutes
11:30 a.m. – 12:08 a.m.	JH Lunch/ HS Period 6	38 minutes
12:11 a.m. – 12:49 p.m.	HS Lunch/ JH Period 6	38 minutes
12:52 p.m. – 1:31 p.m.	Period 7	39 minutes
Total Instructional Time 272 Minutes		

Section 1.01 Statement of Fundamental Policy

The student handbook details student expectations and responsibilities, and the possible consequences for failing to meet requirements of the school's policies and procedures. It is the responsibility of RPCS students and parents to read and understand this handbook. The handbook shall be presented at the beginning of each school year and reviewed on a quarterly basis. Students who violate any policies set forth herein are subject to disciplinary action. Consequences may require legal action and/or assistance from outside agencies (Chinle PD, IHS, or Social Services).

Section 1.02 Students' Rights

Students at the School have and shall have the following rights:

- The right to a quality education.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy.
- The right to a safe and secure environment.
- The right to be free from bullying, hazing, or any demeaning or derogatory infringement.
- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
- The right to freedom of speech and expression with the understanding that it does not disrupt the educational process or endanger the health and safety of the student and others.
- The right to freedom of the press, with the understanding that material in student publications is not false, slanderous, obscene, or harmful.
- The right to freedom from discrimination.
- The right to equity in education.

Section 1.03 Students' Responsibilities

General student responsibilities are as follows:

- Attend all classes daily except when ill or properly excused.
- Allow others the freedom to learn by not disrupting classroom instruction.
- Do not bring anything to school that is forbidden by law such as alcohol, drugs, tobacco, weapons or stolen property.
- Fully comply with all of the School's policies, procedures and rules.
- Express their own religion and culture in a lawful and respectful manner.
- Express opinions and ideas respectfully and to understand that others shall be allowed to express their opinions and ideas.
- Not discriminate against others.
- Check with teachers at least every four weeks on their progress, to ensure that they are passing and are actively engaged in their own education.

Section 1.04 General Rules

1. A routine attendance check will be enforced by School staff.
2. Students must follow all classroom rules set by the teacher.
3. The possession, use, distribution or selling of drugs, tobacco, E-cigarettes, alcohol and controlled substances is prohibited. Law enforcement and parents will be notified immediately of any violation of this rule.
4. A hall pass is required whenever a student is out of the assigned class.
5. All visitors must sign in and sign out at the security checkpoint at gate 1 and at Elementary / Secondary / Administration front offices. Visitors are required to obtain a visitor's pass before visitation.
6. Vandalism (graffiti) of RPCS property damage or theft will not be tolerated. Students causing property damage and their parents will be held responsible for all incurred. Law enforcement will be notified depending on severity of incident
7. Due to health and safety of students, roller skates, "skater shoes" (wheeled shoes), roller blades, and skateboards, are prohibited on campus.
8. **ACCIDENTS:** If you or another student is injured while on campus during the school day, report the incident to a staff member immediately. If the injury sustained involves severe, medical attention such as trauma, broken bones, serve pain, immediately notify your nearest RPCS Staff member.
9. Students and visiting students are subject to searches and seizures upon reasonable suspicion or illegal activity upon approval from building principal.

10. Students **must** directly report to their Teacher/Coach for afterschool activities and/or sports by 3:20 p.m.
11. No Profanity or Vulgar language
12. Students using the activity bus must have a bus pass to board the bus. If no bus pass, parents will be notified to pick up their children.
13. Any student under reasonable suspicion must submit to a drug test.

Section 1.05 Student Dress Code

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

1. “Sagging” is prohibited. Sagging is wearing the pants loosely on the hips or below which would allow underwear to show.
2. Shorts, skirts, and dresses may not be above the knee, unless attire is required for sports.
3. Excessively revealing clothing is not acceptable. Bare midriffs, halter tops, strapless tops (except traditional attire), spaghetti straps, low cut tops, low rise jeans, and any see through clothing is not permitted. Oversized armholes will not be permitted.
4. Leggings may be worn only if the top/blouse reaches mid-thigh, covering the buttock area.
5. Spandex is not allowed, unless attire is required for sports related events.
6. Any clothing or jewelry that symbolizes or alludes to drugs, alcohol, sex, Satanism, tobacco, nudity, or racism, or any lewd act is expressly forbidden. This includes profanity or defamatory writing on clothing and or jewelry. Clothing that displays gang-style pictures, slogans or symbols / images or long, baggy shorts are also prohibited (i.e. “8-Ball,” “South Side,” “Low Rider,” “Homie”).
7. Jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, facial piercings, excessive earrings, body studs, tattoos. All existing tattoos must be covered).
8. Spikes, chains, bandanas and shoe-strings on hats, backpacks, wristbands, gloves, wallets, belts, jackets, shirts, etc. are not allowed. Look-alikes area also prohibited.
9. Gang-related personalization of any sort is not permitted on hats, clothing, or one’s person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited. “Prison Garb” – Shirts and pants that are typically used as prison uniforms usually in solid color, but not limited to blue, brown or black, are prohibited. This type of clothing contains a cotton collared shirt with matching pair of pants. The top button on the shirt is usually buttoned. Both shirt and pants are baggy and loose with shirt untucked.
10. For safety reasons, appropriate shoes must be worn at all times. Close-toed shoes must be worn for any type of physical activity, such as recreation. No heels or wedges above 2 inches, no house slippers, and no spurs on boots. Steel toe boots or shoes may be permissible depending on course (i.e., welding).
11. No hats, caps, cowboy hats, hoodies, beanies, gloves, camouflage, or sunglasses may be worn inside any campus building. Hats and caps may be worn only outside buildings on campus with the bill of the hat facing the front. (You are only allowed to use proper safety attire that requires hardhat/helmet/safety glasses based on your courses.)
12. Belts are not allowed to hang. They must be tucked in.
13. Hairstyles that distract from the educational process are not allowed (i.e., excessive coloring/spiking)
14. I-phone watches or any device that has active wifi for videos, communication, or music, cannot be worn as a part of a person’s attire.

Section 1.06 Enrollment

Students newly enrolling Rock Point Community School from another school must have a copy of their transcript/current report card before they can be officially enrolled. Packets for enrollment may be picked up from the Parent Liaison or School Registrar and returned as soon as possible. All new enrollees will need to provide copies of immunization records, behavioral reports, CIBs, and Birth Certificates. If you have any questions about enrollment, please contact School Registrar at 928-659-4221,

Rock Point Community School offers a program to children ages 0 to 3 years old. This program is called Growing in Beauty Home Visitation. Please contact Valrishka Begay at 928-659-4145 for more information on how this program can help your family.

To enroll primary age children for the 2022-2023 school year, your child must be five (5) years of age. A child is deemed five years of age if the child reached the age of five by September 30th of the current school year.

Transfer students are required to have all necessary documents and transcripts at the time of enrollment at RPCS.

Student records may be reviewed and inspected in the principal's office. Student records may be released without the consent of the parents to officials or other school districts in which the students seek or intends to enroll, upon the written request of the school districts.

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

Withdrawal from school: Upon withdrawal of RPCS, your parent/guardian needs to complete an official withdrawal slip. All books, equipment, and other property of the school must be returned. Student records will not be mailed unless all financial obligations have been settled.

Section 1.07 Student Education Records

- Parents/Guardians have the right to review their child's educational records during school hours.
- Parents/Guardians have the right to request amendments or corrections to their child's educational records.
- Parents/Guardians have the right to file complaints regarding FERPA "The Family Educational Rights and Privacy Acts" and the regulations thereof.
- Parents/Guardians may request copies of the Governing Board policies concerning their child's records and can be obtained from the personnel office.
- Parents/Guardians may only review files pertaining to their own child(ren).
- Counseling record

Section 1.08 Attendance

ARIZONA STATE TRUANCY LAW

A.R.S. §15-802 requires that a person having custody of a child between six (6) and sixteen (16) years of age must send the child to school full time when the school is in session, unless statutorily excused. Failure to ensure that a child attend school is a criminal offense and subjected to a fine of up to \$500 plus surcharges and a possible jail sentence of up to 30 days.

A.R.S. §13-3613 and 13-3612 require parent(s)/guardian(s) to not commit any act which causes, encourages or contributes to a child's dependency. A dependent child is one who, among other acts, refuses to attend school. Contributing to the Dependency of a Minor is a criminal offense, which carries a fine of up to \$2500 and a possible jail sentence of up to six (6) months in jail.

Pursuant to school policy, the school will notify the parent(s)/guardian(s) upon determining that the minor child is absent from school without permission. The parent(s)/guardian(s) must contact the school within twenty-four (24) hours of the notice regarding the unexcused absence and inform the appropriate school personnel the reason for the absence.

The school's attendance department must determine if the excuse is valid and acceptable. The attendance department may require further documentation to substantiate the reason for the absence. Students and parents must understand that school attendance is not a matter of choice, but a legal requirement

Source: https://concrete.susd.org/files/5614/2359/3885/11.12_Attendance_Policy.pdf

NAVAJO NATION TRUANCY LAW

(Title 10 Subsection §502 Compulsory School Attendance –Generally §118) Education in Navajo schools shall be compulsory as to children between the ages of five (5) and eighteen (18) years as prescribed and defined in 10 NNC §118 of the Navajo Nation Education Policies.

(Title 10 Subsection §503 Application of State Laws and Navajo Nation Laws §118) The Navajo Nation Council consents to the application of state compulsory school attendance laws to the Indian of the Navajo Nation and their enforcement on Indian lands of the Navajo Nation wherever an established public school district lies or extends within the Navajo Nation. In addition, 10 NNC §118 of the Navajo Education Policies regarding compulsory attendance shall apply to all Navajo minors

between ages five (5) and eighteen (18) and to all persons having care and custody of such minors who are within the civil and criminal jurisdiction of the Navajo Nation. *Source:* <http://www.navajocourts.org/Resolutions/CJY-37-05.pdf>

There are approximately one hundred eighty (180) days of school in a school year. All students are required to attend classes when school is in session. Student's absences may be excused for illness or doctor's appointments.

When a student is absent, the parent/guardian must do the following:

- Notify school personnel in the Elementary or Secondary front office. Please notify both Elementary and Secondary offices if you have children in both levels.
- Bring a note signed by the student's parent/guardian, performing medicine man or doctor, which explains the reason for student's absence.

Absences that are exempt include the following:

- Participation in school sports/field trips/activities
- Bereavement (immediate family only)
- Religious Ceremonies
- Overnight Hospitalization (excludes hospital visits)

Excessive absences will require intervention from the parent liaison and school administration.

2 days absent	Parent notification by phone call from school's Attendance Clerk or liaison
4 days absent	Parent notification by phone call from school's Attendance Clerk or Liaison. A letter will be sent home, and school liaison may do a home visit to conduct a welfare check and may refer student to Social Services.
8 days absent	Required parent conference with school Principal.
10 days absent	Parent notification/Letter Sent home/ Home Visits/ Parent Conference / Attendance Contracts/ Lose Credit in classes/Attendance committee hearing / Recommendation for counseling
10+ days absent	Parent notification/Letter Sent home/ Parent Conference/ Home Visits/ Attendance Contracts/ Lose Credit in classes/Attendance committee hearing/ Recommendation for counseling/ Contact Chinle Social Services/parents may be charged with educational neglect. Student may be retained in grade level based on outcome of attendance committee hearing regardless of grades. An academic standard set in the Code of Federal Regulations in 25 CFR § 36.31 (c) mandates: "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 methods or programs or 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review promotion decision and, if warranted due to compelling and/or case-by-case basis. Alternative instructional methods shall be submitted in writing for approval by the Superintendent for Education or Area Education Programs Administrator, as appropriate.
10 Consecutive days absent	Automatic withdrawal from school

Make up Work: It is the responsibility of the students to meet with their teachers and get their make-up work when they are absent. Upon returning to school, students are given twice the number of days they were absent to turn in all assignments, unless special arrangements have been made.

- ❖ 1 day absent = 2 days to complete make up work.
- ❖ 2 days absent = 4 days to complete make up work.
- ❖ 3 days absent = 6 days to complete make up work.

If the absent student does not get his/her make-up work and have passed the deadline to make up the assignments, the assignments will be recorded as zeros. The student may meet with the teacher after school for tutoring and extra help in completing make up assignments.

Incomplete Work: A grade of Incomplete will be issued if you have been absent at the end of the grading period and have not completed all required work by the end of the grading period due to an excused absence. You will have five school days after the end of the grading period to complete all required work and turn it in to the teacher.

Appealing 10 day absence: You must call the school principal or parent liaison and make an appointment with the attendance committee. The committee consists of staff selected by the building administrator, which is subject to change as needed. The SPED Coordinator may also be invited in some instances. Please bring with you any documentation, (medical or otherwise), that explains legitimate reasons for your child's excessive absences. The attendance committee will review each case independently and determine whether or not the credits will be re-established.

Tardy Policy: Students coming to school after 8:00 am must first get a tardy slip from the office specialist. Parents and students are responsible for arriving to school before 8:00 a.m. After 10:00 a.m. a student is counted absent for the morning. At the Secondary level, a student is considered tardy when he/she arrives to class after the tardy bell. 3 Tardies = 1 absence, which counts against the student's attendance for each class.

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

Number of Tardies	Consequence
1 st	Front Office documented
2 nd	NASIS documentation, Conference
3 rd	NASIS documentation, Refer to Parent Liaison for intervention/ In School Suspension (ISS)
4 +	NASIS documentation, Parent Conference, Adverse attendance accumulation on record.

Section 1.09 Grading

The school year is divided into four (4) grading periods. Progress Reports are given at the completion of each five week grading period. A district parent conference is on the school calendar. However, a parent may schedule a separate conference with the teacher to discuss a student's classroom performance.

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

Grade	Description	Percentage Scale	Credit Co-efficient
A	Excellent	90% or above	4
B	Above Average	80-89%	3
C	Average	70-79%	2
D	Below Average	60- 69%	1
F	Failing	59% or Below	0

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

Semester Grades: Semester Grades shall be comprised of the following.

(35%) Quarter 1 + (35%) Quarter 2 + (20%) Final Exam + (10%) Midterm Exam = Semester Grade

Students with 95% or higher for averaged Quarter 1+ Quarter 2 + Midterm Exam are exempt from taking the final exam for the class. Students will receive an automatic 100% for the class to be calculated at 20% for their semester grade.

Honor Roll: Award assemblies will be held to honor students with high academic achievement. Rock Point Community School has three classifications for honoring students with high grade point averages. Students may qualify for the following recognition awards:

Honor Roll	Principal's List	CEO's List
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3.25-3.49	3.50-3.74	3.75-4.0
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Students may also receive awards for Perfect Attendance, Citizenship, and Student of the Month at the Honors Awards Assemblies.

Late Work Policy: Students are required to turn work in on time. However, if a student turns work in after the due date, the following reductions will be applied to the work:

1 school day late	Grade is reduced by 10%
2 school days late	Grade is reduced by 20%
3 school days late	Grade is reduced by 30%
4 school days late	Grade is reduced by 40%
5 school days late	Grade is reduced by 50%
6+ school days late	Grade is 0

Section 1.10 Parent Teacher Conference

Parent teacher conferences may be arranged by the administration, counselors, teachers or parents. Parent conferences are scheduled during the school year for communication between the teachers and parents regarding student's progress. Please refer to the school calendar for quarterly parent/teacher conferences.

A parent can request for a parent conference at any time through a phone call or a written note to the school. However, drop-ins for a conference are discouraged since teachers have teaching duties to perform, and it is difficult for them to leave their class without disrupting the learning process for all students. However, parents may sit and observe their child's elementary classroom. This is not permitted at the secondary level. Please check in with the front office for a visitor's badge prior to visiting your child's classroom.

Section 1.11 Curriculum

Rock Point Community School's curriculum is aligned to the Common Core State Standards. The state criterion-referenced summative instrument used to measure student achievement is the BIE ELA/Math assessment for grades 3-12. The district assessment used to measure progress is the NWEA for grades K-12. Students will also take a standardized science assessment, practice ACT for grades 8-11 and ASVAB for 12th graders.

Section 1.12 Textbooks

Textbooks and e-books are used as resources for the classroom to teach the goals set by the Common Core Standards. There are other resources from which a teacher may choose to utilize for student learning. Hands-on science materials, math manipulative, and class sets of literature books are examples of supplementary materials used in the classrooms. Students are responsible for returning textbooks that are issued by the school. If a textbook is damaged or lost, the student is responsible for replacement costs.

Section 1.13 Tutorial Services

Students needing additional assistance with their class work will be kept after school for tutorial services. Students who need the additional help with the content areas will receive supplemental services after school. The after school tutoring is offered from 3:30 – 5:15 p.m. Monday through Thursday. Students, parents and/or teachers may refer students to participate in the program. Parents may obtain information either from the teacher, principal and/or After-school Coordinator.

Section 1.14 Report Cards

Report cards are issued every nine (9) weeks throughout the school year. Parent/teacher conferences are scheduled to coincide with every grading period at which parents/guardians will receive their child's report cards.

Section 1.15 Promotion or Retention

Promotion: The Fifth grade promotion will be planned and coordinated by the Rock Point Elementary School 5th grade teachers. Promotion assembly will be limited to one hour in duration.

Retention: Retention of students is a process that is followed when the professional staff determines it to be in the best interest of the student. If a parent or legal guardians chooses not to accept a decision of the principal, the parent or legal guardian may request in writing that the CEO review the principal's decision. Poor performance in any of the following criteria will validate being sent home to inform parents of possible retention. A final decision will be determined on an individual basis by teachers and the principal:

- Grade point average, with emphasis on math, language arts, reading
- Attendance
- Yearly growth in reading, math, language arts
- If a 3rd grade student doesn't meet reading expectations, he or she may be retained.

The teachers will communicate to parents their student's progress and their attempts to help the students through interventions and instruction differentiations. Documentation will include, but not limited to, parent conferences, letters and/or notifications sent home.

Section 1.16 Course of study & Promotion Requirements

A. Required Junior High Course of Study:

Required for 7 th grade	
Math	2 semesters = 1 credit
English Language Arts	2 semesters = 1 credit
Life Science	2 semesters = 1 credit
Social Studies – American History	2 semesters = 1 credit
Traditional Cooking	1 semester = .5 credit
Art – Beginning Drawing	1 semester = .5 credit
Required for 8 th grade	
Math – Pre-Algebra	2 semesters = 1 credit
English Language Arts	2 semesters = 1 credit
Physical Science	2 semesters = 1 credit
Social Studies – Civics	2 semesters = 1 credit
Traditional Sewing	1 semester = .5 credit
Intro to Navajo	1 semester = .5 credit
Art – Ceramics	1 semester = .5 credits
Other Electives for 7 th and 8 th grade	
Physical Education	1 semester = .5 credits
Computer Applications	1 semester = .5 credits
Keyboarding	1 semester = .5 credits
Reading Intervention	1 semester = .5 credits
Navajo Studies	1 semester = .5 credits
Foundations of Navajo Culture	1 semester = .5 credits

B. 8th Grade Promotion Requirements:

1. In order for a student to promote to the next level, he/she is required to have completed and passed with 12 credits.
 - a. Four semesters of Math, English Language Arts, Science, Social Studies.
 - b. Four semesters of Navajo Studies and other electives.
 - c. Less than 10 absences per semester.
2. **Traditional Clothing** is required during an Eighth grade promotion ceremony and will not be replaced by any other material; therefore, 8th grade students take one semester of Navajo sewing to prepare their traditional attire in order to participate in the promotion ceremony. Students are able to keep their clothing after the ceremony. Students who do not complete their project will not be able to participate in the promotion. Students will also be required to deliver a speech in Navajo, which includes the introduction of their clans.

3. The Eighth grade promotion will be planned and coordinated by the Rock Point Secondary School 8th grade teachers/sponsors.

High School

C. Required High School Course of Study:

English	4 Credits
Contemporary Literature/World Literature (Class of 2024)	2 semesters = 1 credit
World Literature/American Literature I (Class of 2024)	2 semesters = 1 credit
American Literature/American Literature I (Class of 2024)	2 semesters = 1 credit
British Literature/English Elective or AP American Literature (Class of 2024)	2 semesters = 1 credit
Math	4 Credits
Algebra I	2 semesters = 1 credit
Geometry	2 semesters = 1 credit
Algebra II/Trigonometry	2 semesters = 1 credit
Pre-Calculus or AP Calculus (Class of 2024)	2 semesters = 1 credit
Science	4 Credits
Earth Science/AP Physics (Class of 2024)	2 semesters = 1 credit
Biology	2 semesters = 1 credit
Chemistry	2 semesters = 1 credit
Physics	2 semesters = 1 credit
Social Studies	3.5 Credits
Navajo/Arizona History	1 semester = .5 credit
World History	2 semesters = 1 credit
American History/American History I (Class of 2024)	2 semesters = 1 credit
American History II (Class of 2024)	2 semesters = 1 credit
American Government/Economics/AP American History (Class of 2024)	2 semesters = 1 credit
PE	.5 Credits
Physical Education	1 semester = .5 credit
Health	.5 Credits
Health	1 semester = .5 credit
CTE/Fine Arts	1 Credit
Art (Graphic Art, Ceramics, Painting)	2 semesters = 1 credit
Woodshop	2 semesters = 1 credit
Computer Applications	2 semesters = 1 credit
Navajo Language/Studies	4 Credits
Navajo Language I	2 semesters = 1 credit
Navajo Language II	2 semesters = 1 credit
Navajo Government	1 semester = .5 credit
Navajo Literature	1 semester = .5 credit
Navajo Agriculture	1 semester = .5 credit
Navajo Advanced Cooking	1 semester = .5 credit
Electives	2.5 Credits
Reading/Math/ELA intervention	1 semester = .25 credit
Technology (Computer Science, Media Arts, Computer Applications)	2 semesters = 1 credit
Cultural Arts (Sewing, Cooking)	1 semester = .5 credit
Women's Literature	1 semester = .5 credit
APEX Online Courses	1 semester = .5 credit
Office/Library/ Teacher Aides	1 semester = .5 credit
Advanced Welding	1 semester = .5 credit
Welding	2 semesters = 1 credit
Native American Literature	1 semester = .5 credit

Current Events	1 semester = .5 credit
Coding	2 semester = 1 credit
Journalism	1 semester = .5 credit
Advanced Painting	1 semester = .5 credit
Digital Photography	1 semester = .5 credit

High School Graduation Requirements: Students of Rock Point Community School are supported in passing all courses during the school year and any form of remedial courses that are needed to take are recommended throughout the school year. If a student has enough elective classes during the year, he/she will take mandatory courses that require core credits. During the process of the school year, the student may be reassigned to a certain class until he/she has met the required passing grade from that class. **If that student does not meet the required grade, their graduation status will be affected. Rock Point students are required to have 24 credits, pass the civics exam and take the ACT in order to graduate. The course of study chart explains the specific requirements needed to participate in high school graduation at RPCS.**

1. **Graduation Caps and Gowns:** School approved caps and gowns are required regalia during the high school graduation when participating in the event. Students are responsible for purchasing their caps and gowns through the academic advisor. No other types of hats / head coverings (baseball caps/ cowboy hats) are allowed during the commencement ceremony.
2. Graduating/Promotional student shall not be able to participate in any form of promotional ceremony if he/she has not met the requirements needed to go towards the next level of academics. If he/she has not met the expected needs to be able to go to the next level of education, then he/she will not graduate. No diploma will be issued, until they have completed all necessary requirements and all fees are paid. The student may complete their missing assignment during the summer, once all requirements have been met their diploma may be awarded to them.
3. **Valedictorian/ Salutatorian:** Students will qualify for Valedictorian and/or Salutatorian based on their GPA. Should a tie occur, attendance will be considered. Thereafter, school and community service learning projects may be considered. The student must be enrolled at RPCS for a minimum of 4 semesters to qualify.

Checklist for Retaining a Secondary Student

1. As early as possible in the school year, the teacher(s) should notify the administration of his/her concerns about the student. Once this is done, the steps outlined below should be followed.
 - The teacher(s) should be able to discuss what he/she has done to date, including interventions, use of or obtaining additional assessment data, communications with parents relative to child's performance to date
 - A Student Intervention Meeting (SIM), will be scheduled with the parent /guardian, to present evidence of action taken to date.
 - Administration, counselor, teacher(s), student, and parent's, need to develop a formal plan of action which addresses the students need.
 - The overall goal of the action plan is to bring the student to grade level or at least to a functioning level with normal accommodations
 - A working file on the student may be started, which will include the following: actions taken, appropriate baseline data about the student, and dates of any other pertinent information
 - A copy of these steps should be placed in the working file and initialed by the administration as each step is completed

Sophomore Credits	6 credits
Junior Credits	12 credits
Senior Credits	18 credits

2. Administration, counselor and teacher(s) will revisit the plan within 4-6 weeks of its implementation and complete the following:
 - communicate the results/status of the plan with the parent
 - A decision should be made to refer the student to the **Child Study Team (CST)**, if necessary.
 - If the child is referred to the CST, the parents should be notified prior to the meeting as well as notified of the results.
 - allow the CST Team process to unfold
 - CST will revisit the child's status within 3-6 weeks

3. Continue to expand/revise interventions as needed throughout the year.
4. Possibility of retention discussed with parent in writing, which includes an invitation to parents to confer regarding the possibility of retention and/or attending summer school or the extended year program.
5. Narrative comments on progress reports must reflect child's performance accurately.
6. A decision regarding retention must be made at the end of the current school year.
 - The decision should be in writing to the parents
 - A contingency plan for reconsidering retention can be made with a final decision reached prior to the first day of the upcoming school year and should be in writing and a part of the written notification to parents regarding the decision

Section 1.17 Safety

Students will obey all safety signs and rules posted on and around school campus.

For reasons pertaining to student safety and property damage, Rock Point Community School does not permit students to throw snowballs or rocks on school property. Students who throw snowballs/rocks will be reported to the principal's office, and consequences will be implemented as needed.

- Students will adhere to the policies as established for pandemic/health (i.e. COVID 19) testing, health clearance, and personal contact perimeters. Any breach of the established plan, will result the student being removed from campus, or school sanctioned event. The school may request that the student be cleared by a designated health authority prior to returning to campus.
- Under certain circumstances, staff may be required to escort or release students to external health care providers / law enforcement, or social services. In such instances every effort will be made to reach the parent/guardian.
- After a service provider has received the student, the agency will assume Locus in Parentis for that child. (ARS Title 8 – Child Safety: 8821: D: A child may be taken into temporary custody without a court order by a peace officer, a child welfare investigator or a child safety worker if temporary custody is clearly necessary to protect the child because exigent circumstances exist.)

Section 1.18 Bus Safety and Rules

Bus transportation is provided as a convenience and privilege to students. All regulations and procedures of the school apply while you are being transported in school vehicles. The bus driver has the authority to take necessary steps to ensure the safety of all passengers. At any time when the School provides bus transportation, students shall:

A. Student expected behavior on school busses:

1. Adhere to the posted bus rules.
2. Be ready to board the bus on time.
3. Stand twelve (12) feet away from the road where the bus stops.
4. Wait until the bus comes to a complete stop to board the bus.
5. Assist in keeping the bus safe and clean at all times.
6. Stay seated at all times.
7. Never stick hands, arms, or any part of the body out of the windows.
8. Never experiment or tamper with bus or any of its equipment.
9. Keep personal possessions out of the aisle.
10. Never throw anything in the bus or out the window.
11. Remain in seats until the bus comes to a complete stop and not engage in disorderly behavior and obscene language. Students may be assigned seats if they misbehave or it is otherwise necessary.
12. Be courteous to fellow pupils and bus drivers.
13. Do not smoke or chew tobacco in a school bus.
14. Do not damage the school bus. Damage by a student to the bus will be paid for by the student and/or the student's parents.
15. Students are to ride their assigned bus to and from the school every day. A student will **only** be excused from riding the bus if the student provides and turns in to the school office, at least thirty (30) minutes prior to the scheduled bus departure, a written note from the student's parent requesting that the student be excused from riding the bus that day and providing a reason for the change. Each note must be written, signed and dated by the parent. Telephone requests for bus changes are discouraged for the safety and welfare of the students.
16. Inappropriate behavior on the bus may result in your loss of bus privileges.

B. Parent expected behavior for awaiting student drop off:

1. It is the parent's responsibility to ensure that they are home or an adult is home when their children are being dropped off after school. If the child is under age 18, it is the responsibility of the parent to make arrangements with the school.
 2. If there is no one home, the student will be returned to the School and it is the parent's responsibility to pick-up their child at the school. If the parent fails to pick up the student 3 consecutive times, the student will be referred to Navajo Nation Social Services
- C. Late bus/Activity bus:** Only students that are listed on the **5:30 pm** Bus List will have the privilege to ride the late bus. Bus drivers should have a **5:30 pm** bus listing daily, for students to ride the late bus which leaves at **5:30 pm**
- D. Change of Bus Assignments:** Parent or guardians are not allowed to request for their child(ren) to get off at another location without a written and signed permission. Parents need to contact the Transportation Supervisor for their child(ren) to ride a different bus ahead of time. Only in cases of EMERGENCIES, will students ride a different bus. Parents need to make plans for proper supervision in cases they are not home. If there is doubt about your safety in getting off at a new location, the bus driver will bring you back to school and your parents/guardians will be notified. *Inappropriate behavior on the bus may result your loss of bus privileges.*
- E. Consequences for Breaking Bus Rules:**
- ❖ **1st Offense** - The bus driver will give you a warning. A written report may be completed and turned into the Transportation Supervisor and School Principal.
 - ❖ **2nd Offense** - Student and parent are required to have a conference with the School Principal.
 - ❖ **3rd Offense** - A written notice will be sent to your parents indicating that you will be suspended from riding the bus for a specific amount of time depending upon the infraction.

The School Transportation Supervisor may be reached at (928) 659-4221, ext. 500 to answer any questions or concerns that may arise.

Section 1.19 Property Damage

Any damage to school property caused by a student will be the responsibility of the student and the student's parents. Security may be notified. The student and parent shall pay fifty percent (50%) of any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school and transportation will not be provided until the debt is cleared. Disciplinary action will apply to incidents of property damage. Law enforcement will be notified.

Section 1.20 Personal Items

The school, nor the school personnel, are not responsible for lost, stolen and/or damaged personal property.

Students may not possess the following items on school property nor at school events:

- A. iPods, Kindles, MP3 players, PSP's, walkie talkies, laser pointers, Nintendo DS or other electronic devices of distraction.
- B. iPads / tablets, cellphones (except when used under a teacher's supervision for educational purposes).
- C. Drugs, alcoholic beverages, narcotics, inhalants, cigarette lighters, matches, tobacco products, and look-a-likes.
- D. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, caps, etc.
- E. Dice (except when used under a teacher's supervision for educational purposes).
- F. Weapons, look-a-like weapons, guns, laser pointers, sharp objects and/or other items designed or easily used to cause physical harm.
- G. Medications, both prescription and non-prescription, including eye drops must be turned in to the Nurse's office. (see Health Services for more information).
- H. Animals, pets, etc. are not allowed, excluding ADA requirements.
- I. Water guns, water balloons, eggs, aerosol sprays, nail polish and remover, shaving cream, excessive body spray / cologne
- J. Pornography in any form
- K. Candy sprays, powdered Kool-Aid, whipped cream, seeds, nuts, etc.
- L. Super Glue or any type of adhesive
- M. Any type of trading cards and/ or toys (Pokemon, Face cards, fidget spinners, etc.)
- N. Any type of ear buds / headphones may not be used during class time without permission.

Section 1.21 Food Services

A. The cafeteria provides meals for students on campus and on some field trips. Students are counted for each meal they eat. While the school cafeteria provides well-balanced meals during breakfast and lunch, Rock Point Community School Health

program further encourages students to eat healthy and to eat what is being served in the school cafeteria. As the school is emphasizing healthy eating, the school is disallowing the following on school campus:

1. Junk Food/ Fast food
2. Candy (hard candy, suckers, etc.)
3. Gum
4. Soda pop & Energy Drinks
5. Sunflower seed/pinon nuts
6. Chips

Parents are highly discouraged from bringing the listed food items to the school for their children.

Cafeteria Rules:

Students are expected to use good table manners and to behave appropriately in the dining room. Students shall assist in maintaining a clean and attractive cafeteria; thereby, students shall:

- A. Report to the cafeteria for breakfast and lunch.
- B. Walk, not run, in the cafeteria area.
- C. Sit on benches only.
- D. Use appropriate table etiquette.
- E. Ensure all tables, seats, and walls in good condition.
- F. Be courteous toward fellow students, staff, and visitors.
- G. Not engage in horseplay or roughhousing.
- H. Not take food or drinks out of the cafeteria.
- I. Use dinnerware as eating utensils only.
- J. Students are responsible for cleaning the area where they have eaten, or any spills they have made while in the cafeteria.

Classroom parties

Classroom parties are to be limited to special recognized days and must be cleared with the Principal. Teachers may have small celebrations to acknowledge student successes as they arise. Healthy nutritional snacks are encouraged.

Section 1.22 Student Council

The Student Council is an important part of the school. Student participation and support is necessary from each grade level to be an effective student council that represents all students. Student Council members shall follow the procedures as established in their Plan of Operation which has been submitted for approval.

Section 1.23 Extracurricular Activities

The School offers a variety of extracurricular activities that include sports and clubs. Students must be academically eligible to participate in extracurricular activities and school-related/off-campus activities. The student must maintain a GPA of 2.0 and cannot have a current grade of F in any class to be considered academically eligible. Any student who does not meet these requirements at the semester, will be ineligible the next semester.

The School has a Student Council. The Student Council gives students an opportunity to organize in a meaningful and effective way. The purpose of the Student Council is to create good relationships between the members of the student body, staff, administration and the community and to teach leadership and develop pride in the School. Students are encouraged to support and participate in the Student Council and its activities.

All policies and procedures are in effect while you attend school-sponsored activities whether on campus or at any other location. This policy includes students whether they are participants or spectators. Students may lose the right to attend school sponsored activities. Assemblies are also held at various times throughout the school year. All students in attendance are to abide by all policies and procedures.

Section 1.24 Athletics

Athletics is an important aspect of education at Rock Point Community School as an extracurricular activity. All students will have an equal opportunity to try out and make the athletic teams. Students may participate in interscholastic athletics at the Varsity, Junior Varsity and Junior High levels of competition. Proof of a physical examination and parent permission form must be submitted prior to participation in practice. Information is available from the Athletic Director.

Requirements to participate in sports:

- Be eligible by attendance and GPA requirements
- Have parent permission
- Pass a physical examination
- Meet age requirements: If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.

Student Athlete Responsibilities:

- If a student serves in-school suspension, the student is not allowed to participate that day.
- If a student participates in any illegal activity, the student will be immediately removed from the team.
- If a student misses more than two hours of classes on the day of a scheduled game, the student is not allowed to play unless prior arrangements have been made with the coach and principal.
- The day after each game, student athletes must be in class. You cannot be tardy or miss school. If a student misses school on the day of a game, or if a student is late to school the day after a game he/she is not eligible to play the next game. Students should not be checked out on the day of their game.
- All team members are REQUIRED to travel with the team on the school bus to scheduled AWAY GAMES to be eligible to play. You are NOT allowed to travel in your own vehicle or travel to game with your parents. Permission slips must be signed before leaving campus.
- Student athletes are expected to come to practice regularly and on time. If a teacher keeps a student after school, it is the student's responsibility to inform their coach. If the student goes to practice without first meeting with the teacher, the student is counted as AWOL. Uniforms and equipment are issued and RETURNED to the Athletic Director clean and in good condition. Students are responsible for all lost or damaged uniforms
 1. All students will turn in their uniforms after each game to the managers for it to be laundered.
- Transportation to away games are approved only for eligible players, team managers, and coaches and nurse.
- Students must have a bus pass signed by their coach to ride the activity bus home after school at 5:30 p.m.

Academic Eligibility:

- Eligibility status will be checked and signed off on a bi-weekly basis throughout the year by the Athletic Director.
- Students must be in good standing in their classes and not have a failing grade to be eligible for sports.
- Students may retain eligibility by passing the failing class and by having the teacher sign off on the clearance card to indicate the student is passing at 70% or better.
- Students still under 70% will not participate in any practices or games (home / away) until the next grade check.
- Eligible students can:
 1. Practice after school and
 2. Play in the athletic game during the week in which they are eligible.
- Students that failed one or more classes during the 1st semester will not be eligible to play sports in the 2nd semester. The student will be eligible for athletics at the beginning of the next school year.
- Students must complete eligibility waivers 48 hours before a game. If a student is deemed ineligible on the day before the game, he/she is ineligible for that game.

Section 1.25 Student Directory Information

Rock Point Community School follows state and federal law concerning directory information. This information is considered to be non-confidential information and may be publicly released without parent permission. Directory Information includes data such as:

- Student name
- Student picture
- Parent or guardian name
- Grade and school of attendance
- Diplomas
- Awards and honors received
- Participation in officially recognized activities like sports and school events
- Weight and height
- Team number

The major purpose of releasing this information to the public about a student would be to honor that student or group of students in newspapers for accomplishments achieved at Rock Point Community School in academics, activities and sports.

IF YOU DO NOT WANT ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NON-DISCLOSURE BY SENDING A SIGNED NOTE TO THE SCHOOL. If this notification is not received, we will assume that your permission is given to use your child's directory information as described above.

Section 1.26 Field Trips

Field trips may be scheduled by the school staff at various times during the school year. Students must obtain written permission and a medical treatment authorization forms from their parents before they may participate in the field trip. All policies and regulations of the school are in effect while students are being transported and while attending the field trip activity off campus. Students must meet academic eligibility unless the field trip is scheduled as part of a class assignment. Students must be enrolled in grade 4 or above in order to participate in overnight field trips. Students in grades PreK-3rd may not participate in overnight field trips. Students may be searched prior to attending any field trip or overnight field trip / event sponsored by the school.

Section 1.27 Fund Raising

On-campus fund raising activities may be conducted by students with prior approval of school administration. Communitywide or off-campus fund raising activities require the authorization of the Governing Board. Door-to-door sales/order-taking are not permitted. No students may participate in fund raising activities during school hours without written permission from the principal.

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

Section 1.28 Students with Disabilities/Section 504 of the Rehabilitation Act of 1973

The School will provide facilities for students with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, et seq. Said facilities may only be utilized by students with disabilities as set forth in Section 504.

Section 1.29 Health Policies

- A. General. Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s). Students may be referred to the Clinic. The School does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances. In the event of an illness or injury during the school day, students will be taken home to their parent(s) regarding such illness or injury.
- B. Students who are injured will be treated by the school medical staff for immediate triage and transported to a medical facility if necessary. In cases where students are transported, parents will be required to pick up their child at the medical facility. Please note that parents assume responsibility of all costs incurred at the medical facility and/or for additional services.
- C. Harm or Threat to Self. If a staff member believes, or a student reports to a staff member that a student may be depressed or may do harm to himself/herself or has threatened to do harm to himself/herself, the staff member shall immediately contact the Principal and Academic Advisor/Student Support Facilitator who will then contact the Counseling Services with Indian Health Services at (928)674-7377 and make appropriate referral. Thereafter the Chief Executive Officer will be informed of incident and be kept abreast of the situation. In cases of self-mutilation (tattoos, excessive body piercing, rub-scratching into skin with erasers, fingernails or others), the School will undertake immediate intervention and make immediate referral for assistance. Additionally, such acts or assisting, encouraging or performing such acts on or by other students, is prohibited and will subject the student to discipline.
- D. Medication. If a student is placed on a special medication by a licensed physician or Public Health Service, the medication will be registered with the school Health Aide, who will administer the prescribed medication to the students in accordance with the directions given by the treating physician.
- E. Dental. When a student complains of a toothache, he/she will be taken home. Dental clinics only allow the parent(s) or legal guardian(s) to authorize treatment for children.
- F. Immunizations. All students, by Arizona State law, must have up-to-date records of immunization on file in Registrar's office. Parents of students with out-of-date records will be informed of the deficiency and they must take immediate action to bring the records up-to-date. Students who fail to update their records may be suspended from school until proof of proper immunization is provided. Arizona has added the Hepatitis B series and the Second MMR shot as a requirement to enter school. Since Arizona has the highest rate of infection for Hepatitis A, Rock Point Community School RECOMMENDS that all children get immunized against Hepatitis A. If your child has NOT had Chicken Pox, it is also recommended they receive the Varicella Vaccine.

Section 1.30 Grooming/Personal Hygiene

1. Acceptable personal hygiene (shower, brush teeth, etc.) is the student's responsibility.
2. Students with hair lice or nits are not allowed in school. Students with hair lice or nits are to notify their teachers. It is the parents' responsibility to treat their child(ren) for such infestation. **Refer to the School's No Head Lice/No Nits Policy.**
3. It is each student's responsibility to inform the teacher or Head Teacher of illness/injury.

Section 1.31 Social Interaction

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

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

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

Section 1.32 Parent Involvement

The School encourages parental involvement in the School. The School has an active parent volunteer association and provides accommodations for parent use. Parents are encouraged to contact the Parent Involvement Coordinator for more information or to be involved.

Section 1.33 Telephone

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

Section 1.34 Courtesy at Activities

Students and visitors to the School shall conduct themselves in a courteous manner at all school functions. This means no booing, name calling, throwing objects, inappropriate whistling, cursing or other improper behavior.

Section 1.35 Check-Out Procedures

Parents or legal guardians of students must designate those persons who are authorized to check out their children on the student check out forms. Designees **MUST** be 18 years of age or older, and should be prepared to show proper identification. No phone calls or notes will be accepted for check out authorization.

Students will not be checked out to a person who appears to be under the influence of alcohol or drugs. Security on duty will be notified immediately. No other check-out restrictions will be enforced against parents/guardians, unless they are ordered by Social Services, law enforcement or court order. The School reserves the right to deny a check-out if, in the School's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Registrar to hold a meeting with the Principal, the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

Section 1.36 Computer Usage

Rock Point Community School has a wide variety of technology devices available for student usage. Such devices include but not limited to:

1. Desktops, All-In-One (AIO)
2. Laptops
3. Chromebooks

Tablets, iPads

The use of the Internet through Rock Point Community School must be in support of education and must be consistent with the educational objectives of the school. The use of the computers and the Internet are privileges, not a right. Inappropriate use will result in a cancellation of this privilege as well as other steps in the school's policies. Vandalism or theft of any sort

will result in the loss of privileges with possibility that the user will assume the financial responsibility for repair costs or fair market value of assessed equipment determined by the RPCS IT Department.

Although we have established acceptable use policies, please be aware that there may be unacceptable materials or communications on the Internet that your child could access. We cannot control the source of materials available. We do not wish to put our children at risk and/or any danger. If you have any questions concerning this issue, please come and express your concerns with the principal at the school.

Be advised, the RPCS IT Technology upholds the ability to remotely monitor live activity of all district owned devices without notice. Such use of monitoring activity may be requested by any RPCS staff when deemed necessary and/or for investigating reasons.

Internet Use: (It is important that you read and discuss the acceptable use agreement with your child)

- A violation of any Federal or State regulations is prohibited.
- The school makes no warranties of any kind, expressed or implied for the service it is providing.
- Students are to report any inappropriate material they access to a teacher, or other staff person.
- Students are not to share inappropriate materials or their sources with other students.
- Chat room and Instant Messaging of any type of social media sites are prohibited.
- Deliberately accessing/ downloading inappropriate web sites may result in loss of internet/computer privileges.
- Final determination of inappropriate sites will be determined by administration.

Electronic Mail Safety, Security, and Etiquette

- Be polite and use appropriate language.
- Do not write or send abusive, threatening or sexually harassing messages to others. This includes all social media outlets. (adheres to *Student Handbook Anti-Bullying Policy*)
- Do not reveal your personal address, phone numbers or those of others.
- Electronic mail (e-mail) is not guaranteed to be private.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Forgery or attempted forgery of electronic mail of other users is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.

RPCS Device Login Banner

The RPCS IT Department has all district owned devices to display a login warning banner that the end user agrees to before logging in. RPCS has the right to modify the warning banner at any time when deemed necessary.

Warning banner i.e.:

This computer system is property of Rock Point Community School and is to be used by authorized users only and for educational purposes approved by RPCS IT Dept., Principal, and instructor. Any sites accessed not approved by the RPCS IT Dept, Principal, and instructor will result in temporarily account lockout to the RPCS Intranet network. You are to log in with your own student account that was provided to you by the RPCS IT Dept., Principal or instructor. If you do not have an account, please inform your instructor or Principal if you have read, agreed and turned in your RPCS Internet and Intranet Acceptance Policy. Failure to log in with your own student account and/or accessing another account without the knowledge of the other user is in violation of the Rock Point Community School Internet and Intranet Acceptance Policy: School Year 20##

As the result of violation(s), the account will be put on suspension and will revoke access to the school network and computers, which can lead to the delay of school projects, researching and testing until the user has given the required form below to the IT Dept. to reinstate their account.

1st Offense: Letter of Apology with parent(s)/guardian(s) signature

2nd Offense: Essay on Digital Citizenship with parent(s)/guardian(s) signature

3rd Offense: Loss of privileges for the remaining of the school year

Repeated offenses will result in longer durations of account deactivation, or based on the nature of the offense, permanent loss of your RPCS account.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, inspected, and disclosed to authorized site, company, and law enforcement personnel.

By logging on to this system, the user consents to such interception, monitoring, recording, copying, inspection, and disclosure at the discretion of authorized site or company personnel. Unauthorized or improper use of this system may result in revoke of account access, suspension, school disciplinary action and/or appropriate legal action may be taken. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. If you do not agree, log off immediately

Section 1.37 Counseling Services

The traditional counselor, principal, school nurse, teachers, student support facilitator and Academic Advisor are available for conferences with students. The primary concern is to help the student gain the most from the school mentally, emotionally and socially.

Counseling is available as a resource to assist students in a variety of ways:

- Liaison between teachers, students and parents when a problem arises.
- Substance abuse counseling
- Counseling on personal matters affecting school performance
- Group counseling
- Other necessary counseling jobs pertaining to the needs of the students

The staff welcomes visits from students and parents with concerns which may impact school life. They recognize the importance of serving students as they deal with the numerous problems in their lives.

Referrals for counseling can be made by a teacher, a parent or by the student himself. Students may also get a pass to see the Student Support Manager, Academic Advisor or principal. A parent may schedule an appointment with the counselor by calling or visiting the front office.

The counselor may call upon other resources to assist in their efforts to help a student. Among the options available are other staff, web conferences, parent conferences, referral to other school resources, and/or referral to external resources such as hospital or counseling services.

Section 1.38 Crisis Drills

Rock Point Community School has developed and implemented a manual and procedures for when a "crisis" situation occurs within the school. The School Administration has taken steps to train all supervisors in how to manage the crisis. Crisis Drills, such as lock downs and evacuations, are practiced by staff and students throughout the school year. These drills prepare staff and students should dangerous situations occur within the school. This includes conducting drills with staff and students to simulate real life situations.

- Lock Down means that the students will be in a classroom and the doors will be locked so that no one can leave or enter. All windows must be covered so no one can see into the classroom.
- Evacuation means students and staff will be moved outside of the school building to a designated area. The drill will be observed by school administration and evaluated for its timeliness and effectiveness. Outside agencies, such as the police department and fire department may also be included in the drills.
- Fire Drills: Fire drills are held on a monthly basis. It is important that students follow the fire regulations and go to the exits as quickly and orderly as possible, from their room to their assigned outside areas as soon as the alarm is sounded. Each class will exit the building to the appropriate distance from the building. In each room has a map indicating the exit route from the room. All students and adults who are regularly in the building should memorize the exit routes from all the classrooms. Students are to follow all staff instructions while a fire drill is in effect.
- During Lunch, if a FIRE or EMERGENCY alarms are sounded: All students will immediately WALK through the back cafeteria doors to the designated emergency area. Please wait quietly for directions from the teachers on duty. (Don't worry about your lunch tray.)
- Emergency Drills: Students must respond quickly and quietly and remain with their teacher until given further instructions as to how to proceed. Emergency evacuation plans may be found in each room on campus. Failure to follow emergency procedures may result in a student receiving disciplinary action.
- EMERGENCY SCHOOL ANNOUNCEMENT: In the event that it becomes necessary to reach students or parents for emergency information, the following radio stations will broadcast school announcements as a special bulletin:
 - Radio Stations: Telephone #: Air Time:
 - KTNN (Window Rock) 928-871-2582 6:00 am
 - KRMH (Red Mesa) 928-656-3480 After 8:00 am

Section 1.39 Fire/Emergency Evacuation Plan

The facility department staff are responsible for developing a written building evacuation plan and informing staff and residents of that plan. In case of fire, the fire evacuation plan exists to prevent confusion and accidents. The general procedures for evacuation from the building are as follows:

1. The building shall be evacuated immediately.
2. Students and staff should not run or scream, or otherwise act in a manner that may create or exacerbate panic or fear.
3. All students and staff members must evacuate the buildings immediately and in an orderly manner (single file).
4. A designated student or staff member will hold doors open until the building is completely evacuated.
5. Students will be accounted for outside the building to assure all are out.
6. No one will stop to retrieve personal belongings. The building will be evacuated immediately.
7. Everyone is to report to a designated area with shoes and appropriate clothing (if possible).
8. Students and staff may not re-enter a building until a member of the fire safety team instructs them to do so.
9. Bus evacuation drills will be conducted three (3) times per year and may occur off campus.

Fire drills are conducted once a month. The administrator conducting the fire drill will ensure that security or designee goes from room to room to ensure that all staff, students and visitors have evacuated the building.

The staff shall report any safety issues or problems to their supervisor. The supervisor shall provide said reports to the Facility Manager and ensure that corrective action is taken. A fire drill report shall be filled out by each Department Supervisor after each fire drill and turned in to the Chief Executive Officer.

NOTE: Tampering with fire alarm and sprinkler system are federal offenses, and proper authorities will be notified.

Section 1.40 Student Discipline

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

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

- Security will be notified as needed regarding school discipline.
- The Dean of Students, School Principal, Acting School Principal, or CEO, will address all disciplinary infractions.
- More than one violation occurring at one time will result in more serious disciplinary actions and disciplinary actions will be determined by the Administrator.
- All infractions requiring disciplinary actions are cumulative and may result in raising disciplinary actions to the next level.
- Administration maintains the prerogative to administer disciplinary action at any level based on the severity of the violation and mitigating circumstances.

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

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

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

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

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

A. Infractions Against Public Order

1. Public nuisance
 - a. Explosives

- b. Making bomb threats
 - c. Setting off false fire alarms
- 2. Loitering/trespassing
- 3. Disorderly conduct
 - a. Disturbing a school meeting, activity or school event
 - b. Vulgar or obscene language, gestures or ethnic slurs
 - c. Arson or attempted arson
 - d. Fighting
 - e. threatening violence or attempting violence
 - f. Possession and/or use of a weapon or dangerous instrumentality
- B. Infractions Against Authority
 - 1. Insubordination
 - 2. Obstructing an investigative process
 - 3. Insult or verbal abuse of faculty or staff members Assault of faculty or staff members
 - 4. Giving false identification or information
 - 5. Resisting authority
 - 6. Forgery
 - 7. Violation of Board or School rules
- C. Destruction of School Property
 - 1. Vandalism
 - 2. Theft/graffiti/larceny
- D. Infractions Against Others
 - 1. Endangerment
 - 2. Creating a hazardous or physically offensive condition
 - 3. Harassment, threats, verbal abuse
 - 4. Slander
 - 5. Extortion
 - 6. Physical assault
 - 7. Improper sexual advances
 - 8. Fighting
 - 9. Hazing
 - 10. Electronic / digital bullying / hazing / stalking
- E. Substance and Alcohol Abuse – The School is a Drug-Free Zone
 - 1. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Navajo, Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.
- F. Being Under the Influence of a Controlled Substance as Defined Above.
- G. Use or Possession of Tobacco Products of All Descriptions (Except for Therapeutic Traditional Purposes, Pre-Approved in Writing by Chief Executive Officer and Recognized Medicine Person).
- H. Sexual or Physical Abuse of Students.
- I. Statutory Rape
- J. Sexual Harassment or Sexual Intimidation

Section 1.41 Permissible Penalties

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

- 1. Verbal warning
- 2. Written warning/notification to parents
- 3. Detention and In-school suspension (length contingent on infraction)
- 4. Out-of-school short-term suspension (not to exceed ten (10) days)
- 5. Long-term suspension (greater than ten (10) days)
- 6. Expulsion

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are: sports activities, trips, Student Council, clubs, other School activities, social contact and other extracurricular activities.

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

Section 1.42 Imposition of Discipline

Any staff person with responsibility to supervise students may impose the discipline described in Category 1 of Section 1.41. Supervisors may impose discipline described in Category 2 of Section 1.41. Only the Principal, Principal's designee, the Chief Executive Officer or the Chief Executive Officer's designee may impose Categories 3 and 4 discipline. Only the Chief Executive Officer or designee may impose Category 5 discipline as set forth in Section 1.41. Only the Board, upon recommendation of the Chief Executive Officer, may impose expulsion as described in Category 6 of Section 1.41. Principal Reports of lesser disciplinary action imposed by other staff persons will be forwarded to the Principal or designee.

Section 1.43 General Due Process Rights

A. Student Discipline That Does Not Involve Suspension and/or Expulsion

1. For minor disciplinary offenses where the penalty is less than a suspension or expulsion, the accused student has the right to an oral or written notice (at the discretion of the School) of the reasons for the discipline to be imposed. The student has a right to meet with the Principal and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.
2. After the student has had an informal opportunity to discuss the matter with the Principal and/or his/her designee, the discipline will be imposed. The decision of the Principal and/or his/her designee is final.
3. The discipline shall be recorded in the student's file.
4. The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is actually imposed on the student. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Principal. In such exigent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the Principal and an opportunity to be heard.

B. Discipline Which Involves Short-Term Suspension of 10 Days or Less

1. If the intended discipline to be imposed against a student involves a short-term suspension of ten (10) days or less, the student shall receive written notice of the intended discipline before imposition.
2. A student may, within three (3) school days of the written notice appeal the intended discipline to the Principal. If no appeal request is received in the Principal's office during that time period, the intended discipline will be imposed at the School's discretion and at a time established by the School. If an appeal is made within the required time, the Principal or Principal's designee will hold an informal meeting with the student within five (5) school days of the notice of appeal. The date, time and place of the meeting shall be at the discretion of the Principal or Principal's designee.
3. At this informal meeting, students shall be allowed to present his/her position on the matter and the Principal will review the student's record and any and all pertinent information, including, but not limited to, statements or positions of all known parties pertaining to the reasons surrounding the discipline. The student has the right to have present at the hearing the student's parents or guardians, or designee, and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
4. The student shall also have the right to produce and have produced witnesses on the student's behalf and to confront and examine all witnesses. The Principal or Principal's designee shall within three (3) school days of the informal meeting issue his/her written findings and conclusions on the matter. The Principal may:
 - a. Modify or dismiss the proposed disciplinary action or
 - b. Impose the proposed disciplinary action. The decision of the Principal shall be final.

C. Long-Term Suspension

When the intended discipline involves a long-term suspension of more than ten (10) days from the School, the accused student has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein):

1. At least three (3) days prior to the time set for a formal hearing on the suspension, the School shall provide said student and/or his parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the School deposits such notice in the U.S. mail to the parties' address of record

on file at the School or, in the alternative and at the School's sole discretion, by actual delivery to the parties or to the parties' last known address. Said written notice shall consist of notice of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the School intends to use at the suspension hearing.

2. Within five (5) days of mailing or delivering the notice of intent to impose long-term suspension, there shall be a hearing in front of the Chief Executive Officer or his/her designee. The staff member, or his/her designee, recommending the long-term suspension shall represent the School in presenting the School's case against the student. The student has a right to be represented by his/her parents or legal guardians or, at the student's and student's parent's or guardian's sole expense, to be represented by legal counsel or a legal advocate. The School may also be assisted by legal counsel. At the student's or student's parent's or legal guardian's request, and at the sole discretion of the School, said hearing may be delayed. The student, at the School's discretion and without a hearing, may be removed from the School during any such delay.
3. The hearing shall be tape recorded and a copy of the tape shall be retained for three (3) years following the close of that current school year.
4. The School, through the staff member or designee recommending said discipline, shall present all testimony and evidence, including witnesses and documentary evidence against the student. The student and/or his/her representative shall have a right to cross-examine each witness introduced by the School staff member.
5. After the School has presented its case, the student through his/her parent and/or legal guardian and/or his/her legal representative shall have a right to present witnesses and testimony and documentary evidence on the student's behalf. The School through the staff member or designee shall have the right to cross-examine the student's witnesses.
6. The hearing will be confidential. All students' names and/or student witnesses that may testify at such a hearing shall be kept confidential. It is the intent of the School to maintain and protect the privacy of its students and student testimony will not be made public. Likewise, student's names and any public documents shall be referred to by a number or an alias so as to protect the confidentiality of the student.
7. If, after reviewing all the evidence and testimony, the Chief Executive Officer's decision is to impose a long-term suspension, the Chief Executive Officer shall make his/her decision in writing and provide findings of facts and reasons for his/her decision. The decision of the Chief Executive Officer is final.

D. Expulsion

When the expulsion of a student from school is recommended, the following procedure shall be followed:

1. At least three (3) days prior to the time set for a formal hearing on the expulsion, the School shall provide said student and/or his parents and/or legal guardians written notice of intent to impose expulsion. Notice shall be deemed given at the time the School deposits such notice in the U.S. mail to the parties' address of record on file at the School or, in the alternative and at the School's sole discretion, by actual delivery to the parties or to the parties' last known address. Said written notice shall consist of notice of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the School intends to use at the expulsion hearing.
2. Within five (5) days of mailing or delivering the notice of intent to impose expulsion, there shall be a hearing in front of the School Hearing Committee. The staff member, or his/her designee, recommending the expulsion shall represent the School in presenting the School's case against the student. The student has a right to be represented by his/her parents or legal guardians or, at the student's and student's parent's or guardian's sole expense, to be represented by legal counsel or a legal advocate. The School may also be assisted by legal counsel. At the student's or student's parent's or legal guardian's request, and at the sole discretion of the School, said hearing may be delayed. The student, at the School's discretion and without a hearing, may be removed from the School during any such delay.
3. The hearing shall be tape recorded and a copy of the tape shall be retained for three (3) years following the close of that current school year.
4. The School, through the staff member or designee recommending said expulsion, shall present all testimony and evidence, including witnesses and documentary evidence against the student. The student and/or his/her representative shall have a right to cross-examine each witness introduced by the School staff member.
5. After the School has presented its case, the student through his/her parent and/or legal guardian and/or his/her legal representative shall have a right to present witnesses and testimony and documentary evidence on the student's behalf. The School through the staff member or designee shall have the right to cross-examine the student's witnesses.
6. The hearing will be confidential. All students' names and/or student witnesses that may testify at such a hearing shall be kept confidential. It is the intent of the School to maintain and protect the privacy of its students and student

testimony will not be made public. Likewise, student's names and any public documents shall be referred to by a number or an alias so as to protect the confidentiality of the student.

7. If after reviewing all the evidence and testimony the Hearing Committee's decision is to recommend expulsion, the Hearing Committee shall make its decision in writing and provide findings of fact and reasons for its decision.
8. The Hearing Committee's decision in writing must be submitted to the Chief Executive Officer within five (5) school days of the conclusion of the hearing. The Chief Executive Officer shall review the written decision and may do the following: (a) affirm the Hearing Committee's decision and refer to the Board; (b) reject the Hearing Committee's decision; (c) modify the Hearing Committee's decision and impose a lesser discipline on the student pursuant to the procedures for said lesser discipline. The Chief Executive Officer must make his/her determination within three (3) school days of receiving the Hearing Committee's decision.
9. If the Chief Executive Officer affirms the Hearing Committee's recommendation for expulsion, then the Chief Executive Officer's recommendation and the written decision of the Hearing Committee shall be delivered to the Board for consideration at its next scheduled meeting and mailed to the student and his/her parents and/or legal guardians.
 1. The mailing to the student and his/her parents/legal guardians shall include a statement setting forth the student's right to appeal this decision. This notice shall be mailed to the student and parents/legal guardians' address of record at the School and within three (3) school days of the Hearing Committee's submission of the decision to the Chief Executive Officer.
10. If the student chooses to appeal the recommendation for expulsion, the student may appeal the recommendation to the Board. Said appeal must be in writing and delivered to the Board at the School office within five (5) days of the mailing of the Hearing Committee's recommendation on the long-term suspension or expulsion. The letter shall describe in detail the reasons for the objections to the Hearing Committee's recommendation.
11. Once the Board has received the recommendation and/or request for an appeal, the Board has a right to do the following:
 1. Review the recommendation based upon the record presented and written documents presented at the hearing.
 2. To hold a new hearing on the matter.
 3. If after reviewing the record, or after holding a new hearing, the Board has a right to do the following:
 - i. The Board can affirm the Hearing Committee's recommendation and order the expulsion. ii. The Board can reject the Hearing Committee's recommendation.
 - ii. The Board can modify the Hearing Committee's recommendation and impose a lesser discipline on the student.
12. The decision of the Board is final.
13. The Hearing Committee shall be composed of a panel of five (5) staff persons and two (2) alternates. The two (2) alternates may participate in the hearing; however, the decision shall be by majority vote of the five (5) designated panel members or of the five (5) members designated to hear this matter. At the beginning of each school year, supervisors shall recommend prospective panel members to the Principal. The panel members shall be appointed by the Principal at the beginning of the school year. The Principal shall also appoint the chairperson who shall preside or who shall designate another panel member to preside at the hearings and all meetings. After the selection of the Hearing Committee, the Hearing Committee shall meet at the beginning of the year to review its duties. Staff members will recuse themselves from the Hearing Committee if there is a conflict of interest on a student's disciplinary case.

E. Emergency Suspension

In a situation where exigent circumstances require the immediate removal from campus of a student, the School may impose an immediate, emergency suspension of a student prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the Principal or his/her designee or by the Chief Executive Officer or his/her designee. Emergency removal of a student from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety and welfare of the student or others on campus. Emergency removal of the student from campus is not in and of itself considered disciplinary action, but simply a means to protect the health, safety and welfare of the student or others.

The student suspended in an emergency situation shall be readmitted to the School as soon as the emergency has passed. Additionally, the student suspended on an emergency basis has the right to a due process hearing on the suspension within 3 days of the emergency suspension. Which due process hearing applies depends upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less

discipline policy shall apply. If the discipline intended to be imposed is for more than 10 days, the long-term suspension policy will apply.

At the time of the emergency removal, the student must be immediately informed orally by the School staff of:

1. The precise rule alleged to have been violated;
2. The facts which constitute the violation;
3. The right to a formal disciplinary hearing within 3 days from the emergency suspension; and
4. The facts which justify the emergency removal.

This oral notification shall be reduced to writing and mailed to the student and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full written report of the details surrounding the emergency suspension shall be provided to the Chief Executive Officer within 24 hours of the incident.

F. Expungement

Allegations of misconduct and information pertaining to the alleged incident shall be expunged from a student's school record in the event it is found that the student did not commit the violations of laws, rules or policies as alleged.

Section 1.44 Discipline of Special Education Students

All disciplinary action relative to special education students must be taken pursuant to 34 C.F.R. § 300.530 through 300.536, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Special Education Teacher and provided to the staff as needed. It shall be the duty of the Special Education Teacher of the School to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. § 300.530 through 300.536 must take place prior to the expiration of that time. It shall be the duty of the Special Education Teacher to ensure that the appropriate procedures take place in a timely manner.

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

Section 1.45 Removal from School

Before a student is removed from the School, the following must be done:

1. Notify parent(s) and agency of emergency removal by home visit or such other reasonable means available and follow such notification with written notice as soon as practical.
2. If contact with parent(s) cannot be made, the student is not to be allowed to leave the School unless an alternative, appropriate placement is available.
3. If law enforcement is involved, parent will be notified.

Section 1.46 Incident Report Procedures

A. Discipline Report Procedures

It is the obligation of every staff member to know the contents of this student handbook regarding Student Rights and Responsibilities and to correct incidents of student misconduct and behavior if deemed necessary to promote the discipline and to issue Student Discipline reports to any student observed violating this code.

B. Incident Report Process (Written Notice of Alleged Violation)

1. Incident reports are to be filled out by the person(s) who witness and/or report the violation(s).
2. A staff member who witnesses the violation is to inform the student of his/her misconduct and let the student know what rule is being violated.
3. All of the information required by the incident report form is to be filled out.
4. Signing of the incident report by the student is an acknowledgement of receipt of the report by the student and is not an admission of guilt. Students are to be told this.
5. If the student refuses to sign, the incident report should be signed by someone witnessing the fact that the student received the report and immediately forward it to the principal.
6. It is recommended that statements be obtained from students, particularly the statements of the student or students charged, and especially in serious situations such as fighting.
7. If a student wishes to contest the facts on an incident report, the student has three (3) days to appeal the incident report to the principal in writing.

8. It is the responsibility of the principal or designee to review and evaluate the incident report with the student and determine if the incident report will be changed or stand as written. If the incident report stands, it will be processed to the principal and student file. If the incident report is modified, the modified incident report will be processed to the principal and student file. The decision of the principal or designee is final.
9. A copy of the incident report will be distributed as follows:
 - (1) Office/Chief Executive Officer/Principal (a copy goes into the student file folder)
 - (2) Teacher
 - (3) Parent/student
10. Incident reports will be mailed out as soon as possible within the same week.
11. A cover letter will accompany the mailed copies of incident reports to parents and will include:
 - (1) Name of school official whom the parent may contact for information
 - (2) The School's phone number
 - (3) Title of person sending copies
 - (4) Explanation of the incident report (how to read it, and what it means)
12. Duplication of incident reports for the same violation is not permitted and will be screened by the principal before filing in student folder.
13. All appeals will be sent to the principal or for filing in the student folder and an explanation will be sent with the copy to the parent.
14. The principal or designee reserves the right to determine the validity of improperly filled out incident reports and will make that decision before filing in student folders.

C. Search and Seizure Policy

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

School employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the School, staff, or students' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
4. A student's person may be searched by School employees when there is reasonable cause to believe that the student has on his/her person illegal items, items that may interfere with School purposes, or which may constitute evidence of the violation of a School rule.
5. Motor vehicles parked on school property may be searched by school employees when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy, or when there is reasonable cause to believe that a search will reveal evidence of the violation of a school rule.

D. K-9 Administrative Searches

1. Request
 - a. All school searches require a letter of request from the Chief Executive Officer (CEO) of Rock Point Community School (RPCS) to the Navajo Nation Police Department three (3) weeks prior to the actual search date. The letter should be addressed and sent to the attention of the Chief of Police with the following information:
 - i Identify which school to be searched.
 - ii Brief description of the school facility (i.e. two stories, 50 classrooms, and 450 students).
 - iii A narrative outlining any reasons for the request to search (i.e., odor of burnt marijuana emitting from the restrooms, Confidential information, evidence of drug sales or abuse, and/or drug arrests).
 - iv Acknowledging that any prosecution resulting from the search will be the responsibility of RPCS and the Navajo Nation Police Department.
2. Search Parameters
 - a. Canine team School Searches will be administrative searches only, conducted at the request of and in conjunction with school personnel.
 - b. Searches will not be conducted in a lock down status or unaccompanied by school personnel.

- c. The search areas will be limited to:
 - i The school facility
 - ii Objects in the classroom
 - iii Lockers
 - iv Parking lots and vehicles within those lots will not be searched without a search warrant. (Horton v. Goose Creek)
 - v The Fifty Circuit Court ruled that dog's sniffing of students' person was a search under the fourth Amendment. Canine searches of students' person could not be justified without reasonable suspicion.
- 3. Student Searches
 - a. Such searches will be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to: marijuana, cocaine, heroin and crack cocaine.
 - b. Searches will occur at random intervals, determined by the CEO.
 - c. Parents and students will be notified of the police through its inclusion in the school student handbook.
 - d. All searches will be authorized only by the Chief Executive Officer or designee.
 - e. All searches will be conducted in the presence of the Chief Executive Officer and the School Principal. Every reasonable effort will be made to ensure that searches are conducted outside the view of students and staff.
 - f. Individuals will not be subject to bodily searches by dogs.
 - g. While students may be in the building during the search, they will be excluded from any area where the search is being conducted.
 - h. Only the canine handler will determine what constitutes an illegal substance alert by the dog.
 - i. If search findings indicate the presence of illegal substances, the drugs will be turned over to police.
 - j. In addition to any law enforcement action that may occur, students who allegedly have violated school policies will be subject to appropriate disciplinary action, in accordance to applicable school policies.
- 4. Evidence/Contraband/Prosecution
 - a. Any evidence, contraband and or prosecution resulting from the police canine drug search will be the responsibility of the Navajo Nation Police Department.

E. Student Interrogation – Arrest

While the student is within the care or custody of the School, it is the responsibility of the School to make an effort to act on behalf of the parents, "loco parentis" with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar Navajo or federal statute.

When a student is taken into custody (arrested) the arresting officer shall be requested by the School to notify the student's parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, the School personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Personnel of the School shall cooperate with the police. When an arrest is formally made the School and its employees no longer exercise jurisdiction or control of the student.

F. Student Grievances

Any student who has a grievance with a school staff member, absent a disciplinary matter, shall raise his/her grievance with the School official most directly involved with the circumstances giving rise to the grievance. If such an informal resolution is unsuccessful, then the student shall make an appointment to see the Chief Executive Officer for resolution for the grievance. The decision of the Chief Executive Officer is final.

Grievance procedures may not be used by the student for disciplinary actions. Disciplinary procedures and appeals are addressed under Student Discipline.

Section 1.47 Student Freedom of Expression

Students at the School have the right to freedom of expression that is appropriate for children in school. To ensure the educational mission of the School is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

1. Expression which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching of the School or the orderly operation and discipline of the School or school activity;
2. Cursing, profanity and other vulgar or indecent language;
3. Speech which is obscene to minors;
4. Speech which is slanderous or libelous;
5. Speech which invades the rights of other persons;

6. Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law;
7. Speech which could result in tort liability for the School;
8. Rude and discourteous speech inconsistent with habits and manners of civil discourse;
9. Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions);
10. Threats of violence or other intimidating statements;
11. Abusive or harassing conduct (including speech) sufficiently severe and pervasive as to create a hostile learning environment for any student;
12. Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations;
13. Statements reflecting biases or prejudice in school sponsored expressive activities such as student newspapers, yearbooks, and school plays.

Students shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

Rock Point Community School Anti-Bullying Policy

The School Board of Rock Point Community School is committed to protecting students and employees from bullying, harassment, or discrimination for any reasons and of any type. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination as defined herein is prohibited.

The standard of this policy constitutes a specific, focused, coordinated, integrated and a culturally sensitive system of support for all students, staff, and community agencies that will improve relations within each school. It is designed to ensure that the school has staff that have been trained and are supported in their efforts to provide awareness, intervention and training on prevention, and to follow up when incidents are reported or occur.

I. DEFINITIONS

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or demeaning gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance or power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading falsehoods

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, or employee's work performance or either's opportunities, or benefits;
- Has the effect of substantially negatively impacting a student's or employee's emotional or mental wellbeing;
- Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

Cyber-stalking/Cyber-Bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, and texting on cell phones, social websites (e.g., Snapchat, Facebook, Twitter, etc.), chat rooms, "texting", instant messaging, or video voyeurism. Bullying, Cyber-bullying, and/or Harassment also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 1. Incitement or coercion;
 2. Accessing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Rock Point Community School system; or

3. Acting in a manner that has an effort substantially similar to the effect of bullying, harassment or discrimination.

Bullying, Cyber-bullying, Harassment, and Discrimination (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived; sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender-identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying or any student or employee by a board member, school employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by Rock Point Community School., For federal requirements when these acts are against Federally protected categories, refer to Policy 4001.1.

"Accused" is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or any other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the school who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

"Complainant" is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or any other person who formally or informally makes a report of bullying, orally or in writing.

"Victim" is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the school, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Rock Point Community School.

II. EXPECTATIONS

The Rock Point Community School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities.

The school prohibits the bullying of any student or school employee:

- a. During any educational program or activity conducted by Rock Point Community School;
- b. During any school-related or school-sponsored program or activity or on a Rock Point Community School bus;
- c. Through the use of any electronic device or data while on school grounds or on a Rock Point Community School bus. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
- d. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a Rock Point Community School bus.
- e. While the school does not assume any liability for incidences that occur at a bus stop or en-route to and from school, a student or a witness may file a complaint with the school principal or facility manager. The school will investigate and/or provide assistance as is deemed appropriate, which may include disciplinary action.
- f. An incident of alleged of bullying (cyber-bullying or other) may occur off campus and may entail threats of acts to occur during school hours. If a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Plan).

Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy.

III. STAKEHOLDER RESPONSIBILITY

Student Support Services' Office of Prevention: Student Support Services professionals, in collaboration with other school departments, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote protective factors within each school by ensuring that each and every staff member and student is enlightened on violence prevention. This will create a climate within each school that fosters the safety of children and the belief that adults are there to protect and help them. Additionally, student and staff (including, but not limited to, school based employees, administrators, area personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating and intervening when issues of bullying arise

Parent Participation and Partnership: Student Support Services professionals, in collaboration with other school departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The school ~~will~~ offers parents and parent associations' trainings.

Accountability: The Chief Executive Officer, other school administrators, and their staff, as well as the school principals, share accountability for implementation of student support services. These administrators will take steps to assure that student support services are fully integrated with their instructional components at each school and are pursued with equal effort in policy and practice.

Training for stakeholders on identifying, preventing and responding to bullying will be conducted.

1. At the beginning of each school year, the school principal/designee and or appropriate school administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other person responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and through other reasonable means.

Disciplinary sanctions (consequences) and due processes for person who commits an act of bullying under this policy.

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.
2. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, Student Handbook, and this Policy.
3. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator to a different school from that where the offense occurred. Only the Chief Executive Officer/designee may make such a reassignment. In such cases of reassignment, transportation will be provided by the school.
4. Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with school policies and procedures. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate.
5. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
6. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another in terms of bullying.

REPORTING AN ACT OF BULLYING

All complaints of bullying or infractions from the Student Code of Conduct/ Student Handbook shall be reported in a written format to the school principal.

Students may report complaints of bullying to any school employee, faculty or staff. All school employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students, to the principal/designee or appropriate school administrator. Failure to report will result in disciplinary actions up to and including termination of employment. Any school faculty or staff who is suspicious of adult-on-adult bullying is strongly encouraged to report concerns.

Any other member of the school community who has credible information that an act of bullying has taken place may file a report of bullying, whether as victim or witness.

Any student and/or the parent on student's behalf may report in writing to a school official. Complaints should be filed as soon as possible after the alleged incident and have it noted on the specified data system, within 90 school days of the last act of alleged bullying. Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.

A school employee or other person who promptly reports in good faith an act of bullying to the appropriate school official and makes this report in compliance with the procedures set forth in the school policy are immune from a cause of action for damages arising out of the faith complaint or report of bullying and will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the school.

Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

Anonymous reports may be made.

BULLYING COMPLAINTS AND RESOLUTIONS

The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school- related activity.

The principal/designee and/or Investigative Designee shall document all complaints in writing and/or through appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in *Protecting Students from Harassment and Hate Crime: A Guide for Schools Part II (1999)*.

If the complaint is about the principal or a staff member's direct supervisor, then the Chief Executive Officer or appropriate school administrator shall be asked to address the complaint.

The trained Investigative Designee will make the determination if a reported act of bullying or harassment falls within the scope of the school:

1. If it is within the scope of the school, move to Procedures for Investigative Bullying and/or Harassment as outlined below.
2. If it is outside the scope of the school, and determined an alleged criminal act, refer to appropriate law enforcement, provide an applicable intervention, and document according to this policy.
3. If it is outside the scope of the school, and determined not a criminal act, inform parents/guardians of all students involved, provide appropriate interventions and document according to this policy.

Informal Resolution - where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. Each party's agreement to Informal Resolution must be in writing.

The incident and the resolution must be documented on the appropriate data system.

If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate school supervisor.

Formal Resolution - the alleged victim/complainant/employee or parent(s), on behalf of the student, may file a written complaint with the principal, designee or appropriate school administrator.

According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.

1. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the school specified data system

IV. INVESTIGATION REQUIREMENTS FOR REPORTED ACTS OF BULLYING UNDER THIS POLICY

The procedures for investigating school-based bullying must include the principal/designee and/or the Investigative Designee, in the case of student-to-student bullying. For incidents at the district level, or for school-based adult-to-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition, to all agreed upon procedures for staff discipline.

The investigator must not be the accused or the alleged victim.

The principal/designee or appropriate school administrator shall begin a thorough investigation with the alleged and accused within two (2) school days of receiving a notification of complaint.

During the investigation, the principal/designee or appropriate school administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirement of applicable regulations and statutes.

1. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
2. At no time during the investigation will the name of the complainant be related by the investigator.
3. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
4. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate school administrator may also discuss the complaint with any school employee, the parent of the alleged victim, the parent of the accused, if one or both are minors (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuses.
5. During the investigation where an employee is the accused, the principal/designee or the appropriate school administrator may recommend to the Human Resources Manager/designee, any action necessary to protect the complainant, the alleged victim, or other students or employees, consistent with the requirements of applicable statutes, State Board of Education Rules, School Board Policies, and collective bargaining agreements.

Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate school administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline Policy.

The principal/designee or appropriate school administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems including, but not limited to the Native American Student Information System (NASIS).

If the accused is an employee, the supervisor/designee of the employee shall discuss the determination of any recommended corrective action with the appropriate school supervisor and the Human Resources Manager.

No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint. If it occurs, it will result in further disciplinary action.

INTERVENTIONS

School-based intervention and assistance will be determined and may include, but is not limited to:

1. Counseling and support to address the needs of the victims of bullying,
2. Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
3. Intervention which includes assistance and support provided to parents.
4. Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

Self-referral for informal consultation: School staff, students or parents may request informal consultation with school staff (e.g., school counselor, school psychologist, Prevention Liaison etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included) orally or in writing to the principal/designee.

Any investigations and interventions shall be recorded on the school specified data system.

V. INCIDENT REPORTING REQUIREMENTS

The procedure for including incidents of bullying in the school's report of safety and discipline data is required. The report must include each incidence of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

The school will utilize the Bureau of Indian education's Native American Student Information System (NASIS) on School Safety and Discipline Data, which includes bullying/harassment in its codes.

Discipline, referral data, investigations, interventions, and actions of discipline shall be recorded on the specified system, as with other infractions from the Student Code of Conduct.

VI. PROCESS FOR REFERRAL FOR EXTERNAL INVESTIGATION

If the act is outside the scope of the school, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.

While the school does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and interventions as the principal/designee deems appropriate, including the use of the school security officer and other personnel. The principal/designee shall use the School Reporting System to log all reports and interventions.

School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to:

1. Counseling and support to address the needs of the victims of bullying,
2. Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
3. Intervention which includes assistance and support provided to parents.
4. Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

Self-referral for informal consultation: School staff, students or parents may request informal consultation with school staff (e.g., school counselor, school psychologist, Prevention Liaison, EAP, etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included) orally or in writing to the principal/designee.

Any investigations and interventions shall be recorded on the school specified data system.

VII. APPEALS PROCESS

Appeal procedure for bullying by a student will follow the steps outlined in the Student Code of Conduct - "Right to Appeal Unfair Penalties."

VIII. CONFIDENTIALITY

To the greatest extent possible, all complaints will be treated as confidential and in accordance with RPCS Policy; the Family Educational rights and Privacy Act (FERPA); the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable law, such as the Arizona state department of education anti-bullying policy.

Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.

The identity of the persons involved of the reported act shall be protected to the extent possible.

IX. RETALIATION PROHIBITED

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

X. ADDITIONAL REFERRAL

In all cases, the school reserves the right to refer the results of its own investigation to the State Attorney for possible criminal charges, whether or not the school takes any other actions.

XI. CONSTITUTIONAL SAFEGUARD

This policy does not imply to prohibit expressive activity protected by the First Amendment of the United States Constitution or that of the Arizona Constitution.

XII. PRECLUSION

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law, either civil or criminal.

XIII. SEVERABILITY

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

Rock Point Community School Sexual Harassment Policy

Rock Point Community School is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Acts of 1964, and pertinent Arizona Education Code Sections; therefore, the school strongly condemns, opposes and prohibits verbal, physical or environmental forms of sexual harassment. Sexual harassment in this policy means unwelcome sexual advances, requests for sexual favors, and other visual, or physical conduct of a sexual nature made by anyone on or from the school. If you feel you have been harassed by either a student or staff member, please talk to the principal immediately so it may be investigated and resolved.

The Chief Executive Officer or designee shall ensure that students receive age-appropriate information related to sexual harassment. The CEO is the School's Title IX Officer and Sexual Harassment Officer. Students shall be assured that they need not endure any form of sexual behavior or communication. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K through 5, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 6 through 12, the disciplinary action may include suspension and/or expulsion.

Students are informed that they should immediately report any incidents to either a teacher, the Principal or their designee if they feel they are being harassed. Any student, or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint in an informal process or may file a formal complaint with the School. Within 24 hours, staff shall report complaints of sexual harassment to the CEO or his/her designee who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained.

The CEO, or designee, shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, the School may utilize an outside investigator who shall serve as a fact-finder. Upon verifying that sexual harassment occurred, CEO shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the CEO, or designee, in accordance with the **School's procedures**.

The School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, within legal constraints, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

- A. Definition. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
 - 2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
 - 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.
- B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
 - 1. Unwelcome sexual flirtations or propositions.
 - 2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 - 3. Graphic verbal comments about an individual's body, or overly personal conversation.
 - 4. Sexual jokes, notes, stories, drawings, pictures or gestures.
 - 5. Spreading sexual rumors.
 - 6. Touching an individual's body or clothes in a sexual way.

7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational environment.
9. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Private, personal, consensual conduct may at some point become unwelcome. Any student advised that a fellow student now believes certain conduct to be unwelcome shall cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Students who participate in a consensual relationship, and who at some point wish to discontinue the relationship, should tell the other participant, either verbally or in writing, that the conduct is no longer consensual or welcome and therefore all such conduct must cease.

- A. Confidentiality. A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidence, where practical, and to the degree permitted by law and the School's policies, for the protection of all parties involved.
- B. Investigation and Action Procedures:
 1. After receiving a report or grievance, an individual, as designated by the CEO shall conduct an investigation and make written recommendation within fifteen (15) days to the CEO. In determining whether alleged conduct constitutes sexual harassment, the CEO will consider many items, including the facts of the allegation, case law, Navajo state and federal laws, customs and regulations, the School's policy prohibiting sexual harassment and intimidation, any past behavior, any training the accused individual has received and other items as appropriate.
 2. Upon receipt of a recommendation from the designee that probable cause exists to credit the allegations of sexual harassment or intimidation, the CEO may take action based on the report/recommendation, or the CEO may conduct his or her own investigation into the charges. The CEO may appoint an outside investigator to conduct the investigation.
 3. Such investigation must be completed within thirty (30) days of receipt by the CEO of the recommendation from the designee.
 4. Pending such an investigation, the CEO or other supervisor may take any action necessary to protect the alleged victim, or other employees or students, consistent with requirements of applicable regulations and statutes.
 5. Consistent with the requirements of applicable regulations, statutes or policies, the CEO may take such action deemed necessary and appropriate after the completion of the investigation.
 6. The final disposition of the case may be by action of the Board if there is a recommendation for non-renewal or employment termination, or suspension or expulsion.
- C. Sanctions. A substantiated charge against an employee of the school shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the school's student discipline policy.
- D. Remediation. A plan will be developed to provide student and staff victims and witnesses of harassment with counseling and other support services to help them cope with the effects of harassment or intimidation.
- E. For further information or any concerns you may contact the following individuals.

Rock Point Community School Student Driving Policy

- I.** Students must provide copies of the following to the secondary school front office:
 - 1. Driver's License
 - 2. Proof of Insurance
 - 3. Proof of Registration
- II.** Students must arrive to school on time and stay for the duration of the school day.
- III.** Students are not allowed to provide rides home for other students, due to liability concerns.
- IV.** Students must follow all traffic laws and safety regulations.
- V.** All drivers must adhere to the school zone speed limit of 10 miles per hour.
- VI.** No spinning of wheels, gunning motor, sounding horn, loud music, or racing, etc.
- VII.** Aggressive or Reckless operation of motor vehicle is prohibited.
 - A.** Examples of reckless operation, including but not limited to:
 - 1. Passing vehicles waiting to exit parking lot
 - 2. Swerving or weaving through parking lot traffic
 - 3. Carelessly pulling out in front of moving vehicles
 - 4. Riding in the bed of trucks
 - 5. Any action that could result in personal injury or property damage
 - 6. Driving on football track/field or sidewalks
 - 7. Texting and driving
- VIII.** Students are not permitted to their vehicle during the school day unless special permission has been granted by the principal.
- IX.** Violators of driving and parking regulations will be treated as discipline cases.
 - a. Loss of driving privileges (permanent or temporary)
 - b. After school detentions / in/out school suspension
 - c. Vehicle may be towed/booted at owner's expense

Failure to abide by RPCS driving policies will result in notification of local law enforcement.

VIOLATIONS AND CONSEQUENCES CHART

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

Infractions	Consequences		
	1 st Offense	2 nd Offense	3 rd Offense
1. Alcohol, drugs, and drug paraphernalia: Possession, selling, transferring, distributing or being under the influence of any illegal substance (This includes positive drug tests)	Out of School Suspension (5-7 school days) Police Referral / Counseling Referral	Out of School Suspension (7-9 school days) Police Referral	Recommendation for Expulsion to School Board
2. Computer/Internet Violation: Knowingly accessing program or the internet which violates the Internet User Agreement	Loss of privileges until Apology Letter with parent(s)/guardian(s) signature is submitted	Loss of Privileges for 2 or more school days after Digital Citizenship essay with parent(s)/guardian(s) signature is submitted	Permanent Loss of Privileges for remainder of school year
3. Defiance of Authority/Insubordination: Refusing to comply with school policies, teacher directions, or disobeying staff members directives	Parent / Administrative Conference	1-3 Days of ISS/OSS Counseling Referral	3-9 Days Out of School Suspension / Expulsion
4. Disruptive: Engaging or encouraging any conduct that disrupts any school, function, educational process or activity	Parent / Administrative Conference	1-3 Days of ISS/OSS Counseling Referral	3-9 Days Out of School Suspension/Expulsion
5. Ditching/Truancy: Unauthorized failure to show up for any part of the school day	Parent/-Administrative Conference Counseling Referral	1-3 Days of ISS/OSS	Social Services Referral
6. Dress Code Violation: Wearing of inappropriate attire to school	Confiscation/Change of clothes	1-3 Days of ISS/OSS	3-9 days of out of school suspension
7. Emergency Alarms and Fire Control: Improper use of fire extinguishers, emergency phones, etc. Falsely reporting emergencies	Parent / Administrative Conference	Local law enforcement will be notified	5 days out of school suspension
8. Endangering and/ or threatening the health and safety of others	3-9 Days of OSS or Expulsion Counseling Referral	Recommendation to School Board for Expulsion	Recommendation to School Board for Expulsion
9. Weapons	3-9 Days of OSS or Expulsion Counseling Referral	Recommendation to School Board for Expulsion	Recommendation to School Board for Expulsion
10. Endangering self (i.e. suicidal ideations, cutting, self-harm)	Medical / Counseling Referral Parent/Administrative Conference	Referral / Placement to Treatment Program	Placement into Treatment program
11. Extortion: Unjust use of force or authority to force people to pay money or behave a certain way.	Parent / Administrative Conference	1-3 Days ISS/OSS	3-9 days out of school suspension
12. Fighting/Assault/ Threats/Battery: including but not limited to, comments, jokes, teasing, taunting, encouragement, or provocation. Physically or in writing threaten, abuse or engage in any confrontation (includes horseplay) with another students, school employee, or any other person	Out of School Suspension (5-7 school days) Police Referral / Counseling Referral	Out of School Suspension (7-9 school days) Police Referral	Recommendation to School Board for Expulsion

13. Bullying (name calling, pushing/ shoving, cyber bullying, gossiping, etc.)	Parent /Administrative Conference Counseling Referral	1-5 Days of ISS/OSS	1-9 Days of OSS / Expulsion
14. Forbidden Items (toys, games, plastic swords/guns, lasers, Skateboards, Roller blades, Scooters, etc.)	Parent / Administrative Conference and Confiscation	1-5 Days ISS/OSS	1-9 Days of OSS / Expulsion
13. Forgery/Cheating/Plagiarism (Cyber-wise, refer to Computer/Internet Violation)	Disqualification of assignment, Administrative Conference	3 Days in School Suspension	5 Days in school suspension Repeat Class
14. Gambling	Administrative Conference Counseling Referral	3-5 Days out of school Suspension	5-9 Days out of school suspension
15. Gang Activity: Gang related dress code violation, hand gestures, graffiti, jargon, or drawings on notebooks and papers.	5-7 days out of school suspension Counseling Referral	7-9 Days out of school suspension	Recommendation to School Board for Expulsion
16. Harassment / Sexual: Any unwelcome verbal or written remarks, or unwanted physical contact	3-5 days ISS/OSS, Counseling Referral	3-5 Days out of school suspension	5-9 days out of School suspension / Expulsion
17. Profanity/Obscenity: Written, verbal, music or use of obscene gestures	Parent / Administrative Conference	1-3 Days ISS/OSS Counseling Referral	1-9 Days out of school suspension
18. Theft: Taking items that don't belong to you without permission	Administrative Conference, Return of item(s)	3 Days of ISS/OSS, Parent Conference	1-9 days out of school suspension, Police referral / Expulsion
19. Tobacco/Cigarette/Lighters/Matches: Including but not limited to possession of lighters, matches, and all related smokeless tobacco, e-cigarettes and vapor	Out of School Suspension (1-5 school days) Police Referral	Out of School Suspension (5-7 school days) Police Referral	Out of School Suspension (8-9 school days) Police Referral / Expulsion
20. Unauthorized Entry: Gaining or attempting to gain, forceful or unauthorized entry or occupation of school buildings, grounds or places. This includes possession of keys.	Parent / Administrative Conference	3 Days of ISS/OSS, Parent Conference	5-9 days out of school suspension, Police referral / Expulsion
21. Vandalism/Destruction of School Property: Damaging, breaking, or tagging school property	Parent / Administrative Conference	1-5 days out of school suspension, Police referral	5-9 days out of school suspension, Police referral / Expulsion
22. Public display of affection: Kissing, excessive hugging, inappropriate touching, and other sexual behaviors.	Parent / Administrative Conference	1-3 Days of in school suspension /OSS	5-9 Days of in school suspension/OSS
23. Unauthorized cell phone usage	Parent / Administrative Conference	1-3 Days of in school suspension /OSS	5-9 Days of in school suspension/OSS

**Rock Point Community School
Parent and Student Handbook
School Year 2023 – 2024**

I, _____, have read the Rock Point Community School Parent/Student handbook, and I have had a chance to ask questions about my rights and responsibilities as a student at this school. I understand it as best as I can and I agree to follow the School Rules and Policies as outlined in the Rock Point Community School Parent/Student Handbook.

Student's signature

Date

Grade

I have read the Rock Point Community School Parent/Student Handbook for School Year 2021 -2022 with my child. I understand and agree to have my child and I follow the School rules and policies as outlined in this handbook. I also agree to fully support the School rules and policies as outlined in this handbook.

Parent's Signature

Date






RPCS SY 23-24 STUDENT HANDBOOK_A

Final Audit Report

2023-08-11

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