

To'Hajiilee Community School Board of Education, Inc.

*“Home of the Warriors”*



**Student Handbook**  
*“Guide for Warrior Scholars”*  
**Academic School Year**  
**2025-2026**

# **To'Hajiilee Community School 2025-2026**

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## **OUR VISION**

**STAR – Students/Teachers Achieving Results**

*Ólta'í dóó ba'ólta'í o'ohoocha dóó nanítin ła'deile'.*

## **OUR MISSION**

To'Hajiilee Community School strives to meet the educational needs of all students by integrating core content areas, preparing them with knowledge, skills and experiences to advocate, lead, and become self-directed productive members in a diverse world both on/off the Navajo Nation and the United States of America.

*Tó'Hajiilee óltaígíí, ei niha'atchini eya Dinédóó Bitagaana o'ohoocha silá'ígíí, dóó be'nanítin yee 'adiihwíídiiniitgo, nítsáhakees, nahat'á, yaati, ei íina bídzííligíí bi'ahísíílagó dóó yo'laith'go, be naasgo dii Dinébi Keyah Ashdladiin'go bi'hahoodzooigii bikaagíí iigaal dooléét.*

## **OUR PHILOSOPHY**

To'Hajiilee Community School will promote and integrate the Navajo Language and Culture to preserve Dine' identity and foster successful academic achievement to become advocates and leaders of their community.

*Tó'Hajiilee óltaígíí eya Dinébi'nanítin, nítsáhakees, yaatí dóó iina bísíílagii bee 'adiihwííniitgo yinízingo, dóó bee nooséétgo, eya Dinéniiljigo bee nahat'á dóó íiná niha yo'laith'doh.*

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

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

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

## **HISTORY**

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

## **GOALS**

As a school community we set forth the following goals to achieve with our students:

1. To become literate in core content areas; Language Arts, Mathematics, Science, Social Studies and Technology so that they are prepared for continuing educational opportunities, future jobs, and/or careers.
2. To promote and integrate Dine' identity through language, culture, values, and history of the To'Hajiilee Community to embrace walking in beauty, respecting themselves, others, and community to serve as future leaders.
3. To become independent and capable citizens with leadership and advocacy qualities through life skills and wellness behaviors.
4. To learn and understand diversity and empathy through local, state and global societies as contributing citizens from the Navajo Nation.

## TO'HAJIILEE WARRIORS CORE VALUES

Warriors represent yourself, your family, your school and community. By making the right choices and respecting yourself and others, and model the DinéCore Values.

### Diné (Navajo) Core Values:

- Hózhó (Harmony and Balance)  
Living in a balanced and respectful way—with oneself, others, nature, and the spiritual world.
- K'é (Kinship and Respect for Relationships)  
Treating others with respect, especially elders and family, and understanding one's place in the community.
- T'áá hwó' ajít'éego (Self-Reliance and Responsibility)  
"It is up to you." Emphasizes personal responsibility, hard work, and self-discipline.
- Áłhíní bá shíke' (Love and Respect for Children and Family)  
Prioritizing care, nurturing, and the well-being of family and future generations.
- Sih Hasin (Hope and Faith)  
Maintaining a positive outlook and inner strength, especially during challenges.
- Na'nitin (Traditional Knowledge and Learning)  
Valuing the wisdom passed down through stories, teachings, and lived experience.
- Ádǎ'áǎíni'ní (Respectful Speech and Action)  
Speaking thoughtfully, behaving with humility, and acting in ways that reflect community and cultural values.

### Six Pillars of Core Values:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

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

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **ATTENDANCE POLICIES AND PROCEDURES**

A. One key aspect to a good education is making attendance a priority. School attendance is a baseline factor in determining student success. Here at To'Hajiilee we recognize that daily attendance to school teaches our students good study habits, responsible work habits and dedication. These qualities will benefit our students throughout their school years as well as life-long challenges. Attendance is the first step to opening the door to our students' education. To'Hajiilee is committed to supporting

students with attending school every day by providing a quality education, meeting students' educational needs and providing support in order to lay a foundation for a successful future.

The Navajo Nation and New Mexico state law requires daily school attendance for those between the ages of five and 18 (or until graduation).

Research has shown that students who attend school regularly demonstrate:

- Higher grade point average
- A stronger bond to school and community
- Greater participation in higher education
- Increased success in workforce skills

Research has shown that a high level of absenteeism creates:

- A lack of educational engagement
- A higher level of anxiety from missing instruction and from falling behind in classwork
- Social issues with classmates
- Behavior challenges and a higher likelihood of trouble with the law

B. Parents/guardians of a school aged child is responsible for their attendance.

Parents can encourage and ensure regular school attendance.

- Make attendance to school a priority. Set a bedtime, establish a morning routine, have your child be prepared and organized.
- Be on time. Late arrival creates anxiety for the student and creates disruption to the classroom.
- Make medical appointments and other appointments during non-school hours whenever possible.
- Have your child stay home only when sick. Provide the school with documentation explaining the student's reason for missing.
- Communicate with school staff. Contact the school in advance on anticipated absences and any concerns with your child.
- Know the school's attendance policies and procedures. Support the guidelines and incentives.
- Stay involved. Participate in school meetings and activities.

C. Excused Absences:

Excused absences are days missed with a valid reason and excuses that have been communicated to the school by a parent or guardian via a handwritten note, phone call or email.

Student illness or medical conditions are the most common types of excused absences. Other reasons may include-

- Highly contagious illness.
- Participation in religious ceremonies, as required approval by an administrator (*Traditional practitioner's note is required from a religious advisor for absences to be excused*).
- Bereavement of immediate family only.
- Weather days.
- Legal reason-driver's license or court appearance.
- College/University visits pre-approved in advance by administration.
- Disciplinary absences. T

The *excuse* should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence and the parent signature (if handwritten). *Parents are encouraged to provide a handwritten excuse in order to ensure documentation.*

The *excuse* should be provided to the school within 2 days from the day the student returns to school.

A parent has the opportunity to provide excuses up to 10 days missed for the school year.

D. Medical Excused Absences:

Medical appointments that include illness, medical emergencies, dental or eye care require a doctor/physician note.

A *medical excuse* shall state the date(s) and/or the number of days for which the student will be excused.

Medical statements submitted to the school from an in-person doctor's visit must be original, no copy will be accepted. Medical statements submitted to the school from a virtual doctor's visit must be forwarded to the school attendance clerk with the original email from the doctor included.

The *medical excuse* should be provided to the school within 2 days from the day the student returns to school.

E. Unexcused Absences (Truancy):

Unexcused absences are days absent from school or classes for which the student does not have an allowable excuse.

A student who has accumulated five (5) unexcused absences within a school year is considered a "**student in need of early intervention**" (formerly referred to as **truant**).

A student who has accumulated the equivalent of ten (10) days or more of unexcused absences within a school year is considered "**habitually truant**".

SCHOOL TRUANCY ACTION FLOWCHART	
Number of Days Unexcused/Staff	Intervention
3 days-teacher	Contact parent/guardian by phone or letter or e-mail; Obtain parent/guardian signature on <i>Teacher Attendance Referral (T.A.R.)</i> ; Copies of <i>T.A.R.</i> provided to parents, teachers and attendance clerk.
7 days-Attendance Clerk	Contact parent by phone, and/or certified mail a <i>Student Attendance Referral (S.A.R.)</i> ; Obtain parent/guardian signature on <i>S.A.R.</i> ; <b>Recommend</b> conference or home visit; <i>Attendance Contract</i> may be completed.
10+ days-Administrator or Designee	Mail a certified letter "Parent Final Notice"; <b>Require</b> conference or home visit; Obtain signature on <i>Attendance Contract</i> ; Parent notification reported regarding future Unexcused Absences.
10+ days-School/Community	Make SCAN Report (Suspected Child Abuse Neglect); Complete a Court Referral; Explain possible retention; Shall withdraw student from school.
<b>New Mexico statute regarding Truancy and Attendance may be found in section 22-12-9.</b>	
25CFR 36.31: A student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term or 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.	

#### F. Student make-up work guidelines:

Students will be required to make up all missed assignments and school work due to any reason not attending a class or classes. These reasons could include but are not limited to excused reasons, medical issues, weather, disciplinary reasons, school activities or unexcused reasons.

Students will be allowed to complete the work equal to the number of days absent for example, two days of absence, make-up work should be completed in two days.

#### G. Chronic Absenteeism

Chronic absenteeism refers to when a student misses 10% or more of the school year for any reason i.e. unexcused, excused, or medical. The chart below identifies the time of year and the number of days missed that outlines if a student is chronically absent

End of Grading Term	No. of days equal chronic absent
1 <sup>st</sup> - 45 days	5
2 <sup>nd</sup> - 90 days	9
3 <sup>rd</sup> - 135 days	14
4 <sup>th</sup> - 180 days	18

End of Grading Term: Research has shown that chronic absenteeism has a negative impact on short term and long term academic achievement. Students who are chronically absent are missing instruction time and social interaction with their peers. These students are more likely to fall behind academically and develop social issues with their peers.

Students who are chronically absent in their early years of school can fall behind at least one grade level in reading. In the later years, chronically absent students are four times less likely to graduate high school. (reference U.S. Department of Education).

To'Hajiilee Community School is committed to establishing best practices in a school wide approach to support students and encourage attendance.

These practices include but not limited to:

- Accurate record keeping.
- Regular communication with parents.
- Monitoring student attendance.
- Communicate student and whole school attendance.
- Document parent communication in the Student Information System.
- Establish mentors.
- Promote attendance through incentives and activities.
- Develop individual plans as needed.

Review attendance in Attendance Team meetings and discuss outcomes and concerns.

The issues that cause student absences and chronic absenteeism are unique to individual students. The hope is to improve communication and cooperation with parents in order to promote collaboration to address needs and support our students in their educational journey.

#### **TARDIES**

Being tardy is arriving late for school and/or class, tardies referred for school detention must be 15-minutes or more, see below in table for consequences. Chronic tardiness (excused or unexcused) impacts a student's performance and grade.

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

**Students who arrive after 7:50 a.m. must be signed in at the front office or with a Security Personnel by a guardian.**

- Tardiness to school will be excused only when accompanied by written/verbal notification from the parent/guardian or healthcare provider. All other tardies will be classified as unexcused. Excused documentation must be submitted within two (2) business days.
- Students and parents should do everything possible to ensure students arrive at school on time.

	<b>Intervention</b>	<b>Referral</b>
<b>3 Tardies (15 minutes + unexcused)</b>	Teacher/student conference and parent notification.	After-school detention assigned for up to 2 days.
<b>6 Tardies (15 minutes + unexcused)</b>	Parent/Guardian notification and conference required.	After-school detention is assigned for up to 4 days.
<b>(9 or more) Excessive Tardies (15 minutes + unexcused)</b>	Parent notification, includes a written letter and parent/guardian conference with an Administrator.	After-school detention is assigned until the parent conference is completed.

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

### **STUDENT RECORDS**

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

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

- School Admission application
- Personal information records
- Certificate of Indian Blood (CIB)
- Academic records, including those from other schools attended
- Attendance records
- Disciplinary records
- Awards received/recommendation letters
- Health records (i.e. immunization records)
- Progress records
- Standardized assessment records
- Consent required for special education records (IEP evaluations)

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

- Parents of students under the age of 18.

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

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

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

**4. Any parent who may have questions concerning his/her child's education records may come in Monday through Friday between the hours of 8 a.m. and 3 p.m. to request a review of student records through the School Registrar's office. Appointment is recommended. Any student may review his/her folder through the same arrangement, or with the school counselor.**

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

### **GENERAL INFORMATION AND POLICIES:**

#### **ACADEMIC HONORS**

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

Grades Kindergarten through 11th Grade:

- Perfect Attendance Award
- Honor Roll
- Other awards: Citizenship, Academics, etc

For Seniors Only (throughout four years of high school):

- Desiderio Platero Award – Students with the highest G.P.A. (High school seniors can qualify for the Desiderio Platero Award; Valedictorian/Highest G.P.A.)
- Salutatorian - Student with the second highest G.P.A.
- Marty Apache Sportsmanship Award
- Marjorie Abeyta – Attendance Award (The Marjorie Abeyta Attendance Award is based upon good cumulative attendance from Freshman to Senior year at TCS.)

#### **ATHLETIC PROGRAMS**

Students may participate in athletic programs from 2nd to 12th grade and must maintain a grade point average of a 2.5 G.P.A. or higher **with NO F's**. Students must obey the school rules/policies and/or follow the New Mexico Athletics Association (NMAA) guidelines and adhere to the TCS Student Athletic Handbook. Any behavioral referrals, the Athletic Director (AD) will need to be notified for disciplinary

action. Students participating in athletics are required to attend school every day (see attendance policy). Attendance is mandatory in order to take part in sports. You must be present, the day before, the day of, and the day after any athletic event. Consistent attendance is essential for both academic success and athletic participation.

**Elementary, Middle School, and High School Athletic Programs will be determined by the Athletic Director and available Coaching Staff. The Athletic Director will announce programs during the athletic seasons.**

<b><u>Elementary</u></b>			
Basketball (Winter)	Grades 2 – 5		
<b><u>Middle School</u></b>			
Cross Country	Grades 6 – 8		
Basketball	Grades 6 – 8		
Girls Volleyball	Grades 6 – 8		
Baseball	Grades 6 – 8		
<b><u>High School</u></b>			
Basketball	Grades 8 –12	Golf	Grades 8 – 12
Softball	Grades 8 –12	Baseball	Grades 8 – 12
Girls Volleyball	Grades 8 –12	Cross Country	Grades 8 – 12

**BACKPACKS**

Random backpack checks will be implemented throughout the school year. Student backpacks must be placed in a designated area within each classroom every day.

**BUS/TRANSPORTATION**

Bus service is available to all students attending our school. Students attending TCS are required to ride the bus to/from school ***unless there is written documentation from the parent/guardian*** that indicates otherwise. Students are not allowed to walk home. The transportation supervisor can be reached at 505-908-2426 ext. 139 to communicate last minute bus changes, no later than 12:00 pm.

**CLASS TIMES**

Elementary	7:50 a.m. – 2:05 p.m.
Mid/High School	7:50 a.m. – 3:00 p.m.

Student and classroom schedules can be made available upon request through the front office. The first two Wednesdays per month will be full day school days and the last two Wednesday’s of each month will be half days regardless if the Wednesday falls on a holiday or school closure.

**CLUBS/ORGANIZATIONS**

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

- Open to all students.
- Operate within established guidelines.
- Faculty advisor is approved by an administrator.
- Be an approved club organization.
- Must adhere to attendance policy, excessive absences may cause for removal if a student holds an elected officer position.

**COGNIA AND COMMON CORE STATE STANDARDS (CCSS)**

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

## COUNSELING SERVICES

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

## CREDIT RECOVERY

Students lacking credits may enroll in online credit recovery during the school year with administration approval. Open to students who need to recover missed credit through Edgenuity. The school will cover Edgenuity cost at two attempts to pass the same class, third attempt and thereof parents will have to cover Edgenuity costs for student until student passes online course for high school credit towards graduation.

## DESIGNATED STUDENT AREAS

Students are not permitted in unsupervised areas, including hallways, portables, and any location without staff supervision—particularly before and after school hours. Middle school and high school students are not allowed in the elementary wing at any time, except when attending their assigned G&T class. Students must remain in their designated, assigned areas at all times.

## DUAL CREDIT

Dual Credit is a program that allows high school students to take college classes while they are still in high school. It is open to sophomores, juniors, and seniors who qualify. This allows students to earn free college credits and to get a head start in their studies. To'Hajiilee partners with the Navajo Technical University, New Mexico State University (NMSU), and/or Central New Mexico in offering courses. These grades are included on the high school transcript and calculated within the GPA. A minimum of one (1) dual credit is required by the state of New Mexico.

## ENROLLMENT

Required Documents for Registration (Early Childhood – 12th Grade):

- **Birth Certificate** (*new students only*)
- **Certificate of Indian Blood (CIB)** (*new students only*)
- **Social Security Card** (*new students only*)
- **Up-to-date Immunization Record** (*new and returning students*)
- **Family Profile** (including parent/guardian census numbers)
- **Proof of Family Income**
- **Utility Bill** to verify mailing address
- **Transferring Students** must also bring:
  - **Official transcripts** from the previous school
  - **Withdrawal forms** from the last school attended
- **Up-to-date Legal Guardianship Documents**, if applicable
- **Additional documents as needed for enrollment**, such as:
  - **Individualized Education Plan (IEP)**
  - **Section 504 Plan**
  - **Other relevant student support documents**

Additional Enrollment Policies:

- A behavior check will be conducted with the student's previous school by the school administration, especially for students enrolling outside of the regular enrollment period.
- If a student has been long-term suspended or expelled from their previous school:
  - Enrollment at TCS will be at the discretion of school administration.
  - The student may be required to complete the full terms of the suspension or expulsion before being allowed to enroll at TCS.

Kindergarten Enrollment Policy:

- Per 25 CFR, students entering Kindergarten must be five (5) years old on or before December 31st of the current school year.

## **EXAMS/ASSESSMENTS**

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

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

### **RECOMMENDED TO PARTICIPATE IN:**

ACT – Recommended for College Entrance Grades 11 & 12

ASVAB – Recommended for Military Entrance Grades 9–12

Dine' Language Proficiency Assessment/Oral Navajo Language Comprehensive

## **FOOD/BEVERAGES:**

"Energy drinks" of any kind are not allowed on campus and/or any off campus school events. Beverages that are considered as a source of energy, drinks containing a high percentage of sugar and caffeine, or other stimulants, i.e. Monster, Red Bull, Rock Star, or any other.

No eating or beverages of any kind in the classroom (except as rewards, class parties, during food sales/fundraising events, or when specified on student's IEP and/or Section 504 plan).

## **FAMILY ENGAGEMENT PROGRAM**

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

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

## **FIELD TRIPS**

The parent or guardian must sign a parent consent form allowing his/her child to participate in all school-sponsored field trips and athletics throughout the specified school year (excluding overnight field trips). Field trip Permission Slips must be signed by a parent or guardian and should include any medical or allergy concerns. All medical information will be kept confidential and will only be used to keep the student safe. A 504 plan is recommended for students who have severe medical or allergy issues.

- Students are not eligible to participate if they are suspended.
- Students may not be eligible due to poor behavior, failing grades, and low attendance.
- Students are to remain with their class and teachers and/or chaperones at all times while on field trips.
- It is highly recommended that permission slips must be turned in by the date requested by the sponsor.
- Permission slips turned in on the day of the trip will be accepted, and the student may be accepted over the phone and the student may participate in the field trip.
- Checking out students from field trips will only be allowed at the designated location on the field trip permission forms with prior notification to the sponsor; IDs will be checked in accordance with NASIS.
- Seniors Only - Seniors will abide by the Senior Contract.

### **Student field trip check out guidelines**

1. Checkouts are allowed by the teacher based on the field trip permission form.
2. All checkout procedures will follow NASIS protocol.
3. All checkout arrangements must be made with the teacher prior to the field trip.

4. All individuals checking out students will need proper ID.
5. Students over the age of 18 will require a parent or guardian's signature for check-out regardless of age.
6. Checking out students from field trips will only be allowed at the designated location on the field trip permission form. Identification will be verified according to NASIS records. Only individuals listed as the student's legal guardian or parent in NASIS will be allowed to check them out. If someone not listed in NASIS is checking the student out, they must present a written notice from the parent/guardian or the parent/guardian must notify the sponsor by making a phone call. A field trip checkout form must be signed at the time of release.

## **FIRE DRILLS**

Students will evacuate following the To'Hajiilee Community School Emergency Procedures Quick Reference – COOP posted in each classroom and throughout the campus.

- During any emergency or drill, students must follow all teacher instructions promptly and remain calm.
- Fire drills will be conducted randomly throughout the school year to ensure preparedness in the event of an actual emergency.
- Ensure the classroom First Aid Bag is brought during all evacuations.

## **FUNDRAISING**

- All fundraising activities must receive prior approval from school administration.
- Clubs and organizations must submit a Plan of Operation Form to the Business Office within two business days of the proposed fundraising date.
- All sales must occur during non-instructional time (e.g., before school, lunch, or after school).
- Food sales are only allowed for students who eat in the cafeteria first and receive a stamp.
  - Sponsors must coordinate with cafeteria staff to ensure students receive stamps before making purchases.
- A sponsor must be present and actively supervise the fundraising activity at all times
- All profits must be deposited with the Business Office immediately after the sale.
  - Funds must be submitted the same day or within twenty four (24) hours of the activity.
  - Failure to comply may result in denial of future fundraising privileges.
- Students and sponsors involved in food-related fundraisers must have a current food handler's certificate on file.
- Sponsors are responsible for monitoring student officers' academics, attendance, and behavior throughout the school year.
- Student Officers who fail to meet expectations for academic performance, school attendance, and behavior and conduct may be removed from their position.

## **GRADING SYSTEM**

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

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

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

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

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

## **GOOGLE CLASSROOM**

Parents have access to all information in Google Classroom, including homework, assignments, and grades. Parents can access Google Classroom using their student's email address and password.

## **HALL PASSES**

All students who are out of class during instructional time must have a hall pass signed by a staff member.

## **HEALTH**

### **EMERGENCY ILLNESS**

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

### **HEAD LICE**

To'Hajiilee Community School follows the Centers for Disease Control (CDC) and Prevention recommendation that "Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice." We understand that head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. This nuisance should not disrupt the educational process. Head lice are not responsible for the spread of any disease, are not a sign of uncleanliness, and do not pose a health

hazard. In-school transmission is considered to be rare and when transmission occurs, it is generally found among younger-age children with increased head-to-head contact. TCS will follow its procedures to which supports the inclusion and academic achievement of students with verified cases of head lice . Its objectives are to allow the student to fully participate in all educational and school-sponsored activities. In severe cases, the administration may send the student home. Center for Disease Control (CDC) Head lice treatment notification brochures are available at the front office.

### **HEALTH SERVICES (eCARE eSchool Program - Virtual Nurse)**

School health services are designed to promote and improve the health and wellness of students. Providing virtual school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen within our society. The eCARE eSchool program assists To'Hajiilee Community School in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs.

**For more information about virtual school health services, call To'Hajiilee Community School at (505) 908-2426 or the eCARE School Health office at 605-606-0550.**

### **MEDICATION**

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

### **NUTRITION**

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

### **RESTROOM ACCIDENT POLICY**

**(Pre-K to 5th Grade)** In the event of a ***bathroom accident***, the student can change in the restroom. It is recommended that parents provide a change of clothing. If a student needs assistance, parents will be notified by the teacher/staff and two staff members will assist the student. Parents may be asked to check out the student. If the student does not have a change of clothes, the school will provide clothing from its supply, choosing the nearest possible sizes available.

**(For Middle and High School)** Feminine products upon availability.

### **HOMEWORK**

Homework is an extension of lessons presented in class and benefits the students by providing practice and reinforcement. It can also help students develop a sense of responsibility and organization. When your child is absent from school or out for an extended period of time please call the school attendance secretary. Homework assignments may be posted in Google Classroom.

### **LAW ENFORCEMENT JURISDICTION**

The Navajo Nation Law Enforcement Agency is responsible for upholding and enforcing laws on the school campus. In cases involving serious crimes and/or investigations may be conducted by the Federal Bureau of Investigation (FBI), Bureau of Indian Affairs (BIA) Law Enforcement, Navajo Nation Law Enforcement, and/or other law enforcement agencies as appropriate.

## **LOCKDOWN DRILL**

Lockdown drills are a means of practicing preparedness in the event of an intruder or criminal act. Generally, an announcement is given that the building is going on an immediate lockdown. At that point, all occupants present at the time of the drill go to a room and lock all doors and windows tight. The lockdown drill is not released until the administrator alerts staff in person. Refer to the To'Hajiilee Community School Emergency Procedures Quick Reference – COOP and follow TCS staff instructions. Lock Down Drills will be conducted randomly throughout the school the school year.

## **LOST AND FOUND**

All lost and found items should be taken to the front office as soon as they are found. Lost library books must be returned directly to the school library. Students are encouraged to write their names on all personal belongings to make identification and recovery easier. To prevent loss or theft, students should avoid bringing valuable items to school. To'Hajiilee Community School is not responsible for any lost, stolen, or damaged personal items brought to campus by students.

## **LIBRARY**

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

## **MULTI-LAYER SUPPORT SYSTEM**

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

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

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

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

## **NAVAJO LANGUAGE AND CULTURE**

Navajo Language & culture classes are provided from Preschool, FACE through 12<sup>th</sup> grade. Since 1984, the Navajo Nation mandated instruction in Navajo language and culture in K-12 schools within its boundaries. Students enrolled in the Dual Language program are assessed annually to monitor and support their academic growth.

## **NAVAJO SCHOOL CLOTHING PROGRAM**

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

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

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

- PAC meetings are held on the second Tuesday of each month.
- Parents/Guardians are encouraged to participate in monthly meetings for updates and planning for school functions/activities.
- Members include one PAC-Chair, one PAC Vice-Chair, one PAC-Secretary/Treasurer, and two PAC Members.
- PAC encourages parents/guardians to apply for membership if interested in becoming a member.
- See PAC By-laws for additional information

### **PARENT/TEACHER CONFERENCE**

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

### **PARENT PORTAL**

Infinite Campus has developed a Parent Portal to allow parents/guardians to view the records of their child/children via the Internet. TCS will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents/guardians of students enrolled in the school will be allowed access to the Parent Portal. Parents/guardians may go to <https://mst2.bie.edu/campus/portal/parents/tohajiileehe.jsp> to set up a username and password. The purpose of this portal is to enhance communication between the school and parents/guardians. They will have access to the following:

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

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

### **PHONE CALL/CELLPHONE**

Parents/Guardians will come or contact the office if you need to deliver a message to your child during school hours. Students may not use cell phones during school hours. The student will go to the front office if the situation is urgent. If cell phones are used in class, they may be confiscated, and/or parents will be called.

#### **CELLPHONE GUIDELINES/POLICY**

- Students are not permitted to use or have their cellphones visible or turned on during instructional time.
- During instructional time, cell phones must be inside the backpack or in the teacher's designated cellphone box.
- No cellphones/AirPods during testing/state assessments.
- Teachers will follow disciplinary guidelines.
- The student is solely responsible for his/her cellphone.
- The school and its staff are not liable for the students' cell phones.
- Failure to comply with cell phone policy, an Incident Report on Electronic Devices form will be completed by the teacher, and consequences will be administered according to the school wide policy.
- Cell phone use exemptions may be granted case-by-case, based on a student's IEP or 504 plan.

### **PROGRESS REPORTS**

A progress report will be sent to parents midway through each marking period for all students. The school registrar will prepare the report, which will be mailed or emailed to the student's home.

### **PROMOTION**

#### **Definitions:**

- **Promoted:** The student has satisfactorily met all requirements for grade level for promotion.

- **Assigned:** The student has been assigned to the next grade level; however, they have not met all academic requirements and have not earned full credit for the current grade. To address this, the student will be required to take remedial classes or enroll in a credit recovery program to make up the missing coursework.
  - **Retained:** The student has not met the requirements and will be retained in the present grade level.
- Requirements for Promotion:**
- **Elementary students** will be promoted, or assigned, to the next grade based on their teacher's recommendation, the passage of the minimum grade standard, and meeting the NM Public Education Department's attendance requirement unless an Administrative Waiver is obtained.
  - **Middle School students** will be promoted to the next grade based on the teachers' recommendations, passage of the minimum grade standard (1.0 G.P.A.), and meeting the NM Public Education Department's attendance requirement unless an Administrative Waiver is obtained.
  - **High School students** will be promoted to the next grade based on the earned credit requirements per grade level.

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

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

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

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

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

### **REFERRALS**

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

### **REPORT CARDS**

Student grades for elementary, middle, and high school are reported four times each school year. Progress is documented through a 9-week progress report prepared by each classroom and subject teacher. Report cards are distributed during parent/teacher conferences, NASIS Parent Portal, and/or either mailed to the parent's address at the end of each 9-week grading period.

<b>October 8, 2025</b>	End of 1 <sup>st</sup> 9 weeks
<b>December 19, 2025</b>	End of 2 <sup>nd</sup> 9 weeks
<b>March 11, 2026</b>	End of 3 <sup>rd</sup> 9 weeks
<b>May 20, 2026</b>	End of 4 <sup>th</sup> 9 weeks

### **RESTROOM (Gender Neutral)**

Unisex restroom access is available for students who choose not to use specific gender restrooms.

## **RETENTION**

Students with academic deficiencies, the teacher shall notify the school administrator no later than the end of the second grading period if retention is anticipated (End of December).

The teacher shall work closely with the school administrator, counselor, and the support personnel to develop an academic support program. In the event of possible retention, the parent shall be notified no later than the end of the third grading period (March). The Student Assistance Team (SAT) Referral will be completed.

*Disagreement of Request for Retention:* A conference with the school administrator, teacher, counselor, and parent will be scheduled. Records and documentation will be reviewed.

A parent or guardian who refuses to allow his (or her) child to be retained shall sign a waiver.

## **SCHOOL CLOSURE POLICY**

Inclement weather days, school will be delayed by two hours and/or cancelled. This information will be shared through the "shout out" NASIS system, TCS social media (i.e., Facebook), and daily news channel.

## **SAFETY**

### **SEARCH AND SEIZURE**

The school recognizes and will preserve the students' right to privacy and security of personal effects. However, the school retains the right to inspect school property, including but not limited to the student and desks, for safety or health hazards, violation of school regulations, property maintenance, and accountability is reserved to the administration. To'Hajiilee Community School will not be responsible for damages related to the search.

A student's personal items, including backpacks, purses, bags, or wallets, will not be examined without the student's presence or permission, unless there is probable cause or suspicion. An example includes, but is not limited to, video footage and school sensors, the odor of drugs or alcohol, the attention of a drug dog or probable cause, or reasonable suspicion. This would justify a complete inspection of one's personal and school property, even without the student present. School security will be notified.

The person conducting the search is required to have documented facts that would lead towards the suspicion that criminal activity was taking place or forthcoming and that evidence of that activity would be discovered by a search.

Private vehicles may be inspected if parked on school property and if the school official has a reasonable suspicion that contraband is contained inside the vehicle.

To'Hajiilee Community School may practice the following types of searches: pockets, book bags, backpacks, purses, wallets, drug-sniffing dogs, school-wide belonging searches, shoes and socks, phones, and private vehicles.

To'Hajiilee Community School is not responsible for lost or stolen items that are unauthorized but brought to school by students which may or may not be confiscated.

## **SENIORS (UPCOMING GRADUATING CLASS)**

Requirements for Graduation Preparation:

- Must have a Plan of Operation in place at the beginning of the school year.
- Must have a signed parent contract in place at the beginning of the school year.
- Must have a complete budget by early Spring (i.e. March).
- Must have a secure date, location of ceremony, supplies/purchases, planning, etc. by early Spring (i.e. March).

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

- Must participate in fund-raising and other activities assigned by the senior sponsor.
- No behavioral referrals in their senior year.
- On-track to graduate (i.e. credit requirements, see Counselor).
- Complete all testing and class requirements.
- Must be enrolled by “Count Week” (i.e. September).
- Attend school on a regular basis and not have any excessive unexcused absences.

Graduation: Graduation is a representative of the values and integrity of To’Hajiilee Community School. The students are responsible for staying informed about their graduation status throughout the school year and for regularly communicating with either their sponsor/co-sponsor, counselor, and teachers to stay on track. Only those who have fulfilled all graduation requirements will be permitted to take part in the graduation exercises.

Diplomas are withheld until a student clears any pending financial obligations with the school. Graduating seniors who engage in misbehavior—including senior pranks—or who are suspended long-term or expelled will forfeit the privilege of participating in the graduation ceremony.

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

## SHOUT OUT

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

- All parents’ information will be entered into our NASIS system at the beginning of the school year.
- Parents/guardians must update their phone numbers through the NASIS parent portal at any time.
- It is the responsibility of the parents to notify the school of any changes in phone, email and address information.

## STUDENT CHECK-OUT PROCEDURE

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

- Parents or legal guardians of students must give the registrar the names of adults authorized to check-out their child/children.
- Adults suspected under the influence of alcohol or drugs will not be allowed to check-out a student, law enforcement will be notified.
- Current enrolled students 18 years or older may check themselves out of school with excused reasons/documentation.

## STUDENT’S PERSONAL VEHICLE

Students are not allowed to park outside of the school property and walk to school. Driving a personal vehicle to school is a privilege and is open to students with good behavior and attendance.

Students seeking to drive to school must:

- Have a current Driver’s License.
- Current Proof of Insurance with the student’s name on it.
- Current Vehicle registration.
- Must have a consent form on file for the student to drive their personal vehicle. **Students are not allowed to transport other students in their vehicle. Students are reminded that TCS is a closed campus and so students are not allowed to leave campus during the school day. Students are required to obtain and display their parking pass at all times when on the TCS**

**campus.** TCS is not responsible for damaged/stolen property. Students who do not follow these guidelines, driving privileges will be revoked and not be allowed to drive to school.

### **TCS PRINCESS/TCS WARRIOR**

The TCS Princess and Warrior titles are honorary roles awarded to students who represent the values, culture, and spirit of To'hajiilee Community School. These titles carry responsibilities and privileges, and students chosen to hold these titles serve as ambassadors for the school in cultural, academic, and community events. These individuals will exemplify the attitude and moral virtues of Indigenous youth community. Students must maintain at least a 2.5 GPA and not have any behavioral referrals to participate. They must model positive character and demonstrate respectful behavior on the TCS campus, in the public, and on social media. **Parents/Guardians are responsible for all expenses the student participates in community events such as**, parades, Gathering of Nations Powwow, and other cultural activities. Students must sign a contract and adhere to the guidelines as representatives.

### **TEXTBOOKS**

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

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

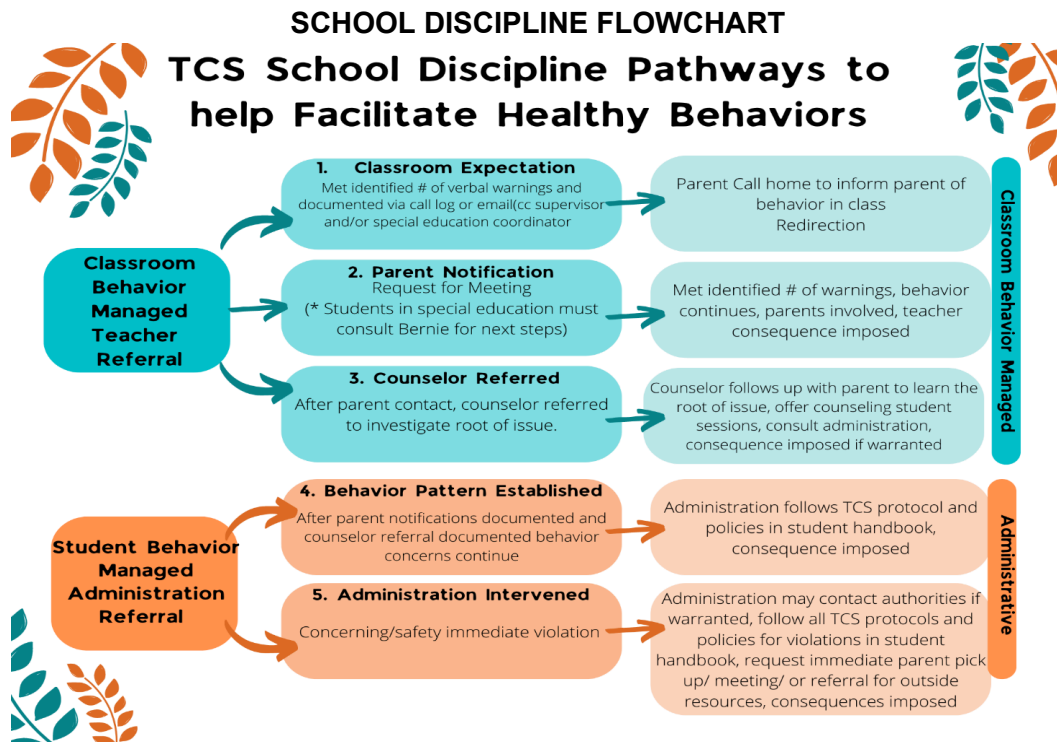
Visits and phone calls for students during instructional time are strongly discouraged, as they disrupt the learning environment. Exceptions may be made during approved schoolwide activities.

### **VISITORS**

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

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

- A. Students
  - a. Students may not bring children (brothers, sisters, relatives, or friends) to school for any reason.
  - b. Upon graduation, seniors are no longer students of To'Hajiilee Community School and are classified as Alumni. They must follow the Visitor's Policy.
- B. Parents
  - a. Parents are encouraged to visit after a scheduled visit with the teacher due to security reasons.. As visitors, parents will only be allowed to visit the classroom of their own children. Proper identification will always be checked.
- C. FACE Students/Parents
  - a. Parents are encouraged to visit, but visiting children must be accompanied by their parents.
  - b. As visitors, parents will only be allowed to visit the classroom of their own children.
  - c. If a FACE parent is not in-attendance for Center-based class, a FACE parent must obtain a visitor's pass to be permitted on campus.
- A. Other visitors must have a prior appointment with school staff to conduct their business, and if the business is with Instructional Staff then the appointment will be during non-instructional time.
- B. Parent Advisory Committee. Will follow the school's Visitor Policy.



## SCHOOL DISCIPLINE

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

Upon receiving a referral from the teacher:

1. Students will follow classroom rules and consequences.
2. If warranted, the teacher will refer the student to the school counselor or school social worker who may intervene and follow up with the teacher and/or administrators.
3. Administration will intervene if behavior warrants repeated behavior or immediate concern for safety or school violation. In every circumstance school staff will develop a plan with the student to help guide him/her onto the successful path. This may include networking with TCS Family Engagement, TCS counselors, To'Hajiilee Behavioral Health Services, Restorative Justice, Law Enforcement, Peacemaker Court and/or the To'Hajiilee Court System.

After-school detention, IN or Out of school suspension is one of the consequences that TCS may employ when it is deemed necessary. If suspended, students will not be eligible to participate in school events; such as, sports, games, dances, field trips, and other special events held by TCS. It will be at Administration's discretion.

### Classroom Management Plan

To be implemented when a student violates the Code of Conduct (*refer to the grade-level specific Code of Conduct attached below*).

### CONDUCT (Minor) VIOLATIONS

**The teacher will complete and document the Conduct Referral Slip.**

**1st Offense:** Verbal warning (up to **three** verbal warnings may be given).

**2nd Offense:**

1. Conversation with the student about behaviors/conduct.

2. Parent/guardian phone call.
3. Loss of free time or break privileges.
4. If appropriate, Counselor referral.

**3rd Offense:** Completion of a **Teacher-Student Classroom Behavior Agreement** outlining expectations and goals for improvement.

**4th Offense:** **Office Behavior Referral** and or a **Conduct Referral** for administrative intervention.

### **Major Violations**

For major violations, the teacher will complete a **Discipline Referral Form**, and the administration will take appropriate action based on the nature of the violation. Consequences for major violations will be strictly enforced in accordance with school policy.

### **Major VIOLATIONS**

#### **Handled by Administration**

#### **1. ASSAULT/ BATTERY –**

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

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

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

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

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

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

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

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

**3rd offense:** Long-term suspension, Discipline Review Board (DRB) Hearing.

#### **3. BULLYING/CYBER BULLYING**

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

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

**1st offense:** Mandatory conference with a counselor. Notification made to parents. Suspension assigned based on situation at the discretion of administration. Restorative practice such as peacemaking may be assigned, and mandatory counseling.

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

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

#### **4. CHEATING/PLAGIARIZING**

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

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

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

## **STATEWIDE ASSESSMENT CHEATING**

2-day automatic suspension because of the severity of the action. (i.e. Artificial Intelligence (AI) response, apps, phone usage). State testing is very important in collecting schoolwide data

## **5. DEFIANCE OF SCHOOL PERSONNEL**

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

1st offense: 1 to 2 days out of school suspension, notify parents, and counseling.

2nd offense: 3 to 5 days out of school suspension, notify parents, and counseling.

3rd offense: DRB with recommendation for long term suspension.

## **6. DISORDERLY CONDUCT**

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

1st offense: Verbal warning, notify parent, 3 days lunch detention – possible suspension depending on severity.

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

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

## **7. DRESS CODE VIOLATION**

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

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

2nd offense: Parent/student conference.

3rd offense: 3 days after-school detention.

## **8. ELECTRONIC DEVICES**

**Definition:** Electronic devices (Phones, iPads, Cell Phone, Digital Camera, Electronic game devices (e.g., Gameboy, PSP), Handheld Video Camera, Laser Pointer, (For safety reasons, laser lights are prohibited from the school campus), Personal Music Player/iPod/Speakers, Portable DVD Player, Personal Laptop, airpods, etc.). **Cell phones and other electronics and other 21st century devices may be permitted to be used by students to supplement instruction and learning. Students have access to the internet using their Chromebooks.**

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

**The consequences are as follows:**

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

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

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

4th offense: Staff will confiscate and it will be checked in with the front office and ONLY released to the parent/guardian at the end of the SEMESTER; parents notified.  
Failure by student to relinquish an electronic device will result in a 1-day suspension from TCS. Teachers may allow the use of electronic devices issued by TCS for instructional purposes. This exception to the policy shall be granted by individual classroom teachers.

#### **9. FALSE ALARMS:**

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

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

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

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

#### **10. FIGHTING**

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

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

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

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

#### **11. GROUP OR GANG RELATED PHYSICAL ASSAULT**

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

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

2nd offense: DRB hearing with the recommendation for long-term suspension or expulsion. Charges may be filed with law enforcement for further action.

#### **12. HARASSMENT**

**Definition:** When students make a verbal attack (including persistent nagging or teasing, an attempt to intimidate another, inciting a fight, obscene verbal attack, or any other action that inflicts distress) on another student, a staff member, or another person. Depending on the severity, law enforcement will be notified. Any recommendations for further action will be at their discretion.

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

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

3rd offense: DRB Hearing.

#### **13. ON CAMPUS TRUANCY (Ditching)**

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

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

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

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

#### **14. OFF CAMPUS TRUANCY (Ditching)**

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

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

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

## **15. PROFANITY (Language)**

**Definition:** The use of inappropriate, vulgar or obscene language deemed profane and/or abusive language directed towards students or staff members. The use of swear words.

1st offense: 1 to 2 days out of school suspension, notify parents, and counseling.

2nd offense: 3 to 5 days out of school suspension, notify parents, and counseling.

3rd offense: DRB with recommendation for long term suspension.

## **16. PUBLIC DISPLAY OF AFFECTION (PDA)**

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

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

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

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

4th offense: Suspension pending DRB hearing.

## **17. SEXUAL HARASSMENT**

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

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

2nd offense: Mandatory counseling, parent conference, 1-3 days suspension.

3rd offense: 3-5 days suspension with recommendation from the DRB.

## **18. STUDENT PERSONAL TRANSPORTATION**

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

1st offense: Notify Parents, on-campus driving privilege revoked for 1 month.

2nd offense: Notify Parents, on-campus driving privilege revoked for 6 months.

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

## **19. SUBSTANCE ABUSE AND SUSPECTED USE: (See pages 32-33.)**

## **20. TECHNOLOGY VIOLATIONS**

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

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

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

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

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

## **21. THEFT**

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

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

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

## 22. TOBACCO

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

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

2nd Offense: Confiscate tobacco, counseling, and 3-5 days suspension.

3rd Offense: DRB hearing with the recommendation for long-term suspension or expulsion.

## 23. VANDALISM/ARSON

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

1st offense: Suspension to possible expulsion.

2nd offense: DRB Hearing with recommendation for long-term suspension or expulsion.

## 24. WEAPONS

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

1st offense: 5-10 Days Suspension depending on the severity.

2nd offense: DRB hearing with the recommendation of suspension or expulsion depending on severity. Law enforcement will be notified.

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

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

1st offense: Law enforcement notification. Immediate Expulsion.

## 26. WEAPONS (Combustible Items)

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

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

*In accordance to Title 20 U.S.C § 7151, The Guns-Free School Act, reauthorized by the No Child Left Behind Act of 2001 (Public Law 107-110) as Section 4141 of the Elementary and Secondary Education Act of 1965 states: Zero Tolerances for Firearms and Other Weapons all BIE-operated, tribal grant and contract schools must abide by the following protocols.*

- A. Zero Tolerance under the Guns-Free School Act must require expulsion from school for a period of not less than a year a student who is determined to have threatened, brought, used, or possessed a firearm or weapon to or toward TCS campus. The Chief Administrator or similarly situated administering officer may modify the expulsion requirement on a case-by-case basis. The modification must be in writing.
  1. A WEAPON may include; a knife or an instrument used as bludgeon such as a bat. School administrators may make the determination of an object and the facts surrounding the student's possession of the weapon.
  2. DUE PROCESS - Consequences for possession of a firearm or other weapon shall be imposed consistently and equitably. A student found to have possessed, used, or brought a firearm or other weapon on school property or at an off campus event is entitled to due process and an opportunity to be heard. After the student has been formally notified or the school charges and due process has been accorded, the student shall be expelled for a period of not less than one year, subject to a case-by-case exception process.
  3. SPECIAL CONSIDERATION - If the student in question of possessing a firearm or other weapon was innocent without intent to harm. A school administrator may modify the

expulsion requirement for a student on a case-by-case basis. The rationale for such modification must be fully documented in writing. Additionally, this policy is consistent with the Individuals with Disabilities Education Act (IDEA). By using the case-by-case exception, schools are able to discipline students with disabilities in accordance with the requirement of Part B of the IDEA and section 504 of the Rehabilitation Act and maintain eligibility for federal financial assistance.

4. **SEARCH AND SEIZURE** - In all situations of search and seizure conducted by school staff, parent/guardian notification will be given. If the parent /guardian cannot be contacted, and the situation could endanger students and staff, a reasonable search will be conducted by a trained school staff member.
  - Whenever possible, law enforcement is designed as the entity to perform all search and seizures
  - If there is reasonable suspicion that a student is in possession of a firearm or other weapon, and law enforcement is not available, a search of the student by a trained staff member may be conducted to ensure the safety of students and staff. The search must be within a reasonable scope of the violation and not excessively intrusive in light of age and sex of the student and the nature of the infraction.

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

### **DRESS CODE POLICY**

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

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

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

Note: Students must wear their clothing appropriately at all times.

## **SUBSTANCE ABUSE POLICY**

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

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

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

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

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

### **CONSEQUENCES FOR SUBSTANCE ABUSE**

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

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

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

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

2nd offense: Citation/arrest and long term suspension or recommended expulsion, parent meeting. Law enforcement notified. Mandatory counseling: student may be referred to the following resources:

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

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

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

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

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

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

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

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

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

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

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

The Disciplinary Review Board (DRB) will hear cases involving alleged violations of school rules/regulations that might result in long-term suspension, expulsion. The DRB will review all alleged violations, determine validity of the school rules and regulations and make a determination for alleged action to be implemented and can only recommend an action. The student and or parent may appeal the decision to the Chief School Administrator within five (5) business days. The parent may elect to withdraw their child if a long-term suspension or expulsion is recommended and approved by the Chief School Administrator. However, if the receiving school calls, the reasons for the long-term suspension or expulsion will be divulged.

1. The DRB may consist of school staff members selected by an Administrator.
    - a. Administrator
    - b. Leadership Team Member
    - c. Staff Member
    - d. Instructional Staff Members
  2. The DRB will make a decision by majority vote, based on the evidence presented at the hearing.
  3. If neither the student nor their parent(s) appear at the hearing on the appointed date/time, the hearing will be conducted without them.
  4. Attendance at the hearing is limited to: the student, parent(s)/ guardian, counselor, witnesses, the DRB members, and a recorder.
  5. The hearing will follow due process procedures.
  6. Parents may request that a School Board Member be present to observe the DRB process.
- Note: Conflict of Interest will be adhered to.

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

All students who are enrolled in the To'Hajiilee Community School will abide by the rules and regulations set forth by the To'Hajiilee School Board of Education, Inc., and agreed upon by the staff. These rules are to enhance the quality of education and the participation in all school activities. Requirements to

participate in any school-sponsored club, Student Council, TCS Royalties or athletic program are as follows:

1. Students are to abide by the To'Hajiilee School Student/Parent Handbook.
2. All students must maintain a minimum GPA of 2.5 with no failing grades (no F's) during the most recent nine-week grading period and continue to meet this standard throughout the school-sponsored activity. Additionally, students must have no behavior referrals.

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

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

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

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

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

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

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

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

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

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

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

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**A. COURSEWORK REQUIREMENTS for the Class of 2026:**

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

**SPECIAL EDUCATION PATHWAYS FOR GRADUATION**

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

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

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

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

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

**To'Hajiilee Community School**  
**CODE OF CONDUCT**  
**ELEMENTARY (Grades: Pre-K to 3rd)**  
**School Year 2025 – 2026**

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

**Show Respectful Behavior:**

- I will be kind and use my manners and respectful language like, please, thank you, excuse me and sorry
- I will raise my hand and listen when others speak.
- I will follow directions.
- I will show appreciation and gratitude (Aheeh nisin).
- I will respect others by giving them personal space, not touching their belongings without permission, and honoring their privacy.
- I will use my manners and kind words like "please," "thank you," "excuse me," and "sorry" to show respect and kindness.
- I will wear appropriate clothing.

**Be Responsible and Accountable:**

- I will be at school on time every day.
- I will help keep the school campus clean and beautiful.
- I will follow all school rules.
- I will do my school work, homework and assignments.
- I will be accountable for my actions and behavior.
- I will only bring school appropriate materials.
- I will properly use all electronic devices.

**Be Safe:**

- I will speak up and tell my teacher if something is wrong or someone is hurt.
- I will stay on campus unless with a parent or staff member.
- I will not bring toy weapons of any kind.

**Bus Safety Rules:**

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all times
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

**Walk in Beauty – Hózhóójikéé'go Ná'níltin (Blessingway Teachings):**

- Á'áhwiinítí – Be generous and kind.
- K'ézhnínzín – Acknowledge and respect kinship and clanship.
- Hwíil'íí – Respect values.
- Saad baa áhooji' – Have reverence and care for speech.
- Hózhó' ájiists'áá' – Listen carefully.
- Há hózhó – Show positive feelings toward others.

**Diné (Navajo) Core Values:**

- Hózhó (Harmony and Balance)  
Living in a balanced and respectful way—with oneself, others, nature, and the spiritual world.
- K'é (Kinship and Respect for Relationships)  
Treating others with respect, especially elders and family, and understanding one's place in the community.
- T'áá hwó' ajít'éego (Self-Reliance and Responsibility)  
"It is up to you." Emphasizes personal responsibility, hard work, and self-discipline.
- Ałchíní bá shíke' (Love and Respect for Children and Family)  
Prioritizing care, nurturing, and the well-being of family and future generations.
- Sih Hasin (Hope and Faith)  
Maintaining a positive outlook and inner strength, especially during challenges.
- Na'níltin (Traditional Knowledge and Learning)

Valuing the wisdom passed down through stories, teachings, and lived experience.

- **Ādā'ādiīnī'nī** (Respectful Speech and Action)

Speaking thoughtfully, behaving with humility, and acting in ways that reflect community and cultural values.

**Six Pillars of Core Values:**

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

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

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

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

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

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

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

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

**To'Hajiilee Community School  
CODE OF CONDUCT  
ELEMENTARY (Grades: 4th and 5th)  
School Year 2025 – 2026**

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

**Show Respectful Behavior:**

- I will use kind, respectful and appropriate words with everyone.
- I will raise my hand and wait for my turn to speak.
- I will follow directions the first time they are given.
- I will show appreciation and gratitude (Aheeh nisin).
- I will respect everyone's personal space, privacy, and belongings
- I will wear appropriate clothing.

**Be Responsible and Accountable:**

- I will come to school every day, on time, and ready to learn.
- I will complete and turn in my homework on time.
- I will keep personal electronic devices at home unless given permission.
- I will dress appropriately and follow the school dress code.
- I will only bring beverages and food when I have permission.
- I will help keep our campus clean including classrooms, cafeteria, hallways, bathrooms, etc.
- I will properly use all electronic devices.

**Be Safe:**

- I will stay on school grounds unless I am signed out by a parent or staff member.
- I will keep my hands, feet, body and objects to myself.
- I will help keep our school a safe place by not bringing any weapons or dangerous items—even toys that look like weapons.
- I will walk safely and respectfully in the hallways and campus.

**Bus Safety Rules:**

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all times
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

**Walk in Beauty – Hózhóójikéé'go Ná'níltin (Blessingway Teachings):**

- Á'áhwíinítí' – Be generous and kind.
- K'ézhnítzin – Acknowledge and respect kinship and clanship.
- Hwíil'jít' – Respect values.
- Saad baa áhooji' – Have reverence and care for speech.
- Hózhó' ájiists'áá' – Listen carefully.
- Há hózhó – Show positive feelings toward others.

**Diné (Navajo) Core Values:**

- Hózhó (Harmony and Balance)  
Living in a balanced and respectful way—with oneself, others, nature, and the spiritual world.
- K'é (Kinship and Respect for Relationships)  
Treating others with respect, especially elders and family, and understanding one's place in the community.
- T'áá hwó' ajít'éego (Self-Reliance and Responsibility)  
"It is up to you." Emphasizes personal responsibility, hard work, and self-discipline.
- Ałchíní bá shíke' (Love and Respect for Children and Family)  
Prioritizing care, nurturing, and the well-being of family and future generations.
- Sih Hasin (Hope and Faith)  
Maintaining a positive outlook and inner strength, especially during challenges.
- Na'níltin (Traditional Knowledge and Learning)  
Valuing the wisdom passed down through stories, teachings, and lived experience.

- Ádá'ádiíni'ní (Respectful Speech and Action)  
Speaking thoughtfully, behaving with humility, and acting in ways that reflect community and cultural values.

**Six Pillars of Core Values:**

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

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

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

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

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

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

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

**To'Hajiilee Community School**  
**CODE OF CONDUCT**  
**Middle and High School (Grades: 6th to 12th)**  
**School Year 2025 – 2026**

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

**Show Respectful Behavior:**

- I will use appropriate language and gestures and not participate in bullying, name-calling, or fighting.
- I will raise my hand to be heard and will not interrupt others.
- I will follow adult directions.
- I will practice and maintain Aheeh nisin (Be appreciative and thankful).
- I will keep personal space and maintain privacy.
- I will treat everyone with respect and dignity, regardless of their background, appearance, abilities, beliefs, or opinions
- I will wear appropriate clothing.

**Be Responsible:**

- I will attend school each day, on time.
- I will bring all necessary materials and be prepared for class..
- I will complete all homework and classwork given by the teacher and submit the work to the teacher **on time**.
- I will keep personal electronic devices put away during class unless I have permission to use them for learning.
- I will follow the school's dress code.
- I will not have food or drinks in the classroom without permission, with the exception of water.
- I will keep the school and campus clean and beautiful.
- I will follow the rules and regulations outlined in the Student/Parent Handbook.
- I will seek college and career opportunities prior to graduation.
- I will be accountable for all my actions
- I will properly use all electronic devices.

**Be Safe:**

- I will make healthy choices and stay free from drugs, alcohol, and tobacco.
- I will stay on campus during the school day to ensure my safety.
- I will promote a peaceful and respectful environment by avoiding violence.
- I will help keep our school a safe place by not bringing any weapons or dangerous items—even toys that look like weapons.
- I will walk safely and respectfully in the hallways and campus.

**Bus Safety Rules:**

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all times
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

**Walk in Beauty – Hózhóójikéé'go Ná'níftin (Blessingway Teachings):**

- Á'áhwiinít' – Be generous and kind.
- K'ézhnínzín – Acknowledge and respect kinship and clanship.
- Hwiil'íí' – Respect values.
- Saad baa áhooji' – Have reverence and care for speech.
- Hózhó' ájiists'áá' – Listen carefully.
- Há hózhó – Show positive feelings toward others.

**Diné (Navajo) Core Values:**

- Hózhó (Harmony and Balance)  
Living in a balanced and respectful way—with oneself, others, nature, and the spiritual world.
- K'é (Kinship and Respect for Relationships)  
Treating others with respect, especially elders and family, and understanding one's place in the community.
- T'áá hwó' ajít'éego (Self-Reliance and Responsibility)  
"It is up to you." Emphasizes personal responsibility, hard work, and self-discipline.

- Alchíní bá shíke' (Love and Respect for Children and Family)  
Prioritizing care, nurturing, and the well-being of family and future generations.
- Sih Hasin (Hope and Faith)  
Maintaining a positive outlook and inner strength, especially during challenges.
- Na'nitin (Traditional Knowledge and Learning)  
Valuing the wisdom passed down through stories, teachings, and lived experience.
- Ádá'ádííni'ni (Respectful Speech and Action)  
Speaking thoughtfully, behaving with humility, and acting in ways that reflect community and cultural values.

**Six Pillars of Core Values:**

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

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

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

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

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

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

**To'Hajiilee Community School**  
**PARENT COMPACT FOR TITLE I**  
**School Year 2025 – 2026**

**Parent Portion of Compact:**

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

**Student Portion of Compact:**

As a student of To'Hajiilee Community School, I will respect the rights of others, to learn, and take responsibility for my school work and behavior. I will create my short and long-term goals for the year 2025-2026. It is my responsibility to have good school attendance, be on time to class and to be ready to work every day; complete all homework assignments and provide a safe environment for classmates, teachers, and staff.. I will ask for help from my parents, guardians, grandparents or extended family members when I don't understand my school work, my GPA and credits and any grades or resources I may need by communicating with my teacher, counselors and administration.

**Teacher Portion of Compact:**

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

**Administration Portion of Compact:**

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

**Community Portion of Compact:**

To'Hajiilee Community School will reach out to the community to partner, participate, and provide resources to students, parents/guardians, and staff. Including but not limited to Professional development, health and educational success.

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**Required Signatures:**

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

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

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

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

## **TECHNOLOGY**

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

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

### **SUMMARY**

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

Students are expected to observe the following:

- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
- The student is ultimately responsible for his/her actions in accessing technology at TCS. Failure to comply with the guidelines of technology use (as stated either in this document or in the TCS Board Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

### **GUIDELINES**

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

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

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

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

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

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

1. Monitor all activity on the TCS's system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
4. Respect the privacy of individual user electronic data. TCS will secure the consent of users before accessing their data, unless required to do so by law or policies of TCS.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and TCS files. However, information from any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error-free and dependable access to technology resources associated with TCS's system. However, TCS cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

7. Ensure that all student users complete and sign an agreement to abide by TCS's acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

## **VIOLATIONS/CONSEQUENCES**

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

Violations of law will be reported to law enforcement officials.

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

TCS procedures for suspension or revocation of student privileges.

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

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

