

01.31.2023

To: Parents & Students,

From: Dr. Kee-Parsons, Principal

**READ, READ, READ!!!**

**Important Information for  
Parents & students**

Transportation & Pick up of students:

From the Student/Parent Handbook "2022-2023 BIE Navajo District Student-Parent Handbook" (Page 53):

Please remember that riding the school bus is a privilege, students must always maintain good behavior while riding the bus. Bus rules have been reviewed by bus drivers and students.

A bus change request form or a request to pick up a student: A student must have a temporary bus pass in order to ride a different bus from the assigned bus or if the student will be picked up – and not be riding the bus that day.

To be eligible to receive a temporary bus pass, parents must do the following:

- **Give written notice by 11:00 AM OR Call the school by 11:00 AM of that day**
  - Name of all student(s) requesting change
  - Parent Name
  - Name of Person picking up student(s)
    - Person picking up the student must be on the approved list on file with the registrar.
  - This note needs to come to the front office so protocol can be followed.
- Students may be checked out of school only by a parent/legal guardian or a person older than 25 years of age who has been authorized by the parent/guardian and is listed with the registrar's office.
- **NO check out on Friday** due to shortened schedule – core instruction and assessments are given on Friday, so the teaching staff has their data collection for the following week's lesson.
- Try to schedule all medical appointments after school and not on a Friday. Collect a note from the doctor after the appointment. (Page 27)

The school is asking that you (parents & students) adhere to this policy for the safety of all students. The school staff needs to inform all individuals involved: The student(s), the teacher(s), the bus driver(s), and the individual on duty to manage the pick-up and drop-off station.

If a student informs a school staff member they are being picked up after school without a note, this student will be put on the bus if they do not have a note or we have not received a phone call by 11:00 AM. All students must be picked up by 3:30 pm at the school. There is no one to supervise students after 3:30 pm.

**REMEMBER PARENTS:** Student(s) must maintain an 82% attendance rate to be considered for promotion to the next grade level with passing grades.

We understand that emergencies happen, if warranted due to compelling and/or extenuating circumstances the school administrator will make that determination after talking to the parent.

At the end of the school day, all staff is very busy making sure students get where they need to be safely and quickly so buses may leave on time. Please do your part and comply with school policy.

Thank you, Dr. J. Kee-Parsons



writing. The HB Agreement may be revoked for any student who does not abide by or fulfill its requirements. The school must maintain documentation of services provided to students who are on HB status.

## II. Attendance Procedures & Policies

- Any student who arrives after the start of the school day must sign in at the Front/Security Office to receive a pass to class.
- Attendance is counted from the first day through the last day of the academic year.
- Each student who has missed a day of school will report directly to the Attendance Clerk/front office at the Front/Security Office upon return to school before reporting to class; (1) to turn in a parent note explaining the reason for the absence, and (2) to receive a pass to class. No teacher is to admit a previously absent student to class without a pass from the Attendance Clerk/front office. If a student who has been absent the previous school day arrives at class without such a pass, he/she is to be sent directly to the Attendance Clerk.
- Parents/guardians are welcomed to contact the Attendance Clerk/front office by telephone on the day of an absence to provide an excuse for their child's absence. However, **the student will still be expected to provide a written documentation when he/she returns to school from the absence.**
- If a student returns to school without a parent note or phone call explaining the reason(s) for his/her absence, he/she will be coded as Truant. The Attendance Clerk/front office will attempt to contact the student's parent/guardian for an explanation. Otherwise, **the student and his/her family have only three (3) school days following the absence to provide a written explanation for the absence.**
- An attendance contract and a parent conference with an administrator are required for 5 (five) or more unexcused absences, or upon the student's fifth instance of truancy.

## III. Tardiness

Any student who is more than 10 minutes late for the first class of the day, or who exceeds the time allotted for transition between classes will be considered tardy, and will be subject to discipline as outlined below.

## IV. Class Cuts/Ditching

Cutting class is prohibited and will be subject to discipline as outlined below.

## V. Early Checkout

Students may be checked out of school only by a parent/legal guardian or a person older than 25 years of age who has been authorized by the parent/guardian in advance on the checkout card Monday to Thursday. There is **no checkout on Friday** 1/2 instruction only core instruction will be taught. There is **no student self-checkout, even for students who are 18 or older.** It is recommended that students not be checked out during class time except in an emergency. **The school administrator will approve early check-out for sick students; without the approval or a Doctor's statement, any resulting absence will be coded as excused absence (AE).** Absences due to early checkout will be handled like any other absence.

## VI. Attendance Incentives

Individual and group incentives will be given throughout the school year to students who attend school regularly.

## II. Cafeteria Rules (insert school cafeteria rules add/delete as needed)

- Students are to follow all school rules while in the cafeteria.
- Students are expected to model good behavior at all times.
- No tea, sodas, sports drinks, or energy drinks are allowed in the cafeteria (only bottled water and milk and, and when served from the line, juice).
- All electronic devices must be out of sight in the cafeteria.
- Remove all head gear before entering the cafeteria.
- Students are to enter the cafeteria from the designated entrance.
- No cutting into the food line.
- Horseplay (e.g., shoving, running, shouting, fighting, throwing food) is not allowed.
- Each student is expected to clean the area he/she used.
- Each student must remove all trash (e.g., gum, paper) from his/her tray, disposing of it in the designated trashcan.
- A student who wants a second helping must wait until everyone has been served once and must use the same tray. Note: At times, there will not be enough of some food items for seconds.
- Sponsors of after-school clubs, classes, tutoring, or sports must supervise their students during dinner at the cafeteria (if applicable).

## III. Transportation

Please remember that **riding the bus is a privilege** maintained by good behavior in order to maintain your privilege to ride the school bus. Students are required to follow all school rules and procedures to ensure the safety of all on the bus. Unacceptable behavior and violation of the bus rules while on the bus may result in restrictions or suspension of bus privileges. If bus privileges are suspended for more than 5 days, students can appeal the suspension in accordance with the appeal process outlined above. The school provides daily bus service for all students (within a 15 to 20 miles radius from the school) and the school bus will only stop at designated locations.

- **Bus Change Requests** - A student must have a temporary bus pass in order to ride a different bus from the one assigned. To be eligible to receive a temporary bus pass, a parent must give written notice or call by 11:00 a.m. of the same day. If longer: A written request must be made in writing and approved by the administrator for no longer than a week.
- **Transportation Cancellation due to Inclement Weather** - If the roads are impassable, parents/guardians must transport their child/ren to the main road or to school. Parents should use good judgment when making decisions regarding transporting their child/ren during inclement weather. If the bus is unable to pick up students due to weather or road conditions, students will be counted as an excused absent for the day. Any absentee concerns should be addressed to the Registrar.
- **Bus Rules - "Don't Lose Your Riding Privilege"**
  - Be on Time
  - Have Respect for others and for the driver
  - Remain in your seat
  - For safety, keep the aisle and exits clear
  - Be courteous. Never use foul language or obscene gestures.
  - Keep all body parts inside the bus
  - Use of tobacco, alcohol, & drugs is prohibited.
  - No food or drinks on the bus.