

HOTEVILLA BACAVI COMMUNITY SCHOOL

STUDENT/PARENT HANDBOOK



School Year 2022-2023

Mission Statement

***“Itam itaatsatsakmuy aw unangtapye pumuy tutuqaynaykyang
oqalantotaq puma suyan yep nami nanapte.
Itaanaqvum, Itaaposim yakyang, yep itamungem lavaiwisni”***

***“We are dedicated to educating our youth and encouraging them to
truly know who they are so they will become
our ears, eyes, and voice.”***

Welcome Students & Families!

On behalf of The Hotevilla-Bacavi Community School Board and faculty, we welcome you to the 2022-2023 School Year. We encourage parents, family, and community members to be involved as appropriate and to participate school functions. We believe that with parent and student cooperation, participation and interest, the staff at HBCS can make a greater impact on a student's academic, social, emotional, and physical development.

HBCS is committed to ensuring that your child receives every educational opportunity that supports academic growth and progress. We establish this support by monitoring and evaluating the academic, social, and behavioral needs of the individual students and families we serve.

Students have the responsibility of making positive choices to be a part of the learning community at HBCS. This includes conducting themselves in a respectful manner, participating appropriately in instructional and extracurricular activities, as well as developing an awareness of what it takes to be academically, socially, and behaviorally successful.

Parents and families are encouraged to take part in the educational interest of your students by asking questions, participating in school-related functions, and advocating for your students as needs arise. We expect this year to be an enjoyable, positive, and productive year for all members of our learning community. As partners in education, we can create and maintain a safe and orderly environment for learning

This handbook is provided to inform students and parents/legal guardians of the educational program and guidelines that support Hotevilla- Bacavi Community School in its mission to provide a quality education to ALL students. Policies outlined are designed to promote student growth and safety. Please read and share this with your child, suggestions for improvements are welcomed.

HOTEVILLA BACAVI COMMUNITY SCHOOL

STUDENT-PARENT HANDBOOK SCHOOL YEAR 2022-2023

Governing School Board Members

Mr. Todd Honyaoma, Sr.	School Board President
Mrs. Leora Honawa Coin	School Board Vice-President
Mr. Stewart Nicholas	School Board Member
Mr. Ray Honwynewa, Jr.	School Board Member
Mr. Matthew Duyongwa	School Board Member

Administrative & Support Staff

Mrs. Lorrie Harding	Chief School Administrator/Principal
Ms. Marie Kidde	Administrative Assistant
Ms. Renee' Ramirez	Business Manager
Mrs. Johanna Takala	Business Technician
Mrs. Gilene Benally	Acting Facility / Transportation Manager
Mr. Anthony Fred	Bus Driver/Laborer
Mr. Dajuan Talayumptewa	Security
Mr. Craig Masayesva	Custodian
Ms. Paulinda Qumyintewa	Custodian
Mr. Jaylen Takala	Cook 1
Ms. Alvina Thompson	Cook 2
Ms. Carmen Nasevaema	Substitute Cook
Mr. Rocky Deswood	Health Technician

Teaching Staff

Ms. Tiah Honanie	Kindergarten
Ms. Angelique Pacana	First Grade
Mr. Pierre Binondo	Second Grade
Mrs. Susan Ross	Third Grade
Ms. Sandra Masayesva	Fourth Grade
Mrs. April Honahnie	Fifth Grade
Ms. Jessa Bahan	Sixth Grade
Ms. Evelyn Sellar	Seventh/Eighth Grade

Instructional Aides

Mrs. Roseria Tungovia	Teacher Assistant
Ms. Ursa Lomayaktewa	Teacher Assistant
Mrs. Marilyn Parra	Teacher Assistant (Language and Culture Technician)
Ms. Devonne Sinqwah Choyou	Teacher Assistant
Ms. Tiah Honanie	Teacher Assistant (Part time Library Technician)
Mr. Brandon Dashee	Teacher Assistant
Mr. Arturo Perez	Teacher Assistant (Computer Technician)

Special Education Department

Mrs. Kymberle Dashee	Special Education Teacher
Ms. Crystal Quanimptewa	Special Education Teacher Assistant
Ms. Kerissa Ben	One to One Assistant

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SECTION A: PURPOSE & GUIDELINES

PURPOSE OF HANDBOOK

The purpose of the Student-Parent Handbook is to provide guidance for students, parents, teachers, staff, and administrators in creating a suitable environment for learning that will enhance academic experiences and provide opportunities for all stakeholders to become involved in the educational goals of Hotevilla-Bacavi Community School.

It is our desire to create a partnership that encourages communication, collaboration, and support for the learning community at HBCS. To be fully effective, parents and guardians must review and generate an understanding of the guidelines and provisions set forth within this document. We are available to answer questions as they arise and we encourage you to become involved in the academic, athletic, and community building opportunities throughout the year.

Acknowledgement Page

At the end of this document is the acknowledgement page which must be signed and returned by the end of the first week of school. A student and parent signature indicates you have read, understand, and will adhere to, the standards and expectations set forth by the Hotevilla-Bacavi Community School.

GUIDELINES FOR STUDENT-PARENT HANDBOOK

The Student-Parent Handbook contains information relevant to student conduct and academic success. The following items will be addressed within this document.

- Student Rights and Responsibilities
- Response to Student Conduct and Misconduct
- Administrative Responsibility for Managing a Safe and Risk-Free Environment for Learning

*Protocols regarding COVID safety can be found in Hotevilla Bacavi Community School's COVID19 PROTOCOLS FOR REOPENING policy.

You are encouraged to read and develop a thorough understanding of the details of these Guidelines. Student discipline is subject to the provisions of School Board policies and state and federal laws. Student consequences will be applied according to the nature of the events and/or incidents. Because the Individuals with Disabilities Education Act (IDEA) requires additional procedural safeguards, students with disabilities will be disciplined under the applicable School Board Policies and in accordance with the law, Individualized Education Plans and the nature of a student's disability will be considered in assigning discipline and Alternative Educational Placements for Special Education Students. **ALL Students may also be subject to applicable civil and/or criminal penalties.**

The policies and procedures which guide this document are available in the Administrative Office and upon request. We are working to make it available on our website at www.hbcschool.org.

"This handbook is intended to supplement, not replace the policies. The policies should always be reviewed regarding any issue. In the event of a conflict Between this handbook and the policies, the policies shall supersede in all situations."

SECTION B: GENERAL INFORMATION

STUDENTS RIGHTS

Students at the School have the following rights:

- The right to an education
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, subject to maintaining a safe and secure environment
- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others
- The right of freedom of speech and expression so long as they do not unreasonably disrupt the educational process or endanger the health and safety of others
- The right to freedom from discrimination

STUDENT'S RESPONSIBILITIES

General student responsibilities are as follows:

- To attend all classes each day except when ill or properly excused
- Allow others the freedom to learn without upsetting the classroom
- To not bring anything to school that is forbidden by law
- To fully comply with all the School's policies, procedures, and rules
- To express their own religion and culture in a manner that is not prohibited by law, or which violates other individual's rights
- To express opinions and ideas respectfully so as not to slander or offend others and not discriminate against others

OFFICE HOURS

Monday – Friday

7:30 a.m. – 4:00 p.m.

Wednesdays

7:30 a.m. – *(1:00) 4:00 p.m.

*On occasion, the office staff may be required to attend professional development and the phones may be unmanned for a period of time. Leave a message, contact number, with the name of your student and we will return your call in a timely manner.

Office: 928-734-2462

Fax: 928-734-2225

SCHOOL HOURS

Monday – Friday (*except Wednesdays*)

START 8:00a.m. END at 3:00 p.m.

Wednesday

START 8:00a.m. END at 12:30 p.m.

Breakfast served

7:30 – 8:30 a.m.

Lunch/Recess

K-4 11:30 – 12:30 p.m.

5-8 12:00 NOON – 1:00 p.m.

Students are not to arrive or be dropped off on campus before 7:30 a.m. Hotevilla-Bacavi Community School and its staff members do not assume responsibility for students arriving or incidents occurring prior to 7:30 a.m. and after 3:00 p.m.

Students are required to exit the campus immediately upon dismissal and no later than 4:30 p.m. when participating in HBCS academic or after-school programs. Specific approved activities may be scheduled later as needed including 21st Century, sports and tutoring. Current permission slips are required for students attending afterschool activities.

TELEPHONE

Office phones are for school use only. The only exception to use an office phone is in cases of emergency, with permission from the office staff. Students are not allowed to call home for verbal permission to stay after school or for after school activities. Prior written permission is required

USE OF BUILDING/FACILITIES

At this time, use of the school building and facilities by outside organizations is unallowed due to COVID restrictions.

VISITORS

At this time, Hotevilla Bacavi Community School is only allowing individuals on to the campus who have scheduled appointments.

PARENT INVOLVEMENT

While HBCS promotes parental involvement, the school is currently restricting visitors on campus due to COVID restrictions. Schoolwide parent meetings will be held virtually.

DAILY SCHEDULE

7:30 – 8:25 A.M. Breakfast Served

INSTRUCTIONAL DAY BEGINS

8:30- 11:30 a.m. Academic Instructional Block (K-4)

11:30 – 12:30 p.m. K-4 LUNCH/Recess

8:30- 12:00 p.m. Academic Instructional Block (5-8)

12:00 – 1:00 p.m. 5-8 LUNCH/Recess

3:00 P.M. DISMISSAL

3:05 P.M. BUS DEPARTURE

*11:00 a.m. – 11:30 P.M. K-4 LUNCH WEDNESDAY (Half days)

*11:30 a.m. – 12:00 P.M. 5-8 LUNCH WEDNESDAY (Half days)

12:30 P.M. Half Day Dismissal on Half Day Wednesdays

12:35 P.M. Bus Departure

Students arriving after 8:35 a.m. are considered tardy.

ATTENDANCE

Students are required by federal law and Hopi law to attend school. It is important that students attend school every day. If a student is sick, has a death in the family, must attend a religious ceremony or has another legitimate excuse that keeps the student from attending school, the student must do the following:

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

Excessive student absenteeism will/may result in: (a) parent notification; (b) retention; and (c) referral to tribal Child Protection Services. Students are required to be in school a minimum of one hundred seventy (170) days per school year. 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. A student who was absent from school without reason will have their parents immediately contacted by the Administrative Assistant. If a student misses 3 consecutive days, parents will be visited by school staff. Students, who are absent five (5) days in a school year, are required to have a parent conference with the CSA. After ten (10) days of absences in a school year, a warning letter will be sent to the parents regarding a student's absences. The School may drop or retain in grade a student with more than fifteen (15) days absences, or ten (10) consecutive days and the student will be required to apply for re-enrollment before the student may be readmitted to the School.

- A Full Day of school is considered 8:30 a.m. to 3:00 p.m.
 - A Half Day of school is considered 8:30 a.m. 12:30 p.m.
 - A Parent/Guardian is required to notify the school **prior to the absence or tardy** with a call or note that his/her student is unable to attend or will be late to school.
- The call or note must address the date, time, and reason for the absence or tardy. If the parent/legal guardian does not notify the school, HBCS will contact the parent/legal guardian.
 - An ADMIT SLIP is required from the Front Office for admittance to class after 8:35 a.m.
 - Parents must request make-up work for students when they have an excused absence for an extended period of time.

PERFECT ATTENDANCE

Perfect Attendance awards will not be given out this school year due to COVID restrictions.

SCHOOL CLOSURE

Regularly scheduled school days may be cancelled due to emergencies or adverse weather conditions. Announcements will be broadcasted on radio stations KAFF-92.9 FM, KMGH 93.9, KUYI 88.1, and through our One Call system.

STUDENT SIGN OUT & RELEASE

Parents or legal guardians must designate persons who are authorized to check out their children, on the student check out forms. Students will only be released from the office to a parent, or the individuals designated on the Checkout Permission form. A student will not be released to ANY adult, designated or otherwise, who appears to be intoxicated or under the influence of a controlled substance. A person checking out a student should be prepared to show proper identification.

CHILD CUSTODY

Parents/Guardians who have Court orders identifying custody or visitation rights must inform and provide the office with a copy so that it can be enforced. Court orders regarding child custody will be enforced.

ACCIDENT AND EMERGENCY NOTIFICATION

In the event of a serious accident or illness on campus or school-related activity, every attempt will be made to notify parents or emergency contact(s).

CONTACT INFORMATION

It is the responsibility of parents & legal guardians to update their contact information with the Administrative Assistant. HBCS will make every effort to contact responsible parties utilizing the information on file.

- Changes should be reported to the front office immediately.

WITHDRAWAL PROCEDURE

- Parents should contact the School Office in advance if their child is to be withdrawn from school.
- A WITHDRAWAL FORM is required for an official withdraw.
- Withdrawals are processed during regular business hours by the Administrative Assistant.
- Student records will be mailed to the new school upon written request from that school.
- A Withdrawal form from HBCS is required when transferring to another school.

TRANSFERS

- Transfer students must comply with the registration process and submit necessary documentation.
- Students transferring after the first day of school require an official withdrawal form from their previous school.
- The Administrative Assistant will request official transcripts and cumulative review files or report cards.

ABSENT DURING THE SCHOOL DAY

The School will make every effort to locate a student who has left campus without authorization. The School will attempt to notify the student's parents. After the notification or attempted notification of the student's parents, the School will request assistance in locating the student from search and rescue teams and law enforcement agencies.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

HBCS has implemented Positive Behavior Interventions and Supports (PBIS) to provide a clear system for all expected behaviors at HBCS. Through PBIS, we will work together to create and maintain a productive, safe environment in which ALL school and community members clearly understand the shared expectations for behavior. We believe that through the implementation of PBIS systems and strategies we will increase student academic performance, increase safety, decrease problem behavior, and establish a positive school climate.

One of the keys of the system is a focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 85-95% of the students will meet those expectations. As part of PBIS, HBCS has developed school-wide procedures to accomplish the following:

1. **Define Behavior Expectations.** A small number of clearly defined behavioral expectations are defined in positive, simple, rules. At HBCS our expectations are Be Safe, Be Respectful, and Be Responsible. These expectations are outlined in the expectations matrix included in this handbook.
2. **Teach Behavior Expectations.** The behavioral expectations are taught to all students in the building and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("the right way") are described and rehearsed, and negative ("the wrong way") are described and modeled. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.
3. **Acknowledge Appropriate Behaviors.** HBCS has developed a formal system that rewards positive behavior. "Pawsitive Tickets" are a form used by the individual staff member, at their discretion, as a tool of encouragement and a student motivator. Staff members can award "Pawsitive Tickets" to students, whether they teach them or not. Instructions on the procedure to use in rewarding School-wide drawings for incentives and assemblies will further acknowledge and encourage appropriate behavior.
4. **Proactively Correct Behavior Errors.** When students violate the behavioral expectations there is a clear predictable system in place to address those behaviors.



The WILDCAT SCHOOL WIDE EXPECTATIONS MATRIX

Positive Behavior Intervention Support



	<i>Hak Paasningwu</i> BE SAFE	<i>Hak Kyaptsi' ytangwu</i> BE RESPECTFUL	<i>Hak hiita aw paas tunatyalingwu</i> BE RESPONSIBLE
Common Areas	<ul style="list-style-type: none"> Walk facing forward and stay to the right Keep hands, feet, and objects to self and social distance Stay on the sidewalk when outside the building 	<ul style="list-style-type: none"> Use kind words & actions Use appropriate voice level Listen and follow teacher's directions Use quiet voices 	<ul style="list-style-type: none"> Use a hall pass Pick up any trash you find along the way Follow adult directions
Cafeteria	<ul style="list-style-type: none"> Walk calmly and quietly Keep hands, feet, and objects to self and social distance Keep both hands-on container Stay behind blue line (serving line) when getting your tray Report any food or milk spills 	<ul style="list-style-type: none"> Use quiet voices Stand in line Wait your turn (getting food container and disposing food container) 	<ul style="list-style-type: none"> Eat from <i>your</i> container only Pick up all your trash when you leave Properly dispose of any food you do not eat Dump milk appropriately Keep food in container you don't eat
Playground/Recess	<ul style="list-style-type: none"> Keep hands, feet and objects to self and social distance Play approved games only Play gently Use playground equipment appropriately 	<ul style="list-style-type: none"> Include everyone Talk out problems Use friendly words Share and use equipment properly 	<ul style="list-style-type: none"> Stop playing when the bell rings and line up Stay in assigned area Play by school game rules Follow adult directions Dress appropriate Pick up any trash you see
LIBRARY, HOPI, ART, G&T, SPECIAL EDUCATION AND COMPUTER LAB	<ul style="list-style-type: none"> Walk quietly and calmly Sit in one spot Keep hands, feet, and objects to self and social distance Enter and exit quietly using the correct doors 	<ul style="list-style-type: none"> Use very quiet voices Use materials appropriately Keep food and drink out of these areas 	<ul style="list-style-type: none"> Follow adult directions Put things back where they belong Put books back in correct place or give to librarian Walk on sidewalks
Assembly	<ul style="list-style-type: none"> Walk quietly and calmly Sit in area that teacher tells you to Sit on floor or benches Keep hands, feet, and objects to self and social distance 	<ul style="list-style-type: none"> Use good audience manners Clap appropriately Enter and exit quietly Eyes on presenter 	<ul style="list-style-type: none"> Follow adult directions Be good listeners
Bathroom	<ul style="list-style-type: none"> Keep hands, feet, and objects to self and social distance Wash hands Keep floor and walls clean and dry 	<ul style="list-style-type: none"> Respect privacy Use quiet voices Wait for your turn Keep bathroom clean Use kind words & actions Respect privacy 	<ul style="list-style-type: none"> Return to classroom right away Use a bathroom pass Use paper products and soap appropriately



The WILDCAT SCHOOL WIDE EXPECTATIONS MATRIX

Positive Behavior Intervention Support



	<i>Hak Paasningwu</i> BE SAFE	<i>Hak Kyaptsi' ytangwu</i> BE RESPECTFUL	<i>Hak hiita aw paas tunatyalingwu</i> BE RESPONSIBLE
Office	<ul style="list-style-type: none"> Walk to counter Keep hands, feet and objects to self and social distance Use chairs and tables appropriately Wait your turn 	<ul style="list-style-type: none"> Wait quietly for an adult Use kind and polite words Use quiet voice Follow Staff directions 	<ul style="list-style-type: none"> State your purpose politely Obtain permission to use the phone Follow staff directions
Bus Pick Up	<ul style="list-style-type: none"> Stand in a line, wait for the bus and social distance Wait for the bus to come to a complete stop Watch for on-coming traffic 	<ul style="list-style-type: none"> Wait patiently Keep your hands, feet and objects to self 	<ul style="list-style-type: none"> Older students watch for younger students Follow adult directions
Bus Drop Off	<ul style="list-style-type: none"> Watch for on-coming traffic Use handrails when exiting the bus Walk down the steps Walk when crossing the road 	<ul style="list-style-type: none"> Follow adult directions Keep your hands, feet and objects to self Wait your turn to exit the bus 	<ul style="list-style-type: none"> Arrive at school between 7:30-7:55am Follow adult directions Go straight home
Bus	<ul style="list-style-type: none"> Sit behind the white line Stay seated and keep aisles clear Face forward Stay seated while the bus is in motion Keep hands, feet and objects to self and in the bus 	<ul style="list-style-type: none"> Use kind and polite words Use appropriate voice level 	<ul style="list-style-type: none"> Keep the bus clean Follow school bus rules Obey the bus driver
Morning Arrival	<ul style="list-style-type: none"> Walk into the building quietly Go directly to the cafeteria; if needed go to bathroom Cafeteria rules apply 	<ul style="list-style-type: none"> Use calm and quiet voices Wait patiently 	<ul style="list-style-type: none"> Follow adult directions Ask permission to use the bathroom or go to the playground
Dismissal	<ul style="list-style-type: none"> Walk in a quiet and orderly line Be ready to be dismissed when the bell rings Bus students board bus first then walking students are dismissed Watch for moving vehicles 	<ul style="list-style-type: none"> Use calm and quiet voices Wait patiently 	<ul style="list-style-type: none"> Follow adult directions Notify teacher student is leaving with parent
After school Extracurricular Activities	<ul style="list-style-type: none"> Walk quietly to the gymnasium Sit in area staff tells you to Keep hands, feet, and objects to self and social distance 	<ul style="list-style-type: none"> Wait quietly for an adult Use kind and polite words Use quiet voice Follow Staff directions 	<ul style="list-style-type: none"> Follow adult directions Use quiet voice Be good listeners

Acknowledgement System

On a daily basis, a student can earn "Pawsitives" when they are caught being Safe, Respectful and/or Responsible by a staff member (see matrix for examples). There will be many instances when a student will receive verbal praise instead of a Pawsitive. The staff member may choose to give a Pawsitive to have a greater impact.

All staff members have an opportunity to hand out Pawsitives whether they teach that particular student or not. This is a school-wide effort to positively reinforce student behavior. Pawsitives are designed to be user friendly. They are small enough to hopefully fit into a pocket and will only take a quick moment to fill out.

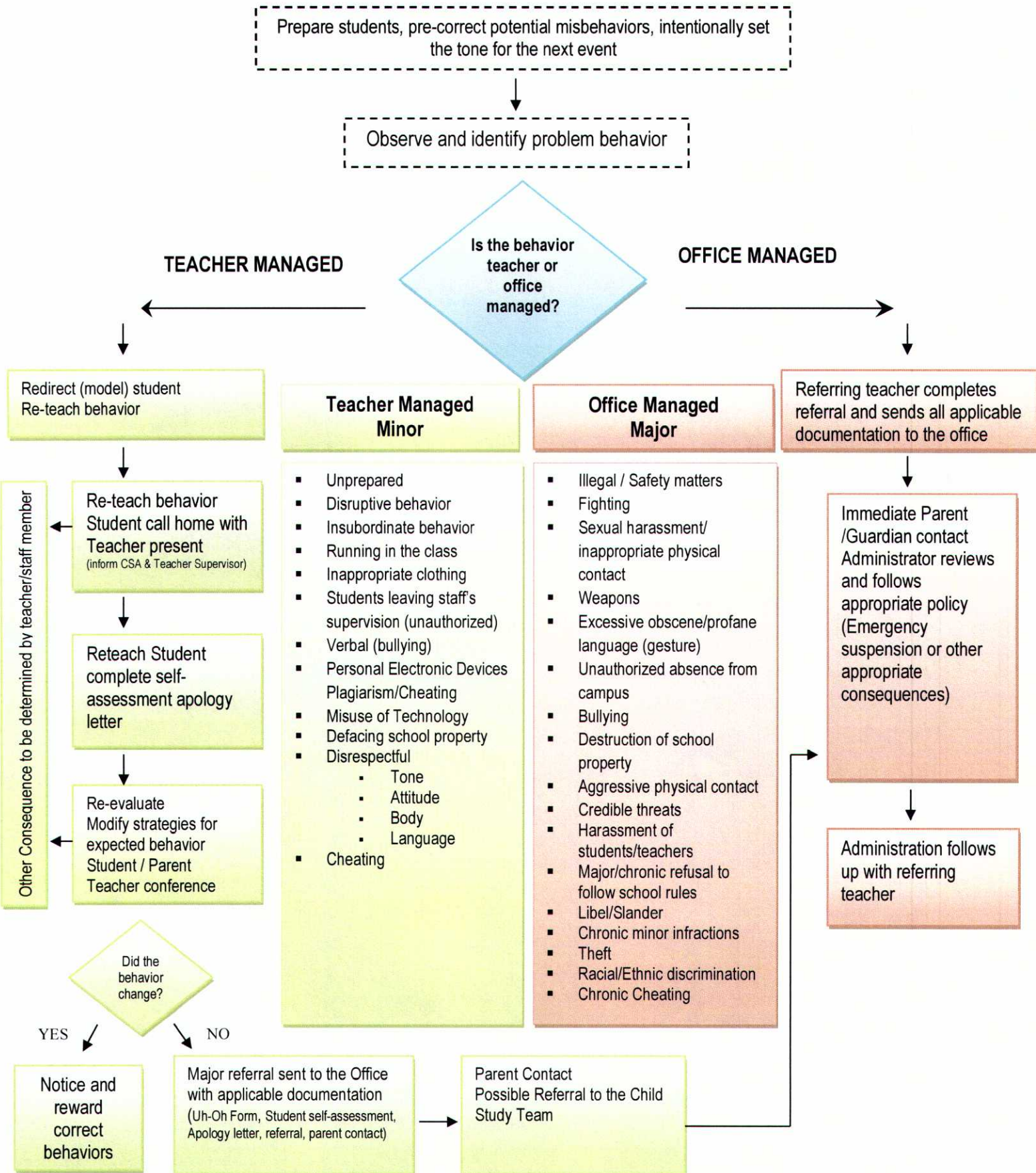
How does the process work?

1. A staff member observes a student displaying one of the behaviors outlined on the expectations matrix.
2. The staff member hands a completed Pawsitive to the student while complimenting the student, linking the behavior to a school rule (...you were being very respectful when you...) and identifying the specific behavior that earned the Pawsitive.
3. The student keeps the award until they have opportunity to redeem or may save for a bigger/class incentive.
4. Teachers have the option of doing a classroom reward for number of Pawsitives earned by his or her students.
5. Each student can collect Pawsitives for the week. Students will be able to redeem their Pawsitives every Friday at the Pawsitive Store.

There will be a list of rewards and incentives available for students to choose from such as:
Pencils, Markers, Notebooks, Stickers, Folders, Rulers, Mechanical pencils, and a variety of other items

HOTEVILLA BACAVI COMMUNITY SCHOOL

Student Behavior Management Process



HOTEVILLA BACAVI COMMUNITY SCHOOL
P.O. Box 48, Hotevilla, Arizona 86030 Phone (928) 734-2462 Fax (928) 734-2225
DISCIPLINARY REFERRAL

Student Name: _____ Date: _____ Time: _____ Teacher: _____ Grade: K 1 2 3 4 5 6 7 8 Referring Staff: _____	<p align="center">Location</p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Other _____
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CLASSROOM REFERRAL _____	OFFICE REFERRAL _____
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Minor Problem Behavior (Teacher Managed)	Major Problem Behavior (Office Managed)
<input type="checkbox"/> Unprepared <input type="checkbox"/> Disrespectful <input type="checkbox"/> Disruptive behavior -tone <input type="checkbox"/> Insubordinate Behavior -attitude <input type="checkbox"/> Running in Class -Body <input type="checkbox"/> Inappropriate clothing -Language <input type="checkbox"/> Students Leaving Classroom <input type="checkbox"/> Name calling <input type="checkbox"/> Personal Electronic Device <input type="checkbox"/> Plagiarism/Cheating <input type="checkbox"/> Misuse of Technology <input type="checkbox"/> Defacing school property	<input type="checkbox"/> illegal/safety matters <input type="checkbox"/> fighting <input type="checkbox"/> sexual harassment/inappropriate physical contact <input type="checkbox"/> weapons <input type="checkbox"/> excessive obscene/profane language (gesture) <input type="checkbox"/> unauthorized absence from campus <input type="checkbox"/> bullying <input type="checkbox"/> destruction of school property <input type="checkbox"/> aggressive physical contact <input type="checkbox"/> substantiated threats <input type="checkbox"/> harassment of students/teachers <input type="checkbox"/> major/chronic refusal to follow school rules <input type="checkbox"/> libel/slander <input type="checkbox"/> chronic minor infractions <input type="checkbox"/> theft <input type="checkbox"/> racial/ethnic discrimination <input type="checkbox"/> chronic cheating

Possible Motivation: Peer Attention Adult/Staff Attention Gain item or activity
 Avoidance Other: _____

Consequence (For Office Use Only)	
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> In-School Suspension (____ hours/days) <input type="checkbox"/> Out-of-School Suspension (____ hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other: _____

Others involved in incident: None Teacher Substitute Unknown
 Peers Staff Other _____

Other Comments: _____

I need to talk to the students' teacher I need to talk to the administrator

Parent Signature: _____ **Date:** _____

SECTION C: STUDENT SPECIFIC

TRANSPORTATION / BUS ROUTES

A morning and afternoon bus route schedule will be distributed at the beginning of the school year to all bus riders. In the event times or locations change during the school year, HBCS will notify families prior to the change via U.S. MAIL, newsletter, the school website, and/or notes sent home. Attendance will be taken on all bus runs.

BUS RULES

IN ORDER TO KEEP STUDENTS SAFE, STUDENTS ARE NOT PERMITTED TO WALK ACROSS HIGHWAY 264, TO AND FROM SCHOOL WITH OR WITHOUT PARENT PERMISSION.

SAFETY RULES FOR ALL SCHOOL BUS PASSENGERS

- a. Exercise caution, good manners and considerations for other passengers who ride the bus.
- b. Obey the driver. The driver's first concern is for your safety.
- c. Follow the school bus policy each time you ride the bus.
- d. Your actions on the school bus tell others what kind of citizen you are.
- e. The bus driver will assign seats at the start of the school year for the safety of all passengers.

WAITING FOR THE BUS

- a. Be at your designated bus stop 5 minutes early. The time listed on your bus schedule is the time the bus leaves your bus stop.
- b. Wait for the bus in a safe place – away from the road.
- c. Stay 6 giant steps (12 feet) from the roadway at your bus stop.
- d. When the bus approaches, get into a line.
- e. Stay clear of the bus until it has come to a complete stop.
- f. Let smaller children board the bus first.
- g. Do not litter or damage the property near the bus stops.
- h. If you miss the bus, go straight home and let your parents or guardians know.
- i. Your bus driver has a schedule to keep. If you are not at the bus stop, the driver can't wait for you.

BOARDING THE BUS

- a. Line up in a single line, 6 giant steps from the edge of the roadway.
- b. Before you move, wait until the bus has stopped. Once the door opens, wait until the Driver tells you it is okay to board the bus.
- c. Always use the handrails.
- d. Go up the steps one at a time.
- e. Avoid pushing and shoving.
- f. Be courteous and wait your turn.
- g. Go to your assigned seat quietly and quickly, the bus will not move until all passengers are seated.

RIDING THE BUS

- a. Listen to and follow the bus driver's directions.
 - b. Sit facing forward in your seat. Be courteous and keep your hands and feet to yourself. Put your books or backpack on your lap.
 - c. Keep the aisle clear.
 - d. Ask the bus driver for permission to open the window.
 - e. Keep your hands, arms, and head inside the bus at all times. Do not throw anything inside or outside of the bus.
 - f. Talk quietly and always remain seated.
 - g. The emergency exit windows, and roof exit controls are to be used only in case of an emergency or during planned bus evacuation drills.
 - h. No food or drinks are allowed on the bus. Do not smoke or chew tobacco.
 - i. The bus is not a playground. No fighting or horseplay is allowed on the bus.
 - j. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
 - k. Keep the area around your seat clean, pick up all trash around your area.
 - l. The condition of your school bus shows how you feel about your school. Show your pride by helping your bus driver to keep the bus clean and in good shape.
 - m. Do not mark, cut or damage the seats. Vandalism lowers your respect among your classmates.
 - n. Never tamper with the bus or any of its equipment. Do not damage the bus. Damage will be paid for by the students or the student's parents.
1. Students are to ride their assigned bus to and from the School every day except when they are transported by their parents. A student will be excused from riding the bus if the student provides and turns in to the School office, a written note from the student's parent requesting that the student be excused from riding the bus that day. Each note must be written, signed and dated by the parent.
 2. It is the parent's responsibility to promptly pick-up their students at bus drop-off sites. Buses will not remain at drop-off sites after students have exited from the bus. Bus drivers are required by school policy to drop off students at designated sites only and to leave the drop-off site immediately after the students exit from the bus. These rules apply for regular bus runs and activity runs.
 3. A block time (range of time) will be established for each activity bus service and publicized. It shall be the parent's responsibility to become informed of this block time (either by calling the School, or otherwise obtaining the times) and to be at the site during that range of time. If the bus should be late, it is the parent's responsibility to wait for its arrival. Inclement weather and other conditions may make it impossible to arrive at the site at the scheduled time. If parents fail to pick-up their students at the site at the appropriate time, two (2) times within the school year, the student will be dropped from the activity.
 4. It remains the parent's responsibility to ensure that their student/child is picked-up at the time that the student exits from the bus. It is impossible for the School to adjust for each individual student; therefore, school bus drivers are directed to drop-off students at the designated points at the designated times and proceed with their duties.

CHANGES TO DISMISSAL ARRANGEMENTS

Parents/legal guardians MUST SUBMIT CHANGES IN DISMISSAL ARRANGEMENTS, either in writing or verbally to the Administrative Assistant BY NOON of the day the expected change is anticipated. The only exception is if there is a verified emergency. Without prior notice, students will be dropped off at existing routes or released at dismissal.

STUDENT DRESS CODE

The school believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that takes into account the education environment, safety, health and welfare of others.

1. Only shorts and skirts that are hemmed and no shorter than three inches above the knee may be worn. Shorts may not be any longer than knee length.
2. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
3. Clothing such as bare midriffs, halter-tops and spaghetti straps are unacceptable. See-through clothing is prohibited.
4. "Homie" T-shirts and other types of clothing that displays gang-style pictures, slogans or symbols are prohibited (i.e., "8-Ball," "South Side," "Low Rider").
5. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs, tattoos—all existing tattoos must be covered).
6. Any clothing or jewelry that symbolizes drugs, alcohol, sex, satanism, tobacco, or any lewd act is expressly forbidden. This includes profanity or defamatory writing on clothing or jewelry.
7. 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.
8. Shoes must be worn at all times. Bare feet are not acceptable. Close-toed shoes must be worn for any type of physical activity, such as recreation.
9. Sunglasses are to be worn outside only.
10. All belts will be tucked and will not be allowed to hang in front.
11. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
12. Students who have a tattoo must cover it to avoid exposure and any influence to other students.

STUDENT CONDUCT

Students are prohibited from:

- Possession, use distribution or selling of tobacco products.
- Chewing gum on the school property.
- Damaging school property / vandalism. Students and their parents will be responsible for all costs to repair or replace damage.
- Engaging in any activity that disrupts the school day.
- Defacing or writing graffiti on school property.
- Disrespecting teachers, staff, visitors, or each other.

- Using obscene gestures or language.
- Fighting, hitting, wrestling, and tickling other students
- Using or in the possession of any drug paraphernalia. The possession, use, distribution, or selling of drugs, alcohol, and controlled substances.
- Bringing a cell phone to school.
- Stealing from students, school, and staff. Law enforcement will be notified.
- Wearing head gear (beanies, caps, hoods & hats) in the classes and/or classrooms.
- Wearing shoes with wheels to school.
- Bullying (threats, name calling and put downs).
- Bringing roller skates, roller blades, and skateboards on campus.
- Loaning personal clothing items to another.

STUDENT DUE PROCESS

1. Student Discipline that does not involve Suspension and/or expulsion.
2. Discipline which involves Short-Term Suspension of 10 days or less.
3. Long-Term Suspension.
4. Expulsion.
5. Emergency Suspension.

Summary (Immediate) Suspension Provision:

If a clear and present danger to students and staff exists, the CSA may immediately remove the student from the school, with a notice to parents / guardian.

Special Education Students:

If a special education student is to be suspended for 10 or more days OR is recommended for expulsion, a manifestation hearing will be held.

Use of Force:

A staff member may use reasonable, physical force to protect a student or themselves, but only in defense to prevent serious injury. Corporal punishment in any form as a consequence is prohibited.

DEFINITIONS of ACTIONS

Suspension- A student is separated from the school campus and all school activities.

Expulsion - A student is permanently dropped from the school enrollment due to disciplinary reasons. Only the School Board has authority to expel.

Emergency Suspension - A student has to be removed immediately from the campus because he / she pose a serious threat to self or others.

PERSONAL PROPERTY AT SCHOOL

Personal electronic devices such as iPod, CD players, cell phones, portable video games and similar types of electronic devices are not permitted at School. The School is not responsible for any lost, loaned, damaged or stolen items. A student's personal electronic device will be confiscated by staff. A Parent/guardian must pick up the confiscated item(s) from School.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the ICRA and Hopi Ordinance 35. This individual right, however, is balanced by the School's responsibility to protect the health, safety, and welfare of all its students and staff.

CSA or designee may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. The CSA or designee 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 the CSA or designee 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. The School may and will search a student's backpack or other personal items if there is reasonable cause to believe that those items contain illegal items, items that interfere with school purposes, or evidence of the violation of a school rule or matter that could jeopardize the health, safety and welfare of students and staff. The School maintains ownership of student lockers. The School may and will search those storages spaces, desk, and other spaces used by students to store their personal items (hereinafter "storage areas") on a periodic basis to protect the health, safety, and welfare of all students or to discover evidence of violations of school rules. General searches of storage areas may be made without notice. The students should therefore adjust his/her expectations of privacy with respect to storage areas accordingly. The personal storage areas of students are subject to search if there is reasonable cause to believe that storage areas contain illegal items, items that interfere with school purposes, or evidence of the violation of a school rule.
6. Motor vehicles parked on school property may be searched by the CSA or designee 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.

VIOLATIONS /CONSEQUENCES

Depending on the nature and severity of the infraction, student discipline is progressive. Some of these violations are criminal offenses and are prosecutable in Tribal Court. The following applies to all school sponsored activities:

REMOVAL FROM ACTIVITIES

The Chief School Administrator may remove a student from a school-sponsored activity if the student has violated a provision of the student discipline policy, rules, or regulations. The CSA may remove a student whether the student has been elected or appointed, assigned or has volunteered for the activity.

PROCEDURES FOR CONCERNS

Meet with the classroom teacher to discuss issues/concerns and/or suggestions. If you feel your issues/concerns are not corrected, arrange a meeting with the Chief School Administrator.

HOTEVILLA BACAVI COMMUNITY SCHOOL STUDENT BEHAVIOR MATRIX

This Behavior Matrix is to be used as a guideline and not applied as strict rules. The actual consequence for any infraction will be based upon the unique facts and circumstances of each incident, disciplinary history, other relevant factors and what is in the best interest of all parties with primary consideration to the health, safety and welfare of the students, staff and property of HBCS. Therefore, this Matrix is not to be used as rigid rules or regulations, but as a guideline that should be considered with all of the above factors in determining the consequences for specific action. The consequences listed under each offense and each level and identified by an asterisk are alternative recommended consequences, in that, one or more of the consequences may be appropriate under the circumstances. Listing the consequences does not imply nor should it be interpreted to mean that all of the consequences should be implemented or recommended to be implemented in any specific situation.

CONSEQUENCE				
	First Offense	Second Offense	Third Offense	Fourth Offense
LEVEL ONE---TEACHER MANAGED				
Unprepared, Disruptive behavior, Insubordinate behavior, Running in the class, Inappropriate clothing, Students leaving classroom (unauthorized), Verbal (bullying), Personal Electronic Devices, Plagiarism/Cheating, Misuse of Technology, Defacing school property, Disrespectful (Tone, Attitude Body, Language, Cheating)	Redirect (model) student Re-teach behavior	Re-teach behavior Student call home with Teacher present	Reteach Student complete self-assessment apology letter	Re-evaluate Modify strategies for expected behavior Student/Parent/Teacher conference
LEVEL TWO---OFFICE MANAGED				
Fighting, Illegal / Safety matters, Weapons, Sexual harassment/inappropriate physical contact, Bullying, Credible Threats, Excessive obscene/profane language (gesture), Liber/Slander (gesture) Chronic minor infractions, Unauthorized absence from campus, Theft, Destruction of school property, Racial/Ethnic, Discrimination, Aggressive physical contact Chronic Cheating, Harassment of students/teachers, Major/chronic refusal to follow school rules	Referring teacher completes referral and sends all applicable documentation to the office	Immediate Parent/Guardian contact Administrator reviews and follows appropriate policy (Emergency suspension or other appropriate consequences)	Administration follows up with referring teacher	
LEVEL THREE---CHIEF SCHOOL ADMINISTRATOR/LAW ENFORCEMENT				
Offenses that are an immediate threat or danger to the safety and welfare of the students and staff. Vandalism/Graffiti, False fire alarm Theft Fighting Verbal abuse/Profanity toward a teacher or staff member Eluding or hiding from security Trespassing on school grounds when suspended. Possession of matches, lighters, or other igniters. Physical assault of a student, teacher or staff member	CSA Notification and possible Police Contact Parent conference required 3 days suspension off campus by CSA Refer to counselor	Parent conference with CSA required Police contact 5 days off campus suspension by CSA Restitution with vandalism and/or graffiti Possible Short-term Suspension	Parent conference with CSA required Police contact 5-10 days off campus suspension by CSA Possible recommendation by CSA to Governing School Board for long-term suspension or expulsion (more than 10 days)	
LEVEL FOUR---LAW ENFORCEMENT				
Sexual Abuse Arson Bomb Threat Possession/use of drugs, alcohol, tobacco, paraphernalia, & other illegal substances Possession of a dangerous weapon Buying/distribution of drugs, alcohol, paraphernalia, and other illegal substances	Police Contact Parent Notification Possible recommendation by CSA to Governing School Board for long-term suspension or expulsion (5-10 days)	Recommendation by CSA to Governing School Board for expulsion		

HARASSMENT

HBCS is committed to maintaining a work and educational environment free from all forms of discrimination and harassing conduct. HBCS expects and requires all employees, students, and other members of the School and educational community to conduct themselves in an appropriate manner with concern and respect for all other members of the School community. Discrimination or harassment based on race, national origin, religion, age, sex, gender identification, sexual orientation, socioeconomic status, ability, or disability in any form will not be tolerated.

Any student or employee in the School who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any School educational program or activity may and is encouraged to file a complaint pursuant to this policy. Any questions regarding this policy should be directed to the CSA or, if the CSA is involved in the matter, the Board President. This policy is in effect in all academic programs, the workplace and in other work/academic related settings such as School-related trips, activities, and events. HBCS maintains a working and learning environment for students and employees that is free from discrimination or harassment of any kind, including sexual harassment, bullying, and hazing.

SEXUAL HARASSMENT

Definition:

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:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- 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.
- Submission to or rejection of the conduct by the individual is used for the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

Types of conduct which are prohibited in the School, and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, notes, stories, drawings, pictures, or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- 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

BULLYING

"Bullying" is the repeated use by one or more individuals of a written, verbal or electronic expression or a physical act or gesture or any combination directed at a victim that: (1) causes physical or emotional harm to the victim or damage the victim's property; (2) places the victim in reasonable fear of harm to himself or of damage to his property; (3) creates a hostile environment at work, school, or School related activities for the victim; (4) infringes on the rights of the victim at work, school or School related activities; or (5) materially and substantially disrupts the work or education process or the orderly operation of the school orderly operation of the School.

"Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Bullying shall NOT be prohibited: (1) on School grounds, property immediately adjacent to School grounds, at a School sponsored or School related activity, function or program whether on or off School grounds, or at a school bus stop, on a school bus or other vehicle owned, leased or used by the School, or through the use of technology or an electronic device owned, leased or used by the School and (2) at a location, activity, function or program that is not owned, leased or used by the School, if the bullying creates a hostile environment at work, school or the School for the victim, infringes on the rights of the victim at the School or materially and substantially disrupts the education process or the orderly operation of the School.

REPORTING CHILD ABUSE

It is the policy of Hotevilla Bacavi Community School that child abuse, whether physical, emotional, or sexual, be recognized and reported to the proper authorities. It shall be the duty and responsibility of each member of the Hotevilla Bacavi Community School staff in contact with students to be aware of the criteria for identifying a student's mood, conduct, physical condition, and educational performance as they may suggest the presence of abusive influences and experiences and to report the same to the appropriate authority. Classroom teachers, school counselors, and all staff whose duties require regular contact with students shall receive training in the recognition of the symptoms of abuse, recommended methodologies of interacting and counseling with students who are suspected to be the victim of abuse and the record keeping and reporting procedures promulgated in support of this policy. This policy is enacted pursuant to the Indian Child Protection and Family Violence Prevention Act, Pub. L. 101-630, 1990. All reporting under this policy shall be done in strict compliance with the current Suspected Child Abuse/Neglect (SCAN) policies, procedures and forms found on the BIE Website. In accordance with tribal, state, and federal law, HBCS employees are mandated to report, according to established procedure, any suspected child abuse and/or neglect.

HEALTH REFERRAL / INJURY REPORTS

The supervising staff member on duty will complete an Injury Report should an injury occur during recess. Depending on the seriousness of the injury the CSA will decide whether the student will be taken to the hospital or home. Students are encouraged to inform the nearest staff member immediately if he/she is injured or has had an accident.

Students who are participating in competitive sports will be required to pass an Annual Physical Examination before being allowed to compete. Physical Examination forms are available in the main office.

Parents should notify the teacher with a written doctor's statement to prohibit their child from participating in strenuous activities.

MEDICINES AT SCHOOL

To provide a safe environment for all students, and at the same time meet the health needs of students; the following guidelines have been established at HBCS:

If a student is placed on a special or prescription medication by a licensed physician, the medication will be kept in a locked cabinet in a designated area. Medication will only be dispensed in accordance with the directions given by the treating physician. It is the parent/guardian's responsibility to provide the school with current directions signed by the physician. Medication will not be dispensed absent directions signed by the physician.

If it becomes necessary for a student to take prescribed medication at school, the following are to be adhered to:

- The parent/guardian or authorized adult must bring the medicine to school and give it to the school office specialist.
- Prescription medicines must come to school in the original pharmacy container with the pharmacy label intact.
- Medicines sent to school in envelopes, bags, syringes, loose in pocket or anything other than a labeled container will be held and not administered. This includes over the counter medication.
- The parent or guardian must provide written permission for the school to administer the medicine to the student.
- Each administration of prescription drugs will be documented, making a record of the student having received the medication.

SECTION D: ACADEMIC SUPPORT

ACADEMIC PROGRESS

STUDENT PROGRESS

- **Parent-Teacher Conferences** are conducted twice a year and all parents/guardians are encouraged to meet with teachers. Parents may request a conference at any time if there is a need. Conferences are to be arranged with the individual teacher.
- A Child Study Team is developed within the school and consists of educators and support staff members who collectively address specific student academic, social, and behavioral needs.
 - Parents are notified by the classroom teacher if their student is being recommended for assistance.
- **Progress Reports & Report Cards** are sent home to notify you of significant changes or challenges of an academic, social, or behavioral nature. Report cards are sent home for review and parent signature every quarter / 9 weeks.
- **Graded assignments or assessments** are sent home with your students. Please monitor these and bring any concerns to the attention of the teacher. We are happy to assist in establishing support for students and families to promote academic success.

GRADING

Students shall receive grades based upon the following scales (1st-8 grade):

A	=	Excellent	=	4	90-100
B	=	Above Average	=	3	80-89
C	=	Average	=	2	70-79
D	=	Below Average	=	1	60-69
F	=	Failing	=	0	<60

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

Kindergarten uses a different grading system that is developmentally appropriate.

PROMOTION

Students must achieve the standard level for their grade in reading, written communication, mathematics, science, and social studies to be promoted to the next grade level. Other considerations for promotion will include, test scores, teacher recommendations, **attendance**, maturity of the student, and level of responsibility in carrying out assignments.

The decision to promote a student to the next grade or retain a student shall be made by the combined efforts of the student's teacher(s), the Chief School Administrator, and the parent/guardian along with supporting documentation. The Chief School Administrator will make the final decision to promote or retain a student.

- At the end of the first grading period, teachers will discuss with parents the area(s) the child is experiencing problems and provide the parents with strategies to use at home.
- At the end of the 2nd grading period students who are still achieving below expectations will meet with the teacher, parent, student, Head Teacher, and Chief School Administrator. Additional actions will be discussed.
- By the end of the 3rd grading period, each student and parent who is not achieving at expected levels will receive written notification of possible retention. No student shall be retained if prior actions have not involved the parent or documented justifiable reasons for the lack of parental involvement.
- Lights Retention Scale may be utilized to help in determining if a student is to be retained or promoted.

Promotion Requirements Junior High 6-8th

1. Satisfactory completion of class assignments, projects, and tests appropriate to the grade level as determined by the teacher.
2. Students are required to pass math, reading, writing, and science.
Attendance: Each junior high student is expected to attend class daily.

RETENTION

A decision to retain a student will be made after careful study of facts relating to the student's growth and development. **The school may consider retention in a particular grade if a student has extensive absences (excused or unexcused).** The decision should be in the best interest of the student. Retention may be considered at any grade level.

CONFERENCES

- Parent-Teacher conferences are scheduled twice a year, once in the fall and once in the spring and will be held either virtually, telephonically or in person
- Teachers and parents are encouraged to schedule additional conferences as needed throughout the school year.

CLASSROOM CELEBRATIONS

- Classrooms may celebrate achieving academic goals.
- Other types of celebrations include student birthdays and holidays. Please consult with your child's teacher regarding classroom celebrations. Any food items brought into the school must be prepackaged.

HOMEWORK

Homework is meant to REINFORCE skills learned and provide PRACTICE & APPLICATION of learned concepts. HOMEWORK EXPECTATIONS vary from teacher to teacher. Please clarify homework expectations with your child's classroom teacher.

HONOR ROLL

Honor Roll awards will be given at the end of each quarter. Honor Roll is determined by grades in core subjects. Students achieving GPA of 3.5 or higher qualify.

A = 90-100% (4.0)

B = 80-89% (3.0)

C = 70-79% (2.0)

D = 60-69% (1.0)

CURRICULUM

HBCS is currently utilizing the Bureau of Indian Education Academic Standards as its curricular foundation.

TEXTBOOKS AND LEARNING MATERIALS

The school will provide all textbooks and workbooks. Following are examples of textbooks utilized in Reading and Math.

McGraw Hill *Wonders* Reading Series Grades K-6

McGraw Hill StudySync Grades 7 and 8

McGraw Hill *Wonders* Grades K-6

McGraw Hill Glencoe Math Grades 7 and 8

ACCELERATED READER PROGRAM

The Accelerated Reader Program encourages students to read. Students read independently and take a quiz for each Accelerated Reader book read.

We ask parents to encourage their students to read by providing time and a place to read at home.

RENAISSANCE MATH & READING

- Star Math & Reading
- Star Early Literacy Program
- Accelerated Reading

ASSESSMENT

All students take the Northwest Evaluation Association (NWEA) test three times a year. The staff will use the results of these assessments to plan specific instruction.

Students in grades 3 through 8 will take the BIE Academic Assessment in the Spring.

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessment establishes benchmarks that student of a specific grade level should master throughout the school year and is administered to K-4th grade students.

LOST OR DAMAGED SCHOOL MATERIALS

- A Parent or guardian will be responsible for the replacement of school textbooks, workbooks, library books and other school material that has been damaged or lost.

EDUCATIONAL FIELD TRIPS

Field trips are to be used as an educational tool to encourage learning through exploration of the environment around us. Approval of field trips will be based on availability of transportation, availability of funds, weather conditions, distance, adequate supervision, educational objectives and the prevalence of COVID related matters.

Pupils may be held back from a field trip for these reasons:

1. No written permission
2. Major behavior problems as determined by the teacher, after consulting with the CSA.

APPROPRIATELY QUALIFIED TEACHERS

- All K-8 classroom teachers are APPROPRIATELY QUALIFIED pursuant to the new Every Student Succeeds Act (ESSA) which was recently enacted and State certified.
- Parents are welcome to request information regarding the qualifications of a certified teacher from the Chief School Administrator in writing.

NEWSLETTERS

- Parents will receive a monthly newsletter of special events, school holidays, or school calendar changes.
- Notices will be hand-carried home by students.

PROGRAMS

The following programs support student achievement and provide enrichment for academic success.

GIFTED/TALENTED PROGRAM (G&T)

The Gifted and Talented Program focuses on student academic, leadership, and creative qualities and abilities.

LIBRARY PROGRAM

The Library program promotes reading by exposing students to various types of literature and print resources to help develop individual reading interest.

PHYSICAL EDUCATION

The physical education program assists students in becoming physically fit, and to learn team building and self-esteem skills.

HOPI LANGUAGE PROGRAM

All students are given the opportunity to develop Hopi language skills to better relate to their culture, their environment, and their sense of self.

SPECIAL EDUCATION / STUDENTS with DISABILITIES (504)

The Governing Board is committed to providing a Free Appropriate Public Education (FAPE) to all disabled students, pursuant to the Rehabilitation Act for 1973 (504), and their parents or legal guardians, shall be provided with all rights and protections afforded them under the Act. The District shall also provide such students and their parents or legal guardians with written procedural safeguards and all notices required by Section 504.

- Hotevilla Bacavi Community School intends to implement this policy by establishing procedures that provide for:
- Educational services designed to meet the individual education needs of 504 disabled students as adequately as the needs of non-disabled students are met.
- The education of each disabled student with non-disabled students, to the maximum extent appropriate to the needs of the student with a disability.
- Nondiscriminatory evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and aperiodic re-evaluation of students.

A booklet entitled Special Education Rights of Parents & Children is available in the school office or in the Special Education Department.

SPORTS AND CLUBS

- Students can participate in sports and clubs if their academic progress is satisfactory. Student-Athletes must adhere to team and school rules.
- The Junior High will have opportunities to participate in activities that demand higher levels of responsibility and maturity based on the availability of these programs.
- Physical Exams are required each year and must be on file before participation.

EXTRACURRICULAR ACTIVITIES

The School offers a variety of extracurricular activities. These may include tutoring, 21st Century activities, cross-country, basketball, Student Council, cheerleading, etc. These sports usually include junior varsity and varsity teams. Students must be academically eligible to participate in extracurricular activities and school-related/off-campus activities.

AWARDS ASSEMBLIES

The School will sponsor one (1) sports award assembly in the spring of each school year. This award assembly will be held to honor and present awards to participants. Students will be recognized at monthly assemblies for academic achievement, citizenship, and good behavior.

TECHNOLOGY

The Technology Program is available to enhance the educational objectives of the school's curriculum only. Student and parent(s) are required to sign a **Technology Acceptable Use Agreement before students utilize a computer**. Any violations of this agreement may result in the removal of computer usage and/or other disciplinary actions.

SECTION E: ADMINISTRATIVE RESPONSIBILITY

- **ADMINISTRATORS have the responsibility of ensuring a safe and risk-free environment for learning,**
- **ADMINISTRATORS must act in accordance with the law and ethical responsibilities to report and act upon the conduct of students, staff, or persons posing a threat to the learning environment, educational rights, and safety of ALL members of Hotevilla-Bacavi Community School.**
- **ADMINISTRATORS will respond, evaluate, and act upon *reported misconduct* of students or faculty in a timely manner to maintain a safe and high-quality environment for learning.**
- **ADMINISTRATORS will support academic and extracurricular programs that enhance, improve, and validate the academic rigor and success at HBCS.**

Tips for Encouraging Success:

- Review with your child the behavior expectations at school.
- Keep your child well rested, properly nourished, clean, and properly dressed for school and weather conditions.
- Establish a quiet time in your home for reading and study, go over school papers and homework with your child and work together when your child does not understand a concept.
- Know what is going on in your child's classroom.
- Listen when your child tells you about school, friends, and experiences. Allow your child to express anger, fear, goodwill, and pleasure.
- Ensure your child is on time to school. If your child is ill, keep him/her at home.
- Limit your child's television viewing.
- Be selective in allowing what television programs or video content your child can watch.
- Praise your child's successes and let them know that you value his /her efforts.
- Use positive discipline when setting limits. Be clear, reasonable, and consistent.
- Stress the importance of good discipline and doing what is right.
- Read to your child daily or have him /her read to you. Ask questions pertaining to the story. Let your child see you read, they will imitate you.
- Remember that each child develops at a different pace. Avoid comparisons to friends or siblings. Love, patience, and genuine interest do reinforce a child's self esteem, which encourages academic achievement.

**You Can Make A Difference!
Have a successful school year!**

The Student/Parent Handbook is reviewed and revised annually by the Governing School Board and Chief School Administrator.

