

To'Hajiilee Community School

2017–2018

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VISION

Vision: **STAR** – **S**tudents & **T**eachers **A**chieving **R**esults

Áłchíní dóó bá'ólta'í ła'deile'.

MISSION

Mission: To'Hajiilee Community School will integrate the Navajo Language and Culture for quality academic achievement resulting in success.

Tóhajiileeh ólta'gi óhoo'aah t'áá Dinék'ehgo bił athii'siláago yee áłchíní
bohónéedząągo da'ólta' dóó ídahoot'aah.

PHILOSOPHY

Addressing the educational needs of all To'Hajiilee students by integrating all subject areas to provide To'Hajiilee students with information, skills and experiences so that they are prepared to live in a multicultural world to become self-directed and productive members of both the Navajo Nation and the United States of America.

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

The To'Hajiilee Community School is certified by North Central Association Commission on Accreditation and School Improvement (NCA CASI) as required by the AdvancED Accreditation Commission and Board of Trustees.

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 Alternative 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 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 13th 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 the Interstate in 2004.

GOALS

Students who attend To'Hajiilee Community School will be given opportunities:

1. To become literate in Language Arts, Mathematics, Science, Social Studies and Technology so that they are prepared for continuing educational opportunities, future jobs, and/or careers.
2. To understand and learn about the Dine language and culture, history, and values of the To'Hajiilee Community and our Dine people so that they have knowledge and respect for themselves, their own people, and are ready to become future leaders.
3. To develop life skills; such as respect, discipline, physical fitness, social inquiry, and planning skills to encourage them to become independent and capable citizens with leadership qualities.
4. To learn about similarities and differences among all people in the United States and around the world so that the To'Hajiilee students are prepared to live in a global society.

TO'HAJIILEE WARRIORS, YOUR CHARACTER REALLY COUNTS!!!

Be proud of yourself, your family, your school and community by making the right choices and respecting yourself and others. Help make your community and the world a better place by following the **SCHOOL WIDE BEHAVIOR**

MOTTO:

- | | |
|-------------------------|-------------------------|
| * I will be RESPECTFUL | * I will be SAFE |
| * I will be RESPONSIBLE | * I will WALK IN BEAUTY |

SIX PILLARS OF CHARACTER COUNTS:

- **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 exercise 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
- ~ 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
- ~ Enroute to or from school

STUDENT RIGHTS AND RESPONSIBILITIES:

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

ATTENDANCE POLICIES AND PROCEDURES

It is important that your child attends school every day. Good attendance is encouraged and a maximum of 10 unexcused absences are allowed per semester. The best way students can learn is if they attend school regularly. The Navajo Nation and New Mexico State law require daily school attendance for those between the ages of 5 - 18 or until graduation from high school. As a school, we are committed to having a 95% or better student attendance rate. We ask for your support by bringing your child to school on time every day. Please refrain from checking them out of school.

Federal regulation 25 CFR 36.31 states that “a student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per year without a written excused absence will not be promoted.” A school board or a school committee may review a promotion decision on a case by case basis. This decision can be changed in writing if there are compelling and/or extenuating circumstances that make promotion advisable. A parent liaison will be making home visits to ensure attendance and will collaborate with the court system.

Please call the school at 505-908-2426 ext. 110 or submit a note to the front office with your child when he/she is absent, to be considered for an excused absence. The note should include, name and grade level, date and periods missed, reason for absence, parent/guardian signature and a daytime contact telephone number. Student(s) will be allowed to make up missed assignments within a reasonable amount of time as established by the teacher.

SEE UPDATED Flow chart (if 3 or more days absence, a note from the doctor is required.)

A. Excused Absences:

1. Illness requiring a doctor's care or hospitalization.
2. Illness requiring home care (If over 2 days, a note from the doctor is required).
3. Medical/dental/eye care appointments
4. Participation in religious ceremonies, as approved in advance by Principal
5. Verified emergencies
6. Bereavement of immediate family only (5 excused days)

While these absences may not count against 10 days allowed per semester when combined with unexcused, they may be the cause for a review of a student's total attendance record.

Students will be allowed to make up missed assignments within a reasonable amount of time which will be established by the teacher(s). This time should not exceed 2 weeks. Absences as a result of suspension(s) may be made up but only with the teacher's permission/discretion.

B. Legitimate Absences: Not counting against 10 excused absence days per school year

1. Participation in school sponsored activities i.e., scheduled assemblies, fieldtrips, sports events—missed assignments may be made up
2. When bad weather occurs and school provided transportation is not available—missed assignments may be made up

C. Unexcused Absences - Any absences not listed in A or B. TCS will take the following actions regarding unexcused absences:

1. **3 Days Unexcused Absences:** Teacher to do a parent call and notify by email;
2. **5 Days Unexcused Absences:** Letter will be sent home; Parent call or home visit to be made by attendance office;
3. **7 Days Unexcused Absences:** Certified letter sent home; Parent conference or home visit; Referral to Discipline Review Board; Student will be placed on an Attendance Contract signed by the student, parent/guardian and Dean of Students.
4. **10 Days Unexcused Absences:** Certified letter, Parent conference, referral to Student Assistance Team; Notification of possible retention; Parent signature of this notification; Attendance Contract; Court referral and/or SCAN (Suspected Child Abuse and Neglect) referral will be made. The student will be classified as Truant.

After 10 consecutive unexcused absences, students will be dis-enrolled from TCS. The student and their parent/guardian would then have to re-enroll.

TARDIES

Being tardy is arriving late for school and/or class. Chronic tardies (excused or unexcused) impact a student's performance and grade.

Students who arrive after 7:50am must be signed in at the front office by their parent.

- Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or healthcare provider. All other tardies will be classified as unexcused.
- Students and parents should do everything possible to assure students arrive at school on time.
- Tardy Bell "Lock Outs" will be conducted periodically at the secondary level (grades 6-12) to reduce tardy or loitering activity

	Intervention	Referral
3 Tardies	Teacher/student conference and parent notification.	Student will have lunch detention.
4 Tardies	Parent/Guardian notification and conference required.	Student will have afterschool detention.
(5 or more) Excessive Tardies	Parent notification, includes written letter, and parent/guardian conference with Dean of Students.	Student is required to complete lunch or afterschool detention until 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 made.

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 public without parent/guardian consent. Directory information will be disclosed for general school purpose such as name, sport participation, photo, class roster, and transportation roster.

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

- a. School Admission application
- b. Personal information records
- c. Academic records, including those from other schools attended
- d. Attendance records
- e. Disciplinary records
- f. Awards received/recommendation letters
- g. Health records
- h. Progress records
- i. Standardized assessment records
- j. Consent required for special education records (IEP evaluations)

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

- a. Parents of students under the age of 18.
- b. A parent of student over the age of 18, if such student is a dependent as is defined in the Internal Revenue Service guidelines.
- c. The student.
- d. School officials who have a legitimate educational interest.
- e. Federal, state, and local officials to whom information is required to be reported.
- f. Certain testing organizations.
- g. Accrediting organizations.
- h. Appropriate persons in connection with an emergency.
- i. Any person with the written consent of the parent of students under 18 or the student over 18
- j. 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:

- a. Student's name
- b. Address
- c. Date and place of birth
- d. Participation in officially recognized activities and sports
- e. Weight and height of members of athletic teams
- f. Dates of attendance
- g. Degrees and awards received
- h. 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 4 p.m. to request a review of student records through the School Registrar's office. 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 regular requested transcripts. Unofficial transcripts and Official transcripts can be provided by School Registrar. Transcript requests are free.

GENERAL INFORMATION AND POLICIES

ACADEMICS HONORS

Students may participate in academic honors according to their grade point average and based on attendance.

Valedictorian	Marjorie Abeyta Attendance Award
Salutatorian	Honor Roll
Desidero Platero Award	National Honor Society
Marty Apache Award	Perfect Attendance Award

Two high school seniors will qualify for the \$500.00 scholarship for the Desidero Platero Award (highest G.P.A.) and the Marty Apache Citizenship Award. Both awards will be determined by a school selection team and will be announced at the high school graduation ceremony. The Marjorie Abeyta Attendance Award is \$500.00 and is based upon attendance throughout a student's high school career. We adhere to the national guidelines of the National Honor Society and National Elementary Honor Society.

ALTERNATIVE HIGH SCHOOL

Enrollment in the Alternative High School component of To'Hajiilee Community School is open to any 18–23 year old who has completed a satisfactory background check, conducted by administration. Students must express a seriousness to complete their coursework. The courses are all online and allow students to work independently with support from an onsite licensed educator. This program works in conjunction with the FACE Adult Education Program.

ATHLETIC PROGRAMS

Students may participate in athletic programs from 3rd grade to 12th grade and must maintain a grade point average of a 2.0 G.P.A or higher and good behavior standing. Students must obey the school rules and policies and be a positive role model for other students.

Elementary Basketball	Grades 3/4 & 5/6	Soccer	Grades 3/4 & 5/6
Flag Football	Grades 6 – 8	Cross Country	Grades 7 -- 12
Mid School Basketball	Grades 7 – 8	Girls Volleyball	Grades 7 – 12
H. S. Basketball	Grades 8 –12	Golf	Grades 8 – 12

Softball

Grades 8 –12

Baseball

Grades 8 – 12

Cheerleading

Grades 8 - 12

Note: NMAA guidelines will apply

BUS TRANSPORTATION

Students are not allowed to walk home. 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. The transportation director can be reached at 908-2426 ext. 139.

All students must obey posted bus rules. The bus driver has the responsibility for the safety of the students. Students who misbehave can be denied the privilege of riding the bus. Our TCS Discipline policy will be followed and applied accordingly to transportation policies and procedures.

TRANSPORTATION changes will not be allowed for the 2017-18 school year. Any transportation arrangements will be made and put into effect at the beginning of each semester.

CLASS TIMES

Elementary 7:50 am – 3:00 pm

Mid/ High School 7:50 am – 3:00 pm

Student and classroom schedules can be made available upon request through the front office.

CLUBS/ ORGANIZATIONS

The clubs/ organizations 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.
- Have a faculty advisor approved by the Principal.
- Be an approved club organization.

COMMON CORE STATE STANDARD (CCSS)

The intent of Common Core State Standards are 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. Head Counselor – Rod Hansen rhansen@tohajiilee.com

COURSE CATALOG

The course book contains an overview of the entire TCS educational program and is available on our school website at tohajiileeschool.com.

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 get ahead. To'Hajiilee partners with the University of New Mexico, New Mexico State University, and Central New Mexico in offering courses. These grades are included on the high school transcript and calculated within the GPA.

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 emergency, Emergency Medical Services will be called immediately.

ENROLLMENT

The following documents are required to register for grades K-12. Parents/guardians must bring: birth certification (new students only); certification of Indian Blood (new students only); social security card (new students only); up-to-date immunization record (new students and returning students); family profile (parent's census numbers); family income; and legal guardianship documents. A behavior check of the enrollee's previous school will be conducted by administration before the student is allowed to become a student when the student is not enrolled during regular enrollment.

Kindergarten Policy – The State of New Mexico requires that new students entering Kindergarten must turn 5 years old on or before September 1st of that school year.

EXAMS/ ASSESSMENTS

To'Hajiilee Community School students are **required** to participate in standardized assessments that measure student progress.

1. New Mexico Standards Based Assessment (science) Grades 4, 7 & 11
2. PARCC – Partnership for Assessment of Readers for College & Careers Grade 3-12
3. Northwest Evaluation Association (NWEA) Grades FACE, Preschool, K – 12
4. Renaissance STAR assessment for Grades K-12 (AR/AM)
5. English Language Assessment Survey for Grades K-12

RECOMMENDED TO PARTICIPATE IN:

1. ACT – Recommended for College entrance Grades 11 & 12
2. ASVAB – Recommended for Military entrance Grades 9–12

FAMILY ENGAGEMENT PROGRAM

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

- ☐ Services Pre-K – 12th grade and adult students.
- ☐ Provides parents and families with opportunities to strengthen communication between school and home.
- ☐ Provides opportunities for parents to get to know each other and network.
- ☐ Offers parent training which focuses on ways to strengthen student academic achievement.

FIELDTRIPS

Upon registering a student for school, the parent or guardian will sign a one-time parent consent form allowing his/her child to participate in all school sponsored fieldtrips throughout the specified school year (excluding overnight fieldtrips).

- ☐ Students are not eligible to participate if they are suspended.
- ☐ Only children in the class may attend a field trip—no siblings.
- ☐ Students are to remain with their class and teachers at all times while on the field trips.
- ☐ Administration reserves the right to hold students back from a field trip due to behavior or grades

FIRE DRILLS

Students will evacuate according to the To'Hajiilee Community School Emergency Procedures Quick Reference procedures posted in the classroom. Students must follow the teacher's instructions and answer roll call according to the Fire Drill procedures with the "red" and "lime green" markers.

FUNDRAISING

All fundraising activities must have prior approval by the Principal. All clubs and organizations must have their Plan of Operation Form on file with the Business office. Failure to comply may result in the club being denied permission to do fundraising activities. All sales will take place during non-instructional time. An adult must supervise at all times. It is mandatory that any fundraising profits be deposited by class sponsors immediately after the sale with the Business Office personnel.

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, not acceptable for graduation credit

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	

GYM LOCKERS

Mid and high school students enrolled in P.E. classes will be assigned a locker. Lockers may not be shared. PE Teachers will do daily locker checks.

HALL PASSES

All students out of class need to have a hall pass, signed by a teacher, administrator, or counselor.

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.

LAW ENFORCEMENT JURISDICTION

The Navajo police have the responsibility for upholding laws on the school campus. The Federal Bureau of Investigation and/or BIA law enforcement will investigate serious crimes on the school campus.

LOCK DOWN 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 lock down drill is not released until the administrators alert staff in person.

LOST AND FOUND

All lost and found items should be taken to the front office. Library books should be taken to the library. Students should put their names on their belongings. Do not bring valuable items to school. **The school is not responsible for lost or stolen items brought to school 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.

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.

PHONE CALLS

Students may not use cellphones during school hours. Emergency calls only.

MISS TOHAJIILEE/ AMBASSADOR

Miss To'Hajiilee Community School is a title created by the Dine Culture Week pageant to recognize the qualities of young female students in grades 9–11, as a representative of the school. This individual will exemplify the attitude and moral virtues of Native American Youth within the community as well as Navajo Nation wide. Parent/ Guardians are responsible for all other expenses.

NAVAJO LANGUAGE AND CULTURE

Navajo Language & culture classes are provided from Preschool, FACE through 12th grade.

Since 1984, the Navajo Nation mandated instruction in Navajo language and culture in K-12 schools within its boundaries. There was a great concern then, and this concern still exists today, that fewer members of the Nation have access to their rich cultural and linguistic heritage.

NAVAJO SCHOOL CLOTHING PROGRAM

Students enrolled in FACE, Preschool, and K-6th grades and enrolled in the Navajo Tribe are eligible for Navajo Nation clothing assistance. Parents need to provide census numbers and clothing sizes if interested in participating.

NUTRITION

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

PARENT ADVISORY COMMITTEE (PAC)

Parent Advisory Committee meetings are held the third Wednesday of each month. All parents are encouraged to participate in the meetings and activities.

PARENT/TEACHER CONFERENCE DATES

Parents of TCS students are encouraged to participate as active members as well as monthly meetings. Parent/ Teacher conferences will be announced.

PARENT PORTAL

Infinite Campus has developed a Parent Portal to allow parents/guardians to view the records of their child(ren) via the Internet. TCS will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parent/guardians of students enrolled in the school will be allowed access to the Parent Portal. 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 to or remove any of the above functions from the Parent Portal at any time.

POLICY ISSUANCE

Policy states that any individual student that would like sponsorship to attend a workshop or seminar, that is a school sponsored event, has to be recommended by one of their teachers to the School board of Education, Inc., and the Principal.

PROGRESS REPORTS

A progress report will be sent to parents in the middle of each marking period for students whose achievement indicates possible failure or who are not working up to their level of potential. The report will be made out by the teachers and mailed home.

PROMOTION

- ☐ Elementary students will be promoted to the next grade, based on their teacher's recommendation, the minimum grade standard, the NM Public Education Department's attendance requirement, unless a Principal's waiver is obtained.
- ☐ High School students will receive credit for each course upon satisfactorily meeting the established criteria.
- ☐ High school students must successfully pass the New Mexico State Competency/PARCC Exam, 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 in order to succeed in school.

REPORT CARDS

Elementary and mid/high school student grades are reported four times a school year. This progress is reported on a 9-week progress report completed by the classroom teacher. Report cards will be mailed to a parent's address every 9 week grading period or given at parent/teacher conferences.

October 12, 2017	End of 1 st 9 weeks
December 15, 2017	End of 2 nd 9 weeks
March 14, 2018	End of 3 rd 9 weeks
May 24, 2018	End of 4 th 9 weeks

RESTRICTED AREAS

These are areas where students are not allowed. They include all areas where no staff supervision is provided (i.e. hallways/portables, etc. before and after school, etc.).

SCHOOL CLOSURE POLICY

On bad weather days, we may need to delay the start of school. School will begin two hours later than the regularly scheduled time. This information will be shared through the "shout out" system and on channels 4 and 7 daily news. You may also get on their website for more information.

SHOUT OUT

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

- ☐ All parent's information will be entered into our NASIS system at the beginning of the school year.
- ☐ Parents/guardians can update their phone numbers through the NASIS parent portal at any time.

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 student lockers 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 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, the odor of drugs or alcohol or the attention of a drug dog. This would justify a complete inspection of one's personal and school property, even without the student present.
- 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: school lockers, pockets, book bags, backpacks, purses, wallets, drug-sniffing dogs, school-wide belonging searches, shoes and socks, phones, and private vehicles.
- The To'Hajiilee Community School is not responsible for lost or stolen items that are unauthorized but brought to school by students.

SECTION 504/ AMERICANS WITH DISABILITIES ACT (ADA)

Federal laws prohibit discrimination against persons with a disability in any program.

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 under 18 years must give the registrar the names of people authorized to check-out their child/children.
- ❖ No person under the age of 18 or anyone under the influence of alcohol or drugs will be authorized to check-out a student.
- ❖ Students 18 years or over may check themselves out with the Principal's approval only in the event of a personal emergency (individual basis).

STUDENT'S PERSONAL VEHICLE

Open to students with a 3.0 GPA per semester, good behavior, and good attendance. Once a student qualifies, a parent must fill out a consent form for their child to bring their own personal vehicle. **Students are not allowed to transport other students in their vehicle. Students are required to obtain and display their parking pass at all times when on TCS campus.**

- Items required are:
 - Current Driver's License
 - Current Proof of insurance with the student's name on it.
 - Current Vehicle registration documents
- TCS is a closed campus. Students are not allowed to leave campus during the school day without written approval.

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 and he/she may be charged for replacement of a textbook.

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:
 - Students may not bring children (brothers, sisters, relatives, or friends) to school for any reason.
 - Upon graduation, seniors are no longer students of To'Hajiilee Community School and are classified as Alumni. They must follow the visiting policy.
- b) Parents;
 - Parents are encouraged to visit.
 - Visitors will only be allowed to visit the classroom of their own children. Proper identification will always be checked.
- c) FACE Students/Parents
 - Parents are encouraged to visit, but visiting children must be accompanied by their parents.
 - Visitors will only be allowed to visit the classroom of their own children.

- If a FACE parent is not in attendance for center-base class, a FACE parent must obtain a visitor's pass to be permitted on campus.
- d) 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.

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 child and work with him/her individually to help facilitate healthy behaviors. Our purpose is to help create a healthy child, family, and overall community.

- Upon receiving referrals from teachers, the Dean of Students will intervene and 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, and/or the To'Hajiilee Teen Court System.
- Out of school suspension is one of the consequences that TCS may employ when it is deemed necessary. While on suspension, students will not be allowed to participate in school events; such as, sports, games, dances, fieldtrips, and other special events.

VIOLATIONS

1. ASSAULT/ BATTERY –

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

1st offense: 3-10 days suspension, possible Long-term suspension or recommendation for expulsion pending DRB hearing, police citation issued, parents notified.

2nd offense: Long-term suspension or recommendation for expulsion, police citation issued, 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 Hearing.

3. BULLYING/ CYBER BULLYING

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

There is **NO TOLERANCE** for bullying. A bully is a child 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, taunting. Nonverbal behavior such as facial expression, pictures, and conveying threats are also considered bullying.

1st offense: Mandatory conference with an administrator. Notification made to parent. Suspension assigned based on situation. Mandatory counseling.

2nd offense: 1-3 days out of school suspension, parents notified.

3rd offense: Long-term suspension or recommendation for expulsion (DRB Hearing).

4. 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 both 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 both students. notify parents,

3rd offense: Long-term suspension or recommendation for expulsion (DRB Hearing).

5. 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, citation issued, counseling or long term suspension, depending on severity. (DRB Hearing).

2nd offense: Long-term suspension or expulsion and report to the law officers. Charges will be filed with the Prosecutor (DRB Hearing).

6. ELECTRONIC DEVICES

Definition: Electronic devices (Phones, iPads, etc.) are not allowed at TCS and will be confiscated by staff. **TCS will not be responsible for lost or stolen electronic devices. The best place for your electronic device is at home.**

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 Dean of Students and ONLY released to the parent/guardian, parent notified.

3rd offense: Staff will confiscate and it will be checked in with the Dean of Students 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 Dean of Student and ONLY released to the parent/guardian at the end of the SEMESTER, parents notified.

7. 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. Parents will be notified.

2nd offense: Meeting with Parents and school Principal

8. DEFIANCE OF SCHOOL PERSONNEL

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

1st offense: Verbal warning, notify parent

2nd offense: 1-3 days lunch detention or after-school detention or suspension, notify parents.

3rd Offense: after-school detention or suspension, notify parents.

9. 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, possible suspension,

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

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

10. DRESS CODE VIOLATION

Definition: TCS has expectations of students and staff to dress in an appropriate manner. Parents will be notified of students who require a change of clothing, due to attire infraction.

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

2nd offense: Parent/student conference

11. EXCESSIVE REFERRAL

Definition: Having 3 or more referrals.

1st offense: 3 referrals – DRB will meet to review discipline referral folder, letter to parents. Student will be present. Parent attendance is mandatory.

2nd offense: 5 referrals – DRB will meet again to review discipline referral folder and parent attendance is mandatory. Further discipline may be assigned.

3rd offense: 8 referrals – DRB will meet again to review discipline referral folder and parent attendance is mandatory.

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. Any legal charges are handled by the Navajo Nation Courts, not the To'Hajiilee Community School.

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. STUDENTS PERSONAL TRANSPORTATION: Students are not allowed to transport fellow classmates at any time.

1st offense: Notify Parents, on-campus driving privilege revoked for 5 days

2nd offense: Notify Parents, on-campus driving privilege revoked for 1 month

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

14. PROFANITY

Definition: The use of inappropriate, vulgar or obscene language. The use of swear words.

1st offense: Verbal warning, notify parents.

2nd offense: 1-3 days' after-school detention, notify parents.

3rd offense: 3-5 days suspension, notification of parents.

4th offense: DRB Hearing, parent attendance mandatory.

15. 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: Verbal warning, notify parents,

2nd offense: After-school self-respect education.

16. 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, 3-5 day suspension

3rd offense: DRB Hearing.

17. SUBSTANCE ABUSE AND SUSPECTED USE: (See page 20-21)

18. 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.

19. TOBACCO

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

1st offense: Confiscate tobacco, notify parents.

2nd offense: Confiscate tobacco, counseling, 1-3 days suspension and parent conference.

3rd offense: Confiscate tobacco, counseling, and 3-5 days suspension

20. TRUANCY ON CAMPUS (Ditching)

Definition: Students are absent from a class without authorization during school hours.

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.

21. TRUANCY OFF CAMPUS (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.

22. 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 lot. No student will attempt to harm or destroy technology data of another user or computer.

1st offense: DRB Hearing

23. VIOLATIONS ON THE USE OF TECHNOLOGY

23a. Inappropriate use of the internet. No student will access the school's computer network without permission. No downloading software without permission by teacher. Online communication is up to the discretion of the teacher. **Zero tolerance for pornography or any other sexual explicit materials will result in automatic suspension/possible expulsion. Note: No email access for all students.**

Offense: Student placed on contract. After-School Detention, meeting with parents

23b. Theft of information accessible via the internet. No student will use information gained through use of internet/network without appropriate authorization.

Offense: Student placed on contract. 1-3 day suspension. Meeting with parents.

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, guns, 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: DRB Hearing. Law enforcement notification

25. WEAPONS (combustible items)

Definition: No student shall have any combustible items e.g. aerosol sprays; spray paint, lighters, fireworks, tear gas, mace, pepper gas, and other explosives that may be harmful.

1st offense: DRB Hearing. Law enforcement notification

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.

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, 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 locker, possessions, or hidden on campus.

1st offense: 2-10 day 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. 5-10 day 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

3rd offense: DRB

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: 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, student 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 charged 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 can only recommend an action. The Principal or Assistant Principal may accept, alter, or dismiss any recommendations of the DRB. Actions of the Principal may be appealed to the To’Hajiilee Community School Board of Education, Inc. The parent may elect to withdraw their child if a long-term suspension or expulsion is recommended and approved by the principal. However, if the receiving school calls, the reasons for the long-term suspension or expulsion will be divulged.

1. The DRB will consist of at least three (3) school staff members
 - a. Chair – Leadership Team member
 - b. Staff Member
 - c. One instructional Staff member
2. The DRB will make a recommendation(s) by majority vote, based on the evidence presented at the hearing.

3. Members of the board may not participate in the hearing as witnesses or as counsel.
4. If neither the student nor parent(s) appear at the hearing on the appointed date/time, the hearing will be conducted without them.
5. Attendance at the hearing is limited to: the student, parent(s)/ guardian, counsel, witnesses, the DRB members, and a recorder.
6. The hearing will follow due process procedures.

The DRB will confer in private and give recommendations to the Principal.

DRESS CODE POLICY

To'Hajiilee Community School has the expectations that students, staff, and other service providers will dress in an appropriate manner for the importance of education. The school expects all students, staff, and other service providers to dress in a professional manner. To'Hajiilee Community School has the authority to enforce the dress policy as it sees fit.

(CONSEQUENCES – See Dress Code Violation Page 17)

To'Hajiilee Community School Board Inc., is not responsible or liable for accidents. Heeleys and skateboards are NOT ALLOWED on campus and will be confiscated.

Bandanas, beanies, hairnets, caps, blankets, slippers, pajamas and “do” rags will be confiscated.

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 or athletic program are as follows:

- 1) Students are to abide by the To'Hajiilee School Student/Parent Handbook.
- 2) All students are to carry a grade point average of 2.0 or better for the immediate previous nine-week grading period and maintain the standard during the school sponsored activity.

HIGH SCHOOL GRADUATION REQUIREMENTS
(The N.M. State and To'Hajiilee School Board Requirements)

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 shall be required to receive a High School Diploma. (NM requirement 09-09-2011)

A. COURSEWORK REQUIREMENTS for the Class of 2018:

Content:	Course Name:	Credit Requirements:
English	English 9, English 10, English 11, English 12	4.0
Math	Algebra I, Geometry, Algebra II, Pre-Calculus	4.0
Science	Biology, Chemistry, Physics	3.0 (two of which must have lab)
Social Studies	U.S. History & Geography, World History & Geography, N.M. History, U.S. Government, Economics	3.5
Physical Education		1.0
Health		.5
Navajo Language	Navajo Language I, Navajo Language II *Most colleges and universities require 2 credits of the same native language	1.0
Navajo Studies	Culture, Government, History	1.0
Career Cluster/ Career Readiness		1.0
Electives		6.0
		25.0

B. NM STATE ASSESSMENT REQUIREMENTS:

1. Portfolio demonstrating competency.
2. NWEA BOY, MOY, EOY Assessments
3. SBA Standard Based Assessment
4. PARCC

STUDENT CODE OF CONDUCT

The purpose of the To'Hajiilee Community School of Conduct is:

- 1) To ensure a safe environment for teaching and learning which is protected from disruption and harassment.
- 2) To provide information to students and parent about rules and regulations of the school and possible penalties for violations of these rules and regulations.
- 3) To provide uniform administrative and disciplinary procedures within the school.
- 4) To 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 engages 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.

This 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.

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 Principal 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.



Student's name (print) _____ *Grade:* _____

To'Hajiilee Community School STUDENT Code of Conduct Grades 6 – 12, 2017-2018 School Year

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

I will be Respectful:

1. I will not use foul language, or participate in bullying, name-calling, or fighting.
2. I will raise my hand to be heard and will not interrupt others.
3. I will follow adult directions.
4. I will practice and maintain Aheeh jinizin (Be appreciative and thankful)
5. I will Keep personal space and maintain privacy.

I will be Responsible:

6. I will attend school each day on time.
7. I will complete all homework and classwork given by the teacher and submit the work to the teacher **on time**.
8. I will not have personal electronic devices (i.e. cell phones, laptops, iPads, music players, etc.) in class without permission.
9. I will follow the school's dress code.
10. I will not have food or drinks in the classroom without permission, with the exception of water.
11. I will keep the school and campus clean and beautiful.
12. I will follow the rules and regulations outlined in the Student/Parent Handbook.
13. I will seek acceptance to a four-year college or university prior to graduation.

I will be Safe:

14. I will not use/sell/distribute illegal drugs, alcohol, or tobacco.
15. I will not leave the school grounds or campus during the school day.
16. I will not engage in violent behavior.
17. I will not bring weapons or toy weapons of any kind to school.

I will Walk in Beauty –Hozhoojik'ehgo Nanitin ("Blessing Way Teachings):

- Ha' ahwiinit'I (Be generous and kind)
K'ezhnidzin (Acknowledge and respect kinship and clanship)
Hwil ili (Respect values)
Hazaad baa ahojilya (Have reverence and care of speech)
Hazho'o ajiists'aa' (Listen carefully)
Ha hozho (Show positive feelings toward others)
Hanaanish baa haah jinizin (Have respect and care for your work)

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:* _____

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

Parent's Signature: _____ *Date:* _____



Student's name (print) _____ *Grade:* _____

**To'Hajiilee Community School STUDENT Code of Conduct Grades K-5
2017-2018 School Year**

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

I will be Respectful:

1. I will not say bad words or be mean to others.
2. I will raise my hand and not interrupt others.
3. I will follow directions.
4. Aheeh jinizin (Be appreciative and thankful) will be observed.
5. I will respect personal space, others' privacy and personal belongings.

I will be Responsible:

6. I will be in school every day on time.
7. I will do my homework and turn it in to the teacher on time.
8. I will not bring personal electronic devices (i.e. cell phones, laptops, iPads, music players, etc.).
9. I will follow the school's dress code (Bandanas, beanies, hairnets, caps, blankets, slippers, pj's, and "do rags" are not allowed on campus).
10. I will not bring food or drinks without permission. I can only bring water.
11. I will keep the school and campus clean and beautiful.
12. I will follow the rules.

I will be Safe:

13. I will tell my teacher if I see students using or bringing drugs to school.
14. I will not leave the school grounds or campus during the school day without a parent or staff member.
15. I will not hurt others.
16. I will not bring weapons or toy weapons of any kind.

I will Walk in Beauty –Hozhoojik'ehgo Nanitin ("Blessing Way Teachings):

Ha' ahwiinit'I (Be generous and kind)
K'ezhnidzin (Acknowledge and respect kinship and clanship)
Hwil ili (Respect values)
Hazaad baa ahojilya (Have reverence and care of speech)
Hazho'o ajiists'aa' (Listen carefully)
Ha hozho (Show positive feelings toward others)
Hanaanish baa haah jinizin (Have respect and care for your work)

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:** _____

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

Parent's Signature: _____ **Date:** _____

SAFE SCHOOL CONTRACT

To make our school campus a safe place for all students, staff, and visitors, the following rules have been set for the school year 2017-2018:

- 1) Student rights and responsibilities are outlined in the Student/Parent handbook.
- 2) The school dress code will be followed.
- 3) Bandanas, beanies, hairnets, caps, blankets, slippers, pajamas, and “do rags” are not to be worn anywhere on campus or on the buses.
- 4) Violence of any kind WILL NOT be tolerated and may lead to immediate expulsion.
- 5) Possession of weapons shall result in suspension/expulsion. Having a gun on campus will result for immediate expulsion. (Toy guns are not acceptable).
- 6) Possessing alcohol, marijuana, narcotics, other dangerous drugs, paraphernalia will be reason for a screening referral and a possible extended suspension or expulsion. Police may use drug dogs to sniff out location at any time without warning.
- 7) The selling or distribution of alcohol, marijuana, narcotics, other dangerous drugs, paraphernalia to another student shall result in immediate expulsion.
- 8) All students are required to attend school every day unless officially excused. Excessive absences could lead to loss of credit and/or being dropped from school. Parents can be prosecuted and jailed for permitting excessive absences. See attached memorandum from To’Hajiilee Court system.
- 9) Vandalism/Arson: Destruction of property will be cause for disciplinary action including repayment of repair and replacement costs.
- 10) NO food or drinks will be permitted in the classrooms (with exception of cafeteria) unless approved by school officials.
- 11) Language is to be respectful at all times. Use of profanity may result in suspension.

Students and parents are expected to sign this contract. Questions regarding its content are to be addressed to the Principal.

We have read and agreed to abide by these rules.

Student’s Signature

Parent/Guardian’s Signature

Date