

Little Singer Community School K-6 Student/ Parent Handbook SY 2025-26

Little Singer Community School K-6
P.O. Box AQ
Winslow, Arizona 86047
(928) 686-6108 (Grant Office)

Etta Shirley, Principal
Marie Williams, Special Education Teacher
Tom Tomas, Head Teacher

Approved on: 09/16/25 Ray Curley, Board Member *RC*
by *Shirley*

Little Singer Community School K-6

School Year 2025-2026

First Semester

July 28-August 01	Orientation
August 6	Classes starting
August 14	Code Talkers' Day Holiday
September 1	Labor Day- Holiday
October 6-10	Fall Break
October 16	1st Grading Period Ends (45 Days)
October 21-23	Parent/Teacher Conferences
November 11	Veteran's Day- Holiday
November 27-28	Thanksgiving Holiday/Break
December 23-26	Christmas Break
December 29-January 2	Winter Break/New Year

Second Semester

January 5	School Resumes
January 6	2nd Grading Period Ends (45 Days)
January 19	Martin Luther King Day- Holiday
February 19	President's Day- Holiday
March 18	3rd Grading Period Ends (45 Days)
March 9-13	Spring Break
April 3	Good Friday
April 28	Sovereignty Day- Holiday
May 25	4th Grading Period Ends (45 Days)
May 25	Memorial Day – Holiday
Total Days: 214	

I. Attendance Policies

A. Regular Class Schedule

- School hours are from **8:00 a.m. to 3:00 p.m.**, Monday through Friday.
- A detailed class schedule for **Grades K–6** will be included in the school handbook.
- To ensure your child is prepared to learn, please help them gather all necessary materials before the start of the school day.

B. Emergency Closures

In the event of an emergency or inclement weather, schedule changes will be communicated to the community. Updates will also be broadcast on **KTNN Radio 660 AM, KAFF 92.9**. The school registrar will send out text messages and telephone calls to reach out to parents/guardians.

II. School Entry Requirements

1. **Age Requirement:** For the 2025–2026 school year, students must be **five years old or turning five by September 30, 2025**, to enroll.
2. **Pending Expulsion Cases:** Students with pending expulsions or extensive behavioral reports from a previous school will be reviewed by the **School Academic Head and Teachers**. A **10-day grace period** will apply during this evaluation.

III. Tardy Policy

Philosophy: Punctuality is essential to a productive learning environment. Tardiness disrupts classroom instruction and can negatively impact student habits.

1. Students arriving **after 8:05 a.m.** will be marked **tardy**.
2. A student is considered tardy if they are not in the designated area when class begins.
3. **Three (3) unexcused tardies** will be equivalent to **one full day of absence**.

IV. Absence Policies

1. **Reporting Absences:** Parents must notify the school on or before the day of the absence. If they cannot call, notification must be given the morning the student returns, before their first class.
2. **Written Verification:** If phone access is unavailable, a **written note** will be accepted.

3. **Medical Documentation:** Absences due to illness or medical appointments require a **doctor's note** or documentation from a hospital or clinic.
4. **Excessive Absences:** After **five days of absence**, parents will be notified. If the student returns to in-class status after five absences, the school is required to contact **BIE SCAN** (Suspected Child Abuse/Neglect).

V. Make-Up Work

Teachers will determine whether a student is eligible to make up missed assignments following an absence.

VI. Excessive Absences

1. **Three Absences:** Parents will be notified by phone.
2. **Five Unexcused Absences:** The school will report to **BIE SCAN** for suspected neglect.
3. **Appeal Process:**
 - o Parents and students may initiate an appeal within **five school days** (starting Monday) by contacting the principal.
 - o Appeals must present **documented evidence** of extraordinary circumstances, such as:
 - Chronic medical conditions (verified by a physician)
 - Bereavement in the immediate family
 - Emergencies deemed acceptable by the administration
4. **Five Consecutive Absences:** A parent conference will be scheduled to discuss possible retention.
5. **Retention Authority:** The principal holds final authority on retention decisions, based on proper documentation.
6. **Enrollment Policy:** Students may be **withdrawn from enrollment** after **10 total absences** (excused or unexcused) per semester, unless exceptional circumstances are documented.
7. **Sports Participation:** Additional attendance requirements apply for student-athletes.
8. **End-of-Year Trip Eligibility:** Students with **more than 15 unexcused absences** will not qualify for the school trip.

VII. Communicable & Infectious Diseases Policy

To ensure the health and safety of all students and staff, Little Singer Community School adheres to strict guidelines regarding communicable and infectious diseases.

A. School Attendance Restrictions

- Students diagnosed with or recovering from a communicable disease **may not attend school** until:

1. The contagious period has passed, **or**
2. A licensed physician provides written clearance for return.
3. This policy is by **ARS 36-629, ARS 36-629.01**, and applicable regulations from the **Arizona Department of Health Services** and the **County Health Department**.

Health Records

1. Parents are required to submit a **complete history of communicable diseases** for each student.
2. The school for health monitoring and compliance purposes will securely maintain these records.

Exclusion & Readmission

- Students with a communicable disease will be temporarily excluded from school to:
 - Protect their health during recovery
 - Prevent the spread of illness to others
- **Early recognition** of symptoms is critical.
- The **school administrator** will make the final determination regarding exclusion and readmission, based on medical guidance and public health regulations.

Lice Infestation (Yaa')

- Students found to have lice will be **sent home** until appropriate treatment has been initiated and the student is **free of symptoms**.
- It is the **parents' responsibility** to ensure proper treatment is administered.
- Re-admittance will be contingent upon verification that the student is no longer infested.

Immunization Requirements

By state law, and unless legally exempt, all students enrolled in **Grades K–6** must be immunized against the following diseases:

Required Immunizations

Diphtheria
Tetanus
Pertussis
Poliomyelitis
Rubeola (Measles)
Mumps
Rubella (German Measles)
Hepatitis B

Required Immunizations

Hemophilus Influenza B (Hib)

- Proof of immunization must be submitted before enrollment.
- Exemptions may be granted for medical or religious reasons, as permitted by law.

Withdrawal from School

In compliance with state law, any student withdrawing from Little Singer Community School must complete a formal withdrawal process:

- A **Withdrawal Form** must be signed by both the **parent/guardian** and the **school principal**.
- Before withdrawal, the student must be **cleared by their teacher**, ensuring the return of:
 - Library books
 - Athletic uniforms
 - Any other school-issued materials or equipment

Honor Roll

- The **Honor Roll** is calculated at the end of each **grading period** and **semester**.
- Recognition is based on academic performance and grade point averages.

Gifted Education Program

By Arizona state requirements, Little Singer Community School provides specialized instruction for gifted students:

- Routine **screening and assessment** are conducted using approved tests.
- The program is designed to **challenge and enrich** the standard curriculum, with emphasis on:
 - History and culture
 - Arts and music
 - Communication and expression
 - Critical thinking and problem-solving
- Gifted education is integrated into **accelerated programs and classes** for grades K–6.

Report Cards

- **Report cards** are distributed at the end of each grading period for students to take home.

- **Semester grades** are calculated using one of two methods:
 1. **Average of two grading periods** plus any additional semester requirements set by the teacher.
 2. **Point system:** Semester grade is based on the percentage of total points earned.
 - Note: Under the point system, inconsistent performance (e.g., a B, F, and C across three quarters) may result in a failing semester grade.
- **GPA** is determined by the **semester grade**, which becomes part of the student's permanent academic record.

Student Evaluation

Grades 3–6 Grading Scale:

Grade	Description	GPA Value
A	Outstanding	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0
I	Incomplete	—

Grades K–2 Grading Scale:

Grade	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
I	Incomplete

Extracurricular Activities

Little Singer Community School encourages all students to participate in extracurricular activities, which foster:

- Character development
- Skill enhancement
- Positive social experiences
- Improved academic performance and behavior

Parents/guardians are encouraged to support their child's involvement in the wide variety of activities offered.

Athletic Eligibility & Conduct Code (Grades K–6)

The following policies govern eligibility for participation in extracurricular athletics:

1. **Academic Eligibility:**

- o Students who become ineligible due to academic performance may not participate in games or events.
- o They may continue to attend practice sessions for conditioning and skill development.
- o Eligibility is restored following a grade check confirming academic improvement.

2. **Weekly Reporting:**

- o By **3:00 p.m. every Friday**, teachers must submit eligibility lists to the Seasonal **Athletic Director**, identifying students who are ineligible for the upcoming week.

3. **Parent Notification:**

- o Parents of ineligible students will be notified on **Monday** by the Athletic Director.
- o Students must sign a form acknowledging receipt of the notification.
- o If a student is absent on Monday, parent notification alone is considered sufficient.

4. **Academic Support:**

- o Ineligible students will be offered **remedial assistance** through:
 - Tutorial programs
 - Study sessions with teachers or peer helpers

5. **Eligibility Checklist:**

- o A weekly checklist will be used to determine eligibility.
- o Students must maintain:
 - **70% or higher** in work completion
 - Acceptable behavior
 - Consistent attendance
- o The checklist requires **signatures from both the student and parent**.

Termination of Participation in Activities

Students who voluntarily withdraw from an activity or are removed by a coach or sponsor for disciplinary reasons must obtain **written consent** from the coach/sponsor and the **Principal or Activities Coordinator** before participating in any other activity during the same season.

- This policy does **not apply** to students who withdraw **before the first game or competition**.

Attendance, Health & Safety Policy

- Coaches and sponsors must submit written expectations regarding **attendance, health, and safety** to the Principal for approval.
- Once approved, these expectations will be filed and distributed to all participants in written form.

Season of Sport

- A sport season officially begins when a student receives **clearance** from the coach or Athletic Director.
- From that point, all rules and expectations apply **24 hours a day, 7 days a week**, until the conclusion of the final scheduled event.
- If the final event is held off-campus, the season concludes once all participants have safely returned to **Little Singer Community School**.

Athletic Training & Conduct Policy

To promote a safe and healthy environment, Little Singer Community School enforces a **strict anti-drug and alcohol policy**:

Prohibited Behaviors:

- Possession or use of **alcohol, tobacco, or illegal drugs**
- Serious involvement in **theft, vandalism, or other criminal activity**
- Disrespectful behavior toward coaching staff
- Violation of school discipline codes

Consequences:

- Immediate **removal from the activity** for the remainder of the season (regular and post-season)
- Required attendance at **two counseling sessions** before participating in future activities
- **Appeals** may be submitted to the Principal or Activities Director

Attendance Requirements:

- Students must be present in **all classes on the day of and the day after** an event.
- **Excused absences** (e.g., medical or approved emergencies) are exceptions.
- Students with **unexcused absences** may not participate in the next scheduled event.

Additional Disciplinary Actions:

- Removal from elected or appointed **club/organization offices**
- Suspension from participation in **school clubs or organizations**

Hazing Policy

Hazing is strictly prohibited at Little Singer Community School. Hazing includes any reckless or intentional act committed in connection with initiation or membership in a group that causes:

- Physical injury
- Mental harm
- Personal degradation

Prohibited Actions:

- Engaging in hazing
- Soliciting others to haze
- Aiding or abetting hazing

Reporting & Investigation:

1. Staff must submit a **written report** of any hazing incident to the Principal **on the same day**.
2. Students and parents may also report directly to the Principal.
3. The administration will **immediately investigate** all reports.
4. If a violation is suspected, **law enforcement** will be notified.

Consequences:

- Immediate **dismissal from the team/activity**
- Disciplinary action per school policy
- Staff who knowingly permit hazing will face disciplinary measures
- Organizations involved may lose the right to operate at the school

This policy applies to all school-related activities, whether **on or off campus**, including **transportation to and from events**.

Travel Policy

- Students must travel to events with the school group unless **prior written permission** is granted by the Principal.
- After an event, students may be released **only to their parent/guardian**.
- Students may not be released to **any other adult** unless written authorization is provided **before the trip**.
- Under no circumstances will a student be released to a **minor**.

Field Trip Policy

- Parents must sign a **medical treatment authorization form** before their child may participate in field trips or extracurricular activities.
- Forms are available from the coach/sponsor or the school office.
- Teachers must submit trip plans to the **Principal and Governing Board** at least **one month in advance**.
- The complete trip packet must be submitted to the **Business Office** within **10 days** of approval.

Bus Riding Regulations

To ensure safety during school-provided transportation, students must adhere to the following rules:

1. Be ready to board the bus **on time**
2. Stand **12 feet away** from the road while waiting
3. Board only after the bus has come to a **complete stop**
4. Help keep the bus **clean and safe**
5. Keep **hands, arms, and body** inside the bus at all times
6. Do not tamper with **bus equipment**
7. Keep **personal items** out of the aisle
8. Do not throw objects **inside or outside** the bus

Bus Safety Program

To ensure the safety and well-being of all students during transportation, Little Singer Community School enforces the following bus safety policies:

General Conduct on the Bus

- Remain **seated** until the bus comes to a complete stop.
- Avoid **disorderly behavior** and **obscene language**.
- **Assigned seating** may be implemented for disciplinary reasons or operational needs.
- Show **courtesy** to fellow passengers and the bus driver.
- **Smoking or chewing tobacco** is strictly prohibited.
- Do not **damage bus equipment**. Any damage caused by a student will be the financial responsibility of the student and/or their parent/guardian

• Bus Assignment & Excusal Procedure

- Students must ride their **assigned bus** to and from school daily.
- To be excused from riding the bus, a student must submit a **written note** from a parent/guardian to the school office **at least 30 minutes before** the scheduled departure.

- o The note must be **signed, dated**, and include a **reason** for the change.

Arrival & Departure Protocol

- Parents are responsible for **promptly picking up** students at designated drop-off sites.
- Buses will **not wait** at drop-off locations after students have disembarked.
- Bus drivers are required to:
 - o Drop students only at **designated sites**
 - o Leave the site **immediately** after drop-off
- These rules apply to both **regular bus runs** and **activity-related transportation**.

Procedures for Student Misbehavior on the Bus

Standard Response

- In cases of serious misbehavior, the bus driver may return the student to the **school or their designated stop**.
- If returning to school, the driver must notify the **Principal or designated administrator** so that the parent/guardian can be contacted.

Emergency Discharge Protocol

- A student may only be discharged at a location other than the school or home stop if their behavior **poses a safety risk** to themselves or others.
- In such cases, the driver must:
 - o Immediately **radio the school** or use the **nearest telephone** to contact the Principal
 - o If unable to reach the school, make every effort to **contact the parent/guardian directly**
 - o Ensure the student is released in a **safe and supervised manner**

General School Information

- **School Mascot:** Colts
- **School Colors:** Turquoise and Gold

Rights of Access to Educational Records (FERPA)

Under the **Family Educational Rights and Privacy Act (FERPA)**, parents/guardians have the following rights:

- Inspect and review their child's educational records
- Exercise limited control over others' access to those records
- Request corrections to records, including the right to a hearing if necessary

- Report violations of FERPA to the **U.S. Department of Education**
- Be informed of their FERPA rights by the school

Directory Information Policy

Unless a **written opt-out notice** is received from parents/guardians, the following student information may be released as **directory information** without prior consent:

- Student's name and parents' names
- Student's address
- Class designation
- Extracurricular participation
- Achievement awards or honors
- Previous school or district attended before enrolling at Little Singer Community School, K–6

Parents who wish to restrict the release of directory information must submit a written request to the school office.

School Search & Property Policy

While students have a constitutional right to privacy under the **Fourth Amendment**, this right is balanced by the school's duty to ensure the **health, safety, and welfare** of all students and staff.

Guidelines for Searches and Seizures

School employees may conduct searches under the principle of **Reasonable Suspicion**. The following procedures apply:

- 1. Search of School Property:**
 - Includes lockers, desks, and personal items left on school grounds
 - May be conducted **without the student present**
 - Must be based on a reasonable belief that the item poses a threat or violates school rules/laws
- 2. Seizure of Dangerous or Disruptive Items:**
 - Items such as **firearms, weapons, drugs, alcohol**, or any possession deemed a threat may be confiscated
 - Items interfering with the **educational process** may be temporarily removed
- 3. Search for a Student's Person:**
 - May occur when there is a reasonable suspicion of possession of illegal or dangerous items
 - Must be conducted with **two staff members present**, preferably of the **same sex** as the student

- **Strip searches are strictly prohibited**, except in extreme cases involving imminent danger, in which case **law enforcement** must be contacted

All searches must be conducted with respect for the student's dignity and in accordance with school policy and legal standards.

Cars and Parking Lot Policy

To ensure safety and proper traffic flow on campus:

- Visitors must park only in **designated parking areas**.
- Only **authorized vehicles and school buses** are permitted in restricted areas behind school buildings.
- The school is **not responsible** for theft or damage to vehicles parked on school property.
- **Loitering** on campus is strictly prohibited.
- The use of **ATVs or motorcycles** on school grounds is **prohibited**.
 - Violations will be reported to **local law enforcement**.

Use of Drug-Sniffing Dogs

To maintain a drug-free environment and protect student welfare:

- The administration may collaborate with **law enforcement agencies** to bring **drug-sniffing dogs** onto campus.
- Searches may include:
 - **Lockers**
 - **Desks**
 - **Backpacks**
 - **Personal items**
 - **Vehicles on school property**

These measures are taken to prevent the **use and sale of illegal drugs** and ensure a safe learning environment.

Care of School Property

Students are expected to demonstrate **respect and responsibility** toward school facilities:

Expectations:

- Take pride in the school's **physical appearance**.
- Report any **marking, marring, or damage** to school property to the office immediately.
- Teachers and students should remain **vigilant** to prevent vandalism or destruction.

Prohibited Actions:

- No student shall **deface or damage** school property.
- **Willful damage or destruction** may result in disciplinary action, which will vary based on the severity and circumstances.

Legal Restitution:

- If a minor causes damage to school property, the school may pursue **formal legal charges**.
- The court may order the student and/or their **parents/guardians** to provide **full or partial restitution** in accordance with state law.

Sexual Harassment Policy

Little Singer Community School is committed to maintaining a learning environment free from sexual harassment. All individuals associated with the school—including the Governing Board, administration, staff, and students—are expected to uphold this standard.

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It may occur between:

- Staff and students
- Staff members
- Students and other students

Examples of Sexual Harassment

- Suggestive or obscene letters, notes, invitations
- Derogatory comments, slurs, jokes, epithets
- Unwanted touching, blocking movement, leering, gestures
- Display of sexually suggestive objects, pictures, or cartoons
- Continuing to express sexual interest after being told it is unwelcome
- Coercive behavior affecting grades, educational opportunities, or the learning environment

Reciprocal attraction between peers is **not** considered sexual harassment.

Reporting & Consequences

- Anyone experiencing or witnessing sexual harassment should report it to the **Principal** immediately.

- A substantiated charge against a student may result in **disciplinary action**, including **suspension or expulsion**.

For more information about your rights and protections, visit Equal Rights Advocates' Sexual Harassment Guide.

Medication at School

To ensure student safety and proper administration of medication:

- Medications prescribed by a **licensed physician** or the **Public Health Service** will be stored in a **locked cabinet** in a designated area.
- Only **authorized personnel** may dispense medication.
- All medication will be administered according to the **physician's instructions**.

Media Center & Educational Resources

Students and parents have access to a variety of educational materials and digital resources:

- **Newspapers and reading materials** are available in classrooms.
- **Internet access** is provided in the computer lab.
- The school website, littlesinger.org, offers:
 - Educational updates
 - Event information
 - Monthly school news

Student Dress Code

Little Singer Community School believes that students should take pride in their appearance and dress in a manner that reflects respect for the educational environment. Student attire must support a safe, healthy, and inclusive atmosphere for all.

Failure to comply with the dress code may result in disciplinary action.

General Expectations

- Clothing must be appropriate for school and **not disruptive** to the learning environment.
- Attire should promote **safety, health, and respect** for others.
- Students must wear **shoes at all times**; **closed-toe shoes** are required for physical activities.

Prohibited Attire and Accessories

1. **Sagging Pants**
 - Pants worn low on the hips that expose underwear are not allowed.

2. **Inappropriate Clothing**

- o Bare midribs, halter tops, pajama pants, spaghetti straps, and see-through garments are prohibited.

3. **Gang-Related Apparel**

- o Clothing with gang-style images, slogans, or symbols (e.g., “8-Ball,” “South Side,” “Low Rider”) is not permitted.

4. **Prison-Style Clothing**

- o Baggy, solid-colored outfits resembling prison uniforms (typically blue, brown, or black) with collared shirts and untucked tops are prohibited.

5. **Bandanas and Scarves**

- o Items used for gang identification, regardless of color or size, may not be worn, carried, or displayed.

6. **Hazardous Jewelry or Body Adornments**

- o Items such as nose rings, excessive earrings, body studs, and visible tattoos must be covered.
- o Gang-related body art or adornments are strictly prohibited.

7. **Chains**

- o Chains longer than 12 inches or with links larger than ½ inch are not allowed.
- o Shorter chains may only be used to secure wallets, watches, or keys.
- o Chains hanging from pants or worn externally will be confiscated.

8. **Offensive Symbols or Language**

- o Clothing or jewelry that promotes drugs, alcohol, tobacco, sex, satanism, profanity, or lewd acts is forbidden.

9. **Gang Personalization**

- o Gang-related designs or symbols on hats, clothing, or accessories are not permitted.
- o Headgear promoting or associated with gang activity is prohibited.

10. **Footwear**

- o Shoes must be worn at all times.
- o **Closed-toe shoes** are required for recreation and physical activity.

11. **Sunglasses**

- o May only be worn **outside** the building.

12. **Belts**

- o Must be worn appropriately and **not hang down** in front.

13. **Body Language and Gestures**

- o Offensive or gang-related hand gestures and movements are not allowed.

14. **Tattoos**

- o All tattoos must be **covered** to prevent influence or distraction.

Medical & Health Needs

General Health Care

- Comprehensive health care is the responsibility of the **student’s parent(s)/guardian(s)**.
- Students may be referred to the **local clinic** for further evaluation or treatment.

Emergency Situations

- The school does **not assume responsibility** for treating students under the influence of drugs, alcohol, or other intoxicating substances.
- In such cases, the school may administer **emergency first aid** if necessary.
- If a student becomes ill or injured during the school day, they will be **sent home** to their parent(s)/guardian(s).

Public Concerns & Complaints

To ensure respectful and effective resolution of concerns, the following procedures must be followed:

1. **Initial Contact:**
 - If the concern involves a student, contact the **student's teacher** by calling the school office at **(928) 686-6108** to leave a message or schedule an appointment.
 - Meetings between teachers and complainants will **not take place in the classroom**.
2. **Escalation:**
 - If unresolved, the matter should be brought to the **Principal**.
 - If resolution is still not achieved, either party may refer the issue to the **Governing Board**.
3. **Board Involvement:**
 - Complaints made directly to the Board or individual Board members will be referred to the Principal for initial review.
 - The Board will **not act** on complaints that have not been addressed at the administrative level.
 - Written complaints submitted to the Board must:
 - Clearly identify the issue
 - Specify the desired resolution

Support Services

Student Support Groups

- Voluntary, peer-based **support groups** are available to help students navigate personal, school, or family challenges.
- These groups are coordinated through the **counselor's office**.

Health & Accident Insurance

- Parents should ensure that the **Indian Health Service** and **Contract Health Service** paperwork is completed for their child's coverage.
- Students participating in **extracurricular activities** must have valid health insurance.

Counseling Services

- **Contract counseling services** are available to all students.
- Counselors can assist with academic, social, or family concerns affecting school performance.
- Students must **ask their teacher** before visiting the counselor.
- Parents are encouraged to contact the counselor for support or referrals to external resources.

Discipline Guidelines

All school rules and policies apply:

- During school hours
- On school property
- At school-sponsored events
- While traveling on **school transportation** or attending **school trips**

Loitering on Campus

Students and parents must not engage in behavior that disrupts school operations, including:

- Obstructing school functions
- Unlawful assembly or rioting
- Interfering with the peaceful conduct of the educational environment

Interference with Disciplinary or Administrative Proceedings

Students and parents must not interfere with investigations or disciplinary actions. Prohibited conduct includes:

- Influencing or tampering with witnesses
- Tampering with physical evidence
- Obstructing investigations

Academic Integrity & Honesty

Students and parents are expected to uphold honesty and integrity in all school-related matters. Misconduct includes:

- Falsifying written or oral statements
- Forgery or deceptive signature collection
- Tampering with school records

- Plagiarism (submitting someone else's work as one's own)
- Unauthorized possession or use of testing materials
- Submitting another person's answers or work as one's own

Assisting or Attempting Misconduct

Students and parents must promote ethical behavior. Assisting others in misconduct or attempting to violate school policies will result in **disciplinary action**.

Defamation

Students and parents must not engage in any behavior that harms another person's reputation through:

- **Libel** (written defamation)
- **Slander** (spoken defamation)
- Spreading rumors in any form

Misuse of Computer or Internet Resources

Students and staff who receive proper training are granted access to the school's computer network and internet services. All users must follow the agreed-upon guidelines. Prohibited activities include:

- Unauthorized access ("hacking") into school or external systems
- Installing unapproved software
- Accessing inappropriate or forbidden content

Consequences: Violations may result in loss of computer privileges, suspension, or expulsion.

Fighting

Fighting is not an acceptable method for resolving conflict. Students involved in fighting may face:

- School disciplinary action
- Notification of school staff.
- Possible criminal charges, including disturbing the peace or disorderly conduct.

Tobacco, Drugs, and Alcohol

Use or possession of tobacco or any controlled substance is strictly prohibited on campus and at school events. This includes:

- Smoking or possession of tobacco

- Possession, distribution, or sale of:
 - Vapor-releasing substances containing toxic chemicals
 - Marijuana, narcotics, dangerous drugs, or alcohol
 - Look-alike substances resembling any of the above

Note: Distribution of any prohibited substance will result in disciplinary action and referral to law enforcement.

Gang Involvement

Gang-related behavior is strictly prohibited. This includes:

- Wearing or displaying gang-related clothing, symbols, or items
- Using gestures, language, or actions that indicate gang affiliation
- Soliciting gang membership or intimidating others
- Committing illegal acts or inciting violence

Consequences: Confiscation of items, suspension or expulsion, and referral to law enforcement.

Illegal Weapons & Dangerous Items

Possession of any item deemed a threat to safety is prohibited, including:

- Firearms, knives, or other weapons
- Fireworks or chemical substances (e.g., mercury)

Action Taken: Items will be confiscated, law enforcement will be contacted, and disciplinary measures will apply.

Disruptive Devices

Electronic devices that interfere with the educational process are not allowed at school. The school is not responsible for lost or stolen items. (iPads, cellular phones, i-Watch, tablets, etc.)

Food & Beverages in Class

All food and beverages consumed during school hours must comply with the school's **Wellness Plan**.

Vandalism & Property Damage

Students and parents are responsible for any damage to school property. Requirements include:

- Payment for repairs or replacements within **90 days** of notification

- If unpaid, the student may be **excluded from school and transportation services** until the debt is resolved
- Disciplinary action and law enforcement involvement will apply

Gambling

Gambling is strictly prohibited on school grounds. This includes:

- Betting with cards, dice, or games of chance
- Any exchange of money related to gambling
- Applies to students, staff, and parents

Threats & Threatening Behavior

Threatening conduct is a criminal offense and includes:

- Intentional intimidation or threats of physical harm
- Threats to damage school property or the personal property of students/staff

Consequences: Law enforcement will be notified. Students may face expulsion.

Unauthorized Entry & Access

Students and parents must not:

- Duplicate or possess unauthorized keys to school buildings
- Gain electronic access to school systems without permission
- Engage in unauthorized entry or truancy

Violations: Will result in disciplinary action and possible referral to law enforcement.

Student/Parent Handbook Summary: Key Conduct and Discipline Policies

Sexual Conduct Policy

- **Zero Tolerance:** No sexual conduct of any kind is allowed at any time on school grounds or during school activities.
- **Law Enforcement Referral:** For students in grades K–6 at Little Singer Community School, any violation of this policy will be referred to law enforcement.

Offenses and Consequences Guide

- **Peacemaking Option:** Students may participate in an alternative peacemaking plan as part of the disciplinary process.

- **Severe Offenses:** In cases of serious misconduct or threats to school safety, disciplinary steps may be skipped or escalated.
- **Repeat Offenses:**
 - Prior disciplinary actions may be considered in future cases.
 - Additional consequences may be applied if:
 1. The student did not respond to earlier interventions.
 2. The student continues to engage in disruptive behavior.
- **Suspensions:**
 - In-house suspensions (1–3 days) may be used if deemed beneficial for both the student and the school.

Assault Policies

Type of Assault	Action Taken
Assault on a Student	Immediate referral to the police
Assault on Staff Member	Immediate referral to the police

Note: Both student-on-student and staff-on-student assaults are treated with equal seriousness and referred to law enforcement without delay.

A. Purpose

- **Zero Tolerance:** The school strictly prohibits harassment, intimidation, and bullying.
- **Safe Learning Environment:** These behaviors disrupt students' ability to learn and the school's ability to educate.
- **Modeling Respect:** Staff and volunteers are expected to model respectful behavior and actively reject bullying in all forms.

B. Definition

Harassment, Intimidation, or Bullying includes any gesture or written, verbal, or physical act that occurs:

- On school property
- At school-sponsored events
- On school buses

Motivated by:

- Actual or perceived traits (e.g., race, religion, gender identity, disability)
- Any distinguishing characteristic
- A desire to exert inappropriate control or influence over others

And results in:

- Harm or fear of harm to a student or their property

- Insulting or demeaning behavior that causes substantial disruption or threatens student welfare

C. Expected Behavior

- Students are expected to act with maturity, respect, and responsibility.
- Behavior standards are developed collaboratively by students, staff, families, and the community.
- Discipline is ideally **self-imposed**, with staff guiding students to understand and take responsibility for their actions.
- Staff use **preventive strategies** and promote growth in self-discipline.

D. Discipline and Consequences

Response to violations considers:

- Developmental maturity of those involved
- Severity and nature of the behavior
- Past incidents or patterns
- Relationships and context

Consequences may include:

- Positive behavioral interventions
- Suspension
- Expulsion

All disciplinary actions will align with:

- Federal law
- Navajo Nation law and custom
- School policies and procedures

E. Recommended Penalties for First Offense

While actual penalties may vary based on circumstances, typical responses include:

1. First Offense:

- Written warning
- Meeting with student advisor or designated staff to create a behavior plan
- Orientation session on behavior policies, followed by a written acknowledgment from the student:
 - Understanding of the policy
 - Admission of the violation
 - Commitment to avoid future violations
- Other disciplinary actions as deemed appropriate

F. Reporting Requirements

- **Who Must Report:**
 - All school employees are *required* to report violations to the Principal or designee.
 - Students, parents, volunteers, and visitors are *encouraged* to report incidents.
- **How to Report:**
 - Reports may be **oral or written**.
 - **Anonymous reports** are accepted, but **formal disciplinary action cannot rely solely** on them.

G. Investigations

- The **Principal or designee** will:
 - Determine if a violation occurred
 - Conduct a **prompt, thorough, and complete investigation**

H. Response to Allegations

- **Individual vs. Institutional Response:**
 - Some incidents may be handled individually.
 - More serious or patterned behavior may require broader responses, including:
 - School-wide surveys or mailings
 - Focus groups
 - Adoption of bullying prevention programs
 - Staff training
 - Parent/community involvement
 - Group presentations
 - Law enforcement involvement
- **Consequences:**
 - Range from **positive behavioral interventions** to **suspension or expulsion**

I. Prohibition Against Retaliation

- **No reprisal or retaliation** is allowed against anyone who reports harassment, intimidation, or bullying.
- Consequences for retaliation will be determined based on:
 - Nature and circumstances of the act
 - Relevant laws and school policies

J. False Accusations

Offender	Consequences
Student	Behavioral interventions up to suspension or expulsion
School Employee	Disciplinary action up to termination

Offender**Consequences**

Visitor or Volunteer Action determined by the Principal; may include police referral.

Disrupting the Educational Process

Students and parents must not engage in behavior that disrupts school operations, including:

- Obstructing school functions
- Unlawful assembly or riots
- Interfering with the peaceful conduct of the school
- Being uncooperative, disruptive, unprepared, or violating the dress code

Drug and Alcohol Policy

The school is a Drug-Free Zone. Police will be notified of each occurrence.

Prohibited actions include:

- Use, possession, or sale of controlled substances
- Being under the influence of drugs or alcohol
- Misuse of prescription drugs
- Includes narcotics, opiates, cocaine, marijuana, alcohol-based substances, and vapor-releasing substances

Profanity, Obscene Language, or Graphics

Freedom of expression must be age-appropriate. The following are prohibited:

- Profanity, vulgar, or indecent language
- Obscene, slanderous, or libelous speech
- Promotion of alcohol, tobacco, or illegal drugs
- Insulting or discriminatory language (race, religion, sex, etc.)
- Threats or intimidation
- Harassment or cyberbullying that creates a hostile learning environment

False Fire Alarm or Bomb Threat

Violates Arizona State Law (ARS 13-2907)

Evacuation procedures include:

- Immediate and orderly evacuation (no running or screaming)
- No retrieval of personal items
- Designated staff/students hold doors open

- Students accounted for the outside
- Re-entry only with fire department approval
- Monthly fire drills and three annual bus evacuation drills
- Safety issues must be reported to supervisors and documented

Tampering with fire systems is a federal offense. Authorities will be notified.

Prohibition from Campus During Suspension or Expulsion

Suspended or expelled students:

- May not attend school-sponsored activities
- Must remain off campus during the suspension/expulsion period

Removal from School-Sponsored Activities

All attendees must behave respectfully. Prohibited behaviors include:

- Booing, name-calling, throwing objects
- Inappropriate whistling, cursing, or disruptive conduct

Non-Discrimination Policy

Little Singer Community School does not discriminate based on:

- Race, color, national origin, sex, handicap, or age

This policy complies with:

- Title IV (Civil Rights Act of 1964)
- Title IX (Education Amendments of 1972)
- Section 504 (Rehabilitation Act of 1973)
- ADA (Americans with Disabilities Act of 1990)
- Age Discrimination Act of 1975

Concerns or grievances should be directed to the School Principal.

Etta Shirley
P.O. Box AQ
Winslow, Arizona 86047
Phone: (928) 686-6108

Grievance and Accessibility Information

Individuals seeking information about grievance procedures may obtain a detailed explanation by contacting the school office. Little Singer Community School (K–6) affirms its commitment to ensuring full program accessibility for individuals with disabilities throughout the community.

To inquire about the availability and location of accessible services, activities, and facilities, please get in touch with the Section 504 Coordinator. Requests for accommodations should be directed to the Principal's office.