

HOTEVILLA BACAVI COMMUNITY SCHOOL



Student-Parent Handbook School Year 2024-2025

Approved September 19, 2024

MISSION STATEMENT

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

“Itam itàatsatsakmuy aw unangtapye’ pumuy tutuqaynaykyangw äqalantotaqw puma suyan yep naami nanapte’. Itaanaqyumni, Itaaposimyakyangw, yep itamungem lavaywisni”

Welcome Students & Families!

On behalf of The Hotevilla-Bacavi Community School Board and faculty, we welcome you to the 2024-2025 School Year. We encourage parents, family, and community members to visit the classrooms as appropriate and attend school functions. We believe that with parent and student cooperation, participation and interest, the staff at HBCS can make a greater impact on a student’s academic, social, emotional and physical development.

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

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

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

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

HOTEVILLA BACAVI COMMUNITY SCHOOL
Student/Parent Handbook School Year 2024-2025

Governing School Board Members

Todd Honyaoma, Sr.	School Board President
Stewart Nicholas	School Board Clerk
Matthew Duyongwa	School Board Member

Administrative & Support Staff

Lisa Murphy	Interim Principal/Kindergarten Teacher
Marie Kidde	Administrative Assistant
Beatrice Ramirez	Business Manager/Human Resource Manager
Johanna Takala	Business Technician
Dalen Pashano	Facility/Transportation Manager/Bus Driver
Craig Masayesva	Custodian/Laborer
Dajuan Talayumptewa	Laborer
Alvina Thompson	Custodian
Gilene Benally	Bus Driver
Clarina Poleahla	Bus Driver
Emily Mutz	Food Service Technician
Carmen Nasevaema	Cook I
Le'Andra Watson	Cook II

Teaching Staff

Brandon Dashee	First Grade (Substitute Teacher)
Tiah Honanie	Second Grade (Substitute Teacher)
Devonne Siquah-Choyou	Third Grade Teacher (Substitute Teacher Title II)
Sandra Masayesva	Fourth Grade Teacher
Bhell Jhon Moises	Fifth Grade Teacher
Bryant Honyouti	Sixth Grade Teacher
Josephine Tagarao	Seventh Grade Teacher
Maria Marticion	Eighth Grade Teacher

Instructional Aides

Marilyn Parra	Cultural and Language Technician (Hopi Lavayi)
Pam Ovah	Health and Fitness Technician
Arturo Perez	Computer Technician
Ursa Lomayaktewa	Teaching Assistant

Special Education Department

Kymerle Dashee	Special Education Teacher
----------------	---------------------------

TABLE OF CONTENTS

SECTION A: PURPOSE & GUIDELINES

Student/Parent/Staff Handbook Purpose
What are the guidelines? Guiding Principles

SECTION B: GENERAL INFORMATION

- STUDENT RIGHTS & RESPONSIBILITIES
- HOURS of OPERATION & INFORMATION
- DAILY SCHEDULE
- ATTENDANCE
- STUDENT SIGN OUT & RELEASE
- CHILD CUSTODY
- ACCIDENT AND EMERGENCY NOTIFICATION
- CONTACT INFORMATION
- WITHDRAWALS OR TRANSFERS
- STUDENT BEHAVIOR MANAGEMENT PROCESS
- OFFICE REFERRAL FORM

SECTION C: STUDENT SPECIFIC

- TRANSPORTATION / BUS ROUTES & RULES
- STUDENT DRESS CODE
- STUDENT CONDUCT
- DUE PROCESS
- DEFINITIONS OF ACTIONS
- PERSONAL PROPERTY AT SCHOOL
- SEARCH & SEIZURE
- VIOLATIONS/CONSEQUENCES
- DISCIPLINE MATRIX
- SEXUAL HARASSMENT & BULLYING
- REPORTING CHILD ABUSE
- HEALTH & MEDICAL RELATED

SECTION D: ACADEMIC SUPPORT

- ACADEMIC PROGRESS, GRADING, PROMOTION, & RETENTION
- CONFERENCES
- CLASSROOM CELEBRATIONS
- HOMEWORK
- HONOR ROLL
- CURRICULUM
- ASSESSMENT
- EDUCATIONAL FIELD TRIPS
- HIGHLY QUALIFIED TEACHERS
- NEWSLETTERS
- PARENT INVOLVEMENT
- PROGRAMS

SECTION E: ADMINISTRATIVE RESPONSIBILITY

- TIPS for ENCOURAGING SUCCESS
- ACKNOWLEDGEMENT PAGE

SECTION A: PURPOSE & GUIDELINES

PURPOSE OF HANDBOOK

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

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

GUIDELINES FOR STUDENT-PARENT HANDBOOK

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

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

You are encouraged to read and develop a thorough understanding of the details of these Guidelines.

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

The policies and procedures which guide this document are available in the Administrative Office and upon request. You can also find a copy of the school's website at www.hbcschool.net.

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

Acknowledgement Page

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

SECTION B: STUDENT RIGHTS & RESPONSIBILITIES

Students' Rights

Students at the School have and shall be accorded the following rights:

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

Students' Responsibilities

General student responsibilities are as follows:

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

OFFICE HOURS

Monday – Friday

7:30 a.m. – 4:00 p.m.

Half Day Wednesdays

7:30 a.m.-12:30 p.m.

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

INSTRUCTIONAL HOURS

Monday – Friday

START 8:05 a.m. END at 3:00 p.m.

Half-Day Wednesdays (please refer to school calendar)

START 8:05 a.m. END at 12:30 p.m.

Monday, Tuesday (after school activities)

START 3:00 p.m. END at 5:00 p.m.

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

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

DAILY STUDENT SCHEDULE

7:30 – 8:00 AM Breakfast Served (**STUDENTS SHOULD NOT BE DROPPED OFF BEFORE 7:30 AM, THERE IS NO SUPERVISION. STAFF DO NOT REPORT UNTIL 7:30 AM**).

7:45 – 8:00 AM Breakfast Supervision
Supervised recess**

INSTRUCTIONAL DAY BEGINS

8:00 AM First Bell; Students Report to Classroom Teacher

8:05 AM Tardy Bell

Students arriving after 8:05 a.m. are considered tardy, and must report to the front office for a tardy slip

8:05 AM- 11:30 AM Academic Instructional Block (K-4)

11:30 a.m. – 12:30 PM K-4 LUNCH/Recess

8:05 AM- 12:00 PM Academic Instructional Block (5-8)

11:30 AM-12:00 PM 5-8 Recess

12:00 PM-12:30 PM 5-8 LUNCH/

3:00 PM DISMISSAL

3:05 PM BUS DEPARTURE

*11:30 a.m. – 12:30 P.M. K-4 LUNCH WEDNESDAY (**Half days**)

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

12:30 PM Half Day Dismissal on Half Day Wednesdays (Refer to school calendar)

12:35 PM Bus Departure

****Recess as weather permits**

ATTENDANCE

HBCS is committed to the philosophy that students should be in attendance at school every day. We believe that the major responsibility for regular school attendance belongs to the parent(s), guardians and students. Students are required by Hopi and Federal law to attend school.

1. On the day following any absence, and at the beginning of the school day, bring and deliver to the front office a note from and signed by the student's parent, guardian or doctor which explains the reasons for the student's absence.
2. Immediately upon returning from any type of absence, the student must ask his/her teacher(s) for any missed assignments. The teacher remains responsible for ensuring that the student receives all assignments. The student must then promptly complete and turn in any missed work or assignments, so they are not behind.

Students are required to be in school a minimum of one hundred seventy (170) days per school year. There are approximately one hundred eighty (180) days of school in a school year. All students at HBCS are expected to be present in their classes every school day, unless absent, with a valid reason in accordance with HBCS Policy.

- a. Daily attendance will be taken. If a student is absent from school the parent/guardian will be called immediately by the Administrative Assistant to address the absence.
- b. Students who have excessive absenteeism (excused or unexcused) may result in a referral to the Tribal Child Protection services and Law Enforcement.
- c. Students who are absent 5 or more days or 3 consecutive days, without a valid excuse will be required to have a parent conference with HBCS Staff.
- d. After ten (10) days of absences in a school year, a warning letter will be sent to the parents and a conference will be held with the Teacher and Principal regarding a student's absences.
- e. According to Federal law a student will be dropped with ten (10) consecutive absences. The student will be required to re-apply for conditional enrollment before the student may be readmitted to the School.
- f. A student may be retained if he or she has more than fifteen (15) days absences.
- g. Example of an unexcused absence are out of town, babysitting a sibling, no babysitter and missed the bus. All attendance matters will be handled on a case-by-case basis and addressed by the Attendance Leadership Team.

STUDENT SIGN OUT & RELEASE

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

CHILD CUSTODY

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

ACCIDENT AND EMERGENCY NOTIFICATION

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

PARENT/GUARDIAN CONTACT INFORMATION

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

WITHDRAWAL PROCEDURE

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

STUDENT TRANSFERS

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

ABSENT DURING THE SCHOOL DAY

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

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

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

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

Define Behavior Expectations. A small number of clearly defined behavioral expectations are defined in positive, simple rules. At HBCS our expectations are “The Wildcat Roar” Respectful Actions, Only Safe Behavior, Always Do Your Best, and Responsible Choices.

Teach Behavior Expectations. The behavior expectations are taught to all students Kindergarten through Eighth grade. The general rule is presented, the rationale for the rule is discussed, positive examples “the right way” are described and rehearsed and negative “the wrong way” are described and modeled. Students are given an opportunity to practice “the right way” until they demonstrate fluent performance.

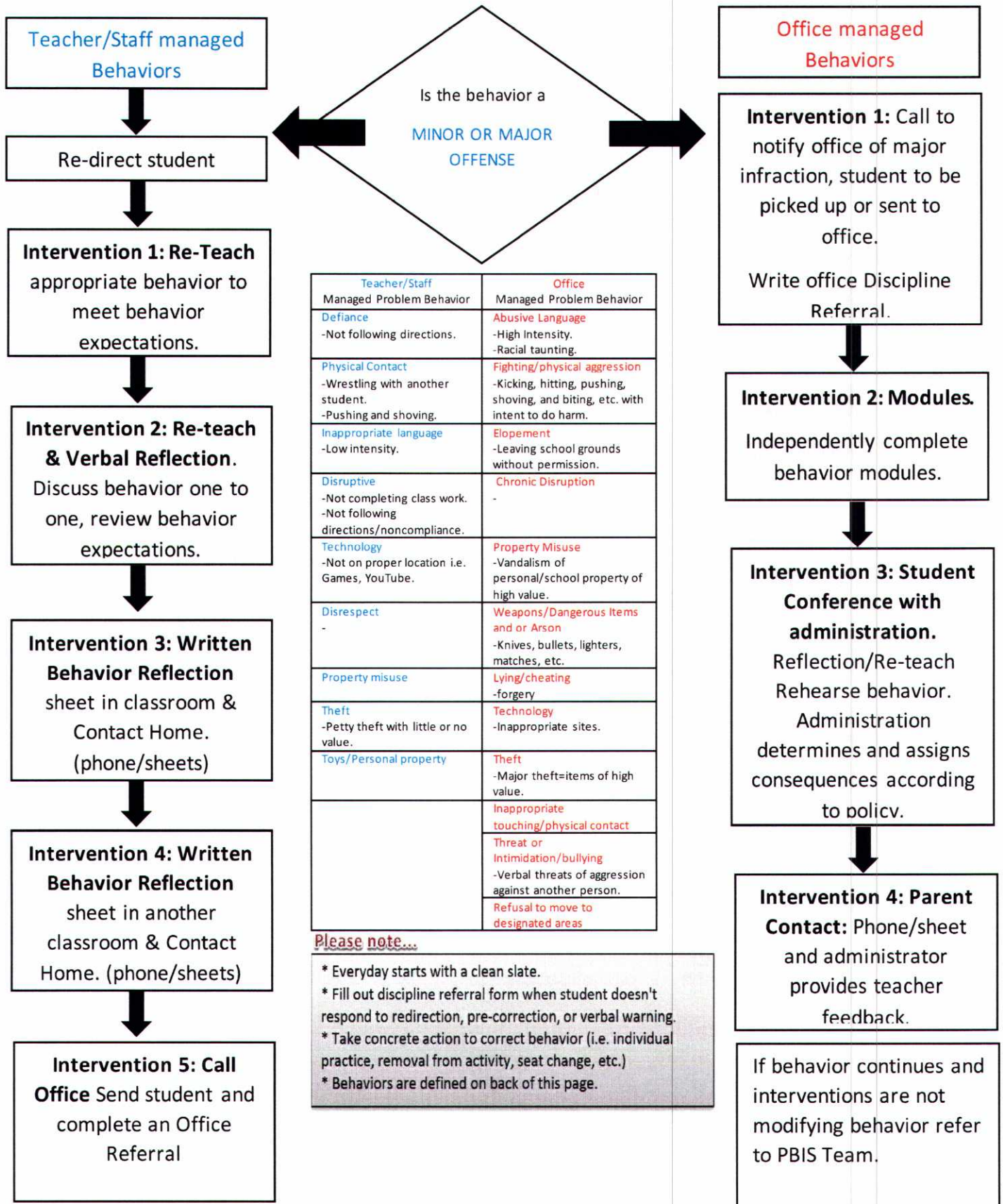
Acknowledge Appropriate Behaviors. HBCS has developed a formal system that rewards positive behavior. A “Pawsitive Ticket” is a form used by all staff, to use at their discretion, as a tool of encouragement and a student motivator.

Proactively Correct Behavior Errors. When students violate behavioral expectations there is a clear predictable system in place to address those behaviors.

The PBIS Leadership has developed the following documents, HBCS Documentation of Behavior Form, HBCS Behavior Definitions and HBCS Behavior Flow Chart.

HOTEVILLA/BACAVI COMMUNITY SCHOOL

Behavior Flow chart



Hotevilla/Bacavi Community School Behavior Definitions

Minor Problem Behaviors	Definition
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines outlined in the student handbook, such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.
Disrespect	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
Disruptive	Student engages in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, blurting out, etc.
Failure to follow school rules	Disregard to school-wide expectations. Examples: running in the halls, inappropriate voice, taking turns, etc.
Physical Contact	Student engages in non-serious, but inappropriate physical contact such as not keeping hands to self, playing roughly on playground, picking up others, etc.
Property Misuse	Student engages in low-intensity misuse of property such as writing on books, destroying school supplies or property, using playground equipment improperly.
Defiance	Student engages in brief or low-intensity failure to respond to adult requests. Example: when asked to do something, student says "No, I don't want to."
Stealing	Student engages in minor acts of stealing. Example: takes pencils from another student.
Major Problem Behaviors	Definition
Abusive Language	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way that is directed at someone.
Fighting/ Physical Agression	Student engages in actions involving serious physical contact where injury may occur. Example, hitting, punching, throwing objects, etc.
Defiance	Student engages in continuous refusal, to follow directions, talks back, and/or delivers socially rude interactions.
Disrespect	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
Harrassment/ Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.
Lying/ Cheating	Student delivers message that is untrue and/ or deliberately violates the rules.
Failure to follow school rules	Repeated disregard for school-wide expectations.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

**Hotevilla/Bacavi Community School
Documentation of Behavior Form**

Name: _____

Gender: Male Female

Grade: K 1 2 3 4 5 6 7 8

Referring Staff: _____

Date: _____

Time _____

Location
<input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Gym <input type="checkbox"/> Computer Lab <input type="checkbox"/> Bus loading zone <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Building location: Main Building/Jr High Classroom <input type="checkbox"/> On Bus <input type="checkbox"/> Other/ECC <input type="checkbox"/> SPED Classroom <input type="checkbox"/> Bathroom: Main building/Jr. High building <input type="checkbox"/> Special event/assembly/fieldtrip <input type="checkbox"/> PAW Store

Minor Problem Behavior	Major Problem Behavior		
<input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Disrespect/Noncompliance <input type="checkbox"/> Disruption <input type="checkbox"/> Failure to follow school rules <input type="checkbox"/> Physical Contact <input type="checkbox"/> Property Misuse <input type="checkbox"/> Defiance <input type="checkbox"/> Stealing <input type="checkbox"/> Theft-Petty theft with little or no value <input type="checkbox"/> Toy/Personal property	<table style="width:100%;"> <tr> <td style="width:60%; vertical-align: top;"> <input type="checkbox"/> Abusive Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Inappropriate touching/physical contact <input type="checkbox"/> Damage to Electronics <input type="checkbox"/> Refusal to move to designated area <input type="checkbox"/> Disrespect/Insubordination/Noncompliance <input type="checkbox"/> Harassment/Bullying/Cyberbullying <input type="checkbox"/> Theft-High value items <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Failure to follow school rules <input type="checkbox"/> Threat or Intimidation/Bullying </td> <td style="width:40%; vertical-align: top;"> <input type="checkbox"/> Defiance <input type="checkbox"/> Drug/alcohol <input type="checkbox"/> Elopement <input type="checkbox"/> Weapons <input type="checkbox"/> Attendance 3-5 days </td> </tr> </table>	<input type="checkbox"/> Abusive Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Inappropriate touching/physical contact <input type="checkbox"/> Damage to Electronics <input type="checkbox"/> Refusal to move to designated area <input type="checkbox"/> Disrespect/Insubordination/Noncompliance <input type="checkbox"/> Harassment/Bullying/Cyberbullying <input type="checkbox"/> Theft-High value items <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Failure to follow school rules <input type="checkbox"/> Threat or Intimidation/Bullying	<input type="checkbox"/> Defiance <input type="checkbox"/> Drug/alcohol <input type="checkbox"/> Elopement <input type="checkbox"/> Weapons <input type="checkbox"/> Attendance 3-5 days
<input type="checkbox"/> Abusive Language <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Inappropriate touching/physical contact <input type="checkbox"/> Damage to Electronics <input type="checkbox"/> Refusal to move to designated area <input type="checkbox"/> Disrespect/Insubordination/Noncompliance <input type="checkbox"/> Harassment/Bullying/Cyberbullying <input type="checkbox"/> Theft-High value items <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Failure to follow school rules <input type="checkbox"/> Threat or Intimidation/Bullying	<input type="checkbox"/> Defiance <input type="checkbox"/> Drug/alcohol <input type="checkbox"/> Elopement <input type="checkbox"/> Weapons <input type="checkbox"/> Attendance 3-5 days		

Motivation
<input type="checkbox"/> Seeking Attention Peer/Adult <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peer/adult/task <input type="checkbox"/> Satisfaction

Others involved: None Peer(s) Staff Teacher Substitute

Teacher Intervention	Administrative Consequence		
<input type="checkbox"/> Redirect student <input type="checkbox"/> Re-Tech Appropriate Behavior <input type="checkbox"/> Re-Teach & Verbal Reflection <input type="checkbox"/> Written Behavior Reflection(classroom/other classroom) <input type="checkbox"/> Student choice to self-regulate (Wildcat Den/Picnic tables/sensory tools)	<table style="width:100%;"> <tr> <td style="width:60%; vertical-align: top;"> <input type="checkbox"/> Time in office-15 min max <input type="checkbox"/> In-school suspension <input type="checkbox"/> Conference w/student <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Time-Out/Detention </td> <td style="width:40%; vertical-align: top;"> <input type="checkbox"/> Parent contact <input type="checkbox"/> Restitution </td> </tr> </table>	<input type="checkbox"/> Time in office-15 min max <input type="checkbox"/> In-school suspension <input type="checkbox"/> Conference w/student <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Time-Out/Detention	<input type="checkbox"/> Parent contact <input type="checkbox"/> Restitution
<input type="checkbox"/> Time in office-15 min max <input type="checkbox"/> In-school suspension <input type="checkbox"/> Conference w/student <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Time-Out/Detention	<input type="checkbox"/> Parent contact <input type="checkbox"/> Restitution		

Days Suspended: Total number of days _____ Beginning date _____ End date _____ Date to return to class _____

Other comments: _____

Student's signature: _____ Date: _____

Teacher's signature: _____ Date: _____

Administrator's signature: _____ Date: _____

Parent's signature: _____ Date: _____

WHITE - PARENT YELLOW - OFFICE PINK - TEACHER

Revised 8/29/2024

SECTION C: STUDENT SPECIFIC

TRANSPORTATION / BUS ROUTES

A morning and afternoon bus route schedule will be distributed at the beginning of the school year to all bus riders. In the event times or locations change during the school year, HBCS will notify families prior to the change via HBCS Website, HBCS Facebook page, and One Call system.

BUS RULES

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

SAFETY RULES FOR ALL SCHOOL BUS PASSENGERS

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

WAITING FOR THE BUS

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

BOARDING THE BUS

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

RIDING THE BUS

- a. Listen to and follow the bus driver's directions.
- b. Sit facing forward in your seat. Be courteous and keep your hands and feet to yourself. Put your books or backpack on your lap.

- c. Keep the aisle clear.
 - d. Ask the bus driver for permission to open the window.
 - e. Keep your hands, arms, and head inside the bus at all times. Do not throw anything inside or outside of the bus.
 - f. Talk quietly and always remain seated.
 - g. The emergency exit windows, and roof exit controls are to be used only in case of an emergency or during planned bus evacuation drills.
 - h. No food or drinks are allowed on the bus. Drugs and Alcohol are strictly prohibited on the bus.
 - i. The bus is not a playground. No fighting or horseplay is allowed on the bus.
 - j. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
 - k. Keep the area around your seat clean, pick up all trash around your area.
 - l. The condition of your school bus shows how you feel about your school. Show your pride in helping your bus driver to keep the bus clean and in good shape.
 - m. Do not mark, cut or damage the seats. Vandalism lowers your respect among your classmates.
 - n. Never tamper with the bus or any of its equipment. Any damage caused by a student will be paid by the student's parent.
1. Students are to ride their assigned bus to and from the School every day except when they are transported by their parents.
 2. It is the parent's responsibility to promptly pick-up their students at bus drop-off sites. Buses will not remain at drop-off sites after students have exited the bus. Bus drivers are required by school policy to drop off students at designated sites only and to leave the drop-off site immediately after the students exit from the bus. These rules apply for regular bus runs and activity runs.

CHANGE TO BUS DROP OFF AND PICK UP LOCATION

Parents/legal guardians **MUST SUBMIT CHANGES IN DISMISSAL ARRANGEMENTS, either in writing or verbally to the Administrative Assistant BY 2 PM and 11:30 a.m. on Half Days** of the day the expected change is anticipated. The only exception is if there is a verified emergency. Without prior notice, students will be dropped off at existing routes or released at dismissal.

STUDENT DRESS CODE

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

1. Only shorts and skirts that are hemmed and no shorter than three inches above the knee may be worn.
2. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
3. Clothing such as bare midriffs, halter-tops and spaghetti straps are unacceptable. See-through clothing is prohibited.
4. "Homie" T-shirts and other types of clothing that display gang-style pictures, slogans or symbols are prohibited (i.e., "8-Ball," "South Side," "Low Rider").

5. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs, tattoos—all existing tattoos must be covered).
6. Any clothing or jewelry that symbolizes drugs, alcohol, sex, satanism, tobacco, or any lewd act is expressly forbidden. This includes profanity or defamatory writing on clothing or jewelry.
7. Gang-related personalization of any sort is not permitted on hats, clothing, or one's person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
8. Shoes must be always worn. Bare feet are not acceptable. Close-toed shoes must be worn for any type of physical activity, such as recreation.
9. Sunglasses are to be worn outside only.
10. All belts will be tucked and will not be allowed to hang in front.
11. Offensive body language or movements and hand gestures (including gang related) will not be allowed.
12. Students who have a tattoo must cover it to avoid exposure and any influence on other students.

STUDENT CONDUCT

Students are prohibited from:

- Possession, use distribution or selling of alcohol/tobacco products.
- Chewing gum in the cafeteria.
- Damaging school property / vandalism. Students and their parents will be responsible for all costs to repair or replace damage.
- Engaging in any activity that disrupts the school day.
- Defacing or writing graffiti on school property.
- Disrespecting teachers, staff, visitors, or each other.
- Using obscene gestures or language.
- Fighting, hitting, wrestling, and tickling other students
- Using or in the possession of any drug paraphernalia. The possession, use, distribution, or selling of drugs, alcohol, and controlled substances.
- Bringing a cell phone to school.
- Stealing from students, school, and staff. Law enforcement will be notified.
- Wearing head gear (beanies, caps, hoods & hats) in all buildings.
- Wearing shoes with wheels to school.
- Bullying (threats, name calling and put downs).
- Bringing roller skates, roller blades, and skateboards on campus.
- Loaning personal clothing items to another.

Students are to have some latitude in making choices for themselves; they shall respect the rights of all school employees, students and property. Interference with those rights will not be tolerated.

STUDENT DUE PROCESS

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

Summary (Immediate) Suspension Provision:

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

Special Education Students:

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

Use of Force:

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

DEFINITIONS of ACTIONS

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

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

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

PERSONAL PROPERTY AT SCHOOL

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

SEARCH AND SEIZURE

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

The Principal or designee may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. The Principal or designee making a search or seizure will follow these guidelines:

1. General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the School, staff, or students' health, safety, welfare, and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

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

VIOLATIONS /CONSEQUENCES

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

REMOVAL FROM ACTIVITIES

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

PROCEDURES FOR CONCERNS

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

STUDENT HARASSMENT, INTIMIDATION AND BULLYING

The Board prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying (electronic or otherwise), or other discriminatory, disruptive or violent behavior is conduct that disrupts a student's ability to learn or School's operations or ability to educate its students in a safe environment.

"Harassment, intimidation or bullying" means any gesture or written, verbal, electronic or physical act that takes place on school property, at any school-sponsored function, on a school bus or off

school grounds if it causes the prohibited outcomes noted in this policy and/or applicable law, or otherwise disrupts the operation of school and that:

1. Is motivated by:

- a. Any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. Any other distinguishing characteristic; or,
- c. The desire to or which has the effect of exercising or imposing undue and inappropriate power, authority, influence and/or control over another(s).

2. And which:

- a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the students' health, safety and welfare.

Cyberbullying may occur both on campus and off school grounds (off school grounds when it impacts School operations or has a discriminatory effect) and may involve student use of School's internet system, electronic system, or student's use of personal electronic or digital devices while at school, not at school or in student's home, such devices as cell phones, digital cameras, personal computers and other such devices to engage in bullying.

Students found to be bullying, harassing, or intimidating others will be disciplined.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member. School personnel are to maintain appropriate confidentiality of the reported information.

The school prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or the Principal's designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and school policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

SEX-BASED HARASSMENT/DISCRIMINATION

The School does not discriminate on the basis of sex and prohibits sex discrimination in any program or activity it operates as required by Title IX of the Education Amendments of 1972 as amended.

Sex discrimination includes sexual harassment which is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or

opportunities in the School's program. Title IX prohibits sexual harassment and other harassment on the basis of sex.

To report information about conduct that may constitute sex discrimination or ask questions about Title IX, contact the School Title IX Coordinator (the Principal) or the United States Department of Education's Office for Civil Rights or both.

The School's Student Sexual Harassment Policy is Policy Section 9.27

REPORTING CHILD ABUSE

All reporting under this policy shall be done in strict compliance with the current Suspected Child Abuse/Neglect (SCAN) policies, procedures. This policy is enacted pursuant to the Indian Child Protection and Family Violence Prevention Act, Pub. L. 101-630, 1990. In accordance with tribal, state, and federal law, HBCS employees are mandated to report according to established procedure, any suspected child abuse and/or neglect.

It is the policy of Hotevilla Bacavi Community School that child abuse, whether physical, emotional, or sexual, be recognized and reported to the proper authorities. It shall be the duty and responsibility of each member of the Hotevilla Bacavi Community School staff in contact with students to be aware of the criteria for identifying a student's mood, conduct, physical condition, and educational performance as they may suggest the presence of abusive influences and experiences and to report the same to the appropriate authority. Classroom teachers, school counselors, and all staff whose duties require regular contact with students shall receive training in the recognition of the symptoms of abuse, recommended methodologies of interacting and counseling with students who are suspected to be the victim of abuse and the record keeping and reporting procedures promulgated in support of this policy.

STUDENT INJURY REPORTS

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

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

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

MEDICINES AT SCHOOL

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

If a student is placed on a special or prescription medication by a licensed physician, the medication will be kept in a locked cabinet in a designated area. Medication will only be dispensed in accordance with the directions given by the treating physician. It is the parent/guardian's

responsibility to provide the school with current directions signed by the physician. Medication will not be dispensed without a label and instructions by the physician.

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

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

SECTION D: ACADEMIC SUPPORT

ACADEMIC PROGRESS

STUDENT PROGRESS

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

GRADING

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

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

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

Kindergarten uses a different grading system that is developmentally appropriate.

PROMOTION

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

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

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

Promotion Requirements K-8th

1. Satisfactory completion of class assignments, projects, and tests appropriate to the grade level as determined by the teacher.
2. Attendance: Excessive absenteeism may result in retention. Bureau of Indian Education policy states a student will be dropped after ten (10) consecutive days absent.
3. Students are required to pass all core subject areas (language arts, math, and science).
Attendance: All students are expected to attend class daily.
4. Academic progress is required and must be demonstrated

Report Cards

Parents/Guardians who do not attend the Parent Teacher conferences will have their child's report card mailed. The 2nd and 4th quarter report cards will be mailed to parents/guardians. Report cards will be marked in a manner to reflect uniform standards. Progress grades for Computer Literacy, Hopi Lavayi and Physical Education will be provided, however, these grades will not be averaged in determining Honor Roll. Parent Teacher Conferences will be held for the first and third quarters.

Special Education

Students enrolled in special education are required to make progress toward IEP goals and objectives. A multi-disciplinary team of educators will make the final determination concerning retention.

RETENTION

A decision to retain a student will be made after careful study of facts relating to the student's growth and development. **The school may consider retention in a particular grade if a student does not meet grade-level expectations or has extensive absences.** The decision should be in the best interest of the student. Retention may be considered at any grade level.

CONFERENCES

- Parent-Teacher conferences are scheduled twice a year, once in the fall and once in the spring and will be held telephonically or in person

- Teachers and parents are encouraged to schedule additional conferences as needed throughout the school year.

ACTIVITIES

Assemblies

All instructional staff must attend assemblies held for their respective grade level and must seat themselves with their class in such places that they can properly supervise students during the program.

Awards for Attendance and Honor Roll

Attendance awards will be given at the end of each quarter for students. "Perfect Attendance" is defined as being present at school the entire instructional day 8:00 a.m. to 3:00 p.m. Honor Roll requirements were previously noted under Academics.

Activity Sponsor Responsibilities

At a minimum anyone sponsoring any campus activity is responsible for ensuring the following are in place:

- A completed and approved Activity Request Form
- People assigned for supervision and cleanup.
- Enforce the no alcohol or drugs policy.
- Ensure that someone is providing security in the gym, hallway, restrooms, and in front and back of the main building.
- Make sure emergency evacuation plans are clearly posted.
- Know where the nearest fire extinguisher is located.
- Do not allow kids to run in and out of the building and do not allow them to run up and down the hallway.
- Clean all tables; sweep the stage, stage step area, gym floor, and hallway.
- Mop the stage area, gym, hallway, and restrooms as appropriate.
- Dispose of all trash in outdoor trash bins, which are located directly east of the main building (if applicable)
- Check all exterior doors to see if locked and closed, before exiting after cleanup and all lights are off.
- Other duties as necessary.

Classroom Celebrations

- Classrooms may celebrate achieving academic/attendance goals.
- Other types of celebrations include student birthdays and Holidays. Celebrations should be limited to Friday afternoons when possible and in consultation with your child's teacher.
- HBCS will be adopting a Health and Wellness Policy that supports nutritious eating habits. Please plan accordingly when supporting student achievement celebrations.

Club and Class Fund Raising

Class and Activity clubs are to be approved by the Student Council and the PRINCIPAL

The PRINCIPAL and the Student Council will approve all fund-raising activities for HBCS students, staff, programs, or in the name of HBCS. These funds are subject to an audit review. All monies are to be handed to the Business Department the day after the activity. A receipt will be given to

the club sponsor upon completion and money count.

Sponsors/staff are required to complete the proper CASH accounting form. Shortage reimbursement is the responsibility of the club sponsor.

All purchases for supplies should be made by the activity sponsor on a withdrawal form, available from the Business Department. Receipts are to be turned into the Business Department. **Any purchase of items or services not on requisition or purchase order will be the responsibility of the purchaser.**

Off campus fund raising must be approved prior to the event.

HOMEWORK

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

RECOGNITION OF STUDENT ACHIEVEMENT

Students will be recognized at monthly assemblies for academic achievement, citizenship, and good behavior.

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

- A = 90-100% (4.0)
- B = 80-89% (3.0)
- C = 70-79% (2.0)
- D = 60-69% (1.0)

CURRICULUM & TEXTBOOK

HBCS is currently utilizing McGraw Hill for English Language Arts, Social Studies, Science and Math.

ASSESSMENT

All students take the Northwest Evaluation Association (NWEA) test three times a year. The teachers use the results of these assessments to plan specific lessons for specific students. instruction. In addition, the AIMS Web assessment is administered to establish benchmarks that a student of a specific grade level should master throughout the school year.

Students in grades 3 through 8 will take the BIE Summative English Language Arts (ELA) and Math Assessment in the Spring.

5-8 will take the BIE Summative Science assessment in the Spring.

LOST OR DAMAGED SCHOOL MATERIALS

- A Parent/Guardian may have to pay for books or other school materials that have been issued to the student that has been damaged or lost.

EDUCATIONAL FIELD TRIPS

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

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

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

APPROPRIATELY QUALIFIED TEACHERS

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

NEWSLETTERS

- Parents will receive a monthly newsletter of special events, school holidays, or school calendar changes.
- Notices will be hand-carried home by students, posted on Facebook, School website and One Call system.

PARENT INVOLVEMENT

HBCS promotes parental involvement through participation in workshops, helping their children with homework, communication with the classroom teacher, fundraising, attendance to parent meetings, asking questions about classroom activities, attendance to parent teacher conferences and daily encouragement.

Activities that require background checks according to Public Law 101-630, as amended, (Codified in 25 United States Code 3203, § 1169), Indian Child Protection and Family Violence Prevention Act, as amended. The following activities that require a background check are: Field trips, classroom volunteers, after school activities, or teaching an enrichment activity and/or any activity that requires prolonged, extended contact with an HBCS student.

Parents are required to attend:

- Monthly Parent Teacher Organization meetings
- Open House
- School Board meetings
- Family Math, Reading and Literacy Nights
- Parent Teacher Conference
- Trainings, workshops, substance abuse presentations
- Indian Day
- Student performances

PROGRAMS

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

LIBRARY PROGRAM

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

PHYSICAL EDUCATION PROGRAM

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

HOPI LANGUAGE PROGRAM

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

COMPUTER TECHNOLOGY PROGRAM

Students will be able to gain knowledge and experience in working with technology. This will enable them to incorporate it into other areas across the curriculum.

SPECIAL EDUCATION / STUDENTS with DISABILITIES (504)

Hotevilla Bacavi Community School intends to implement this policy by establishing procedures that provide for a Free Appropriate Public Education (FAPE) to all disabled students, pursuant to the Rehabilitation Act for 1973 (504), and their parents or legal guardians, shall be provided with all rights and protections afforded them under the Act. HBCS shall also provide such students and their parents or legal guardians with written procedural safeguards and all notices required by Section 504.

- Educational services designed to meet the individual education needs of 504 disabled students as adequately as the needs of non-disabled students are met.
- The education of each disabled student with non-disabled students, to the maximum extent appropriate to the needs of the student with a disability.
- Nondiscriminatory evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic re-evaluation of students.

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

SPORTS AND CLUBS

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

EXTRACURRICULAR ACTIVITIES

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

SPORTS AWARD BANQUET

The School will sponsor one (1) sports award assembly in the spring of each school year. This award assembly will be held to honor and present awards to participants.

COMPUTER TECHNOLOGY

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

SECTION E: STAFF RESPONSIBILITY

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

HBCS Tips for Encouraging Success:

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

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

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

ACKNOWLEDGEMENT PAGE
Student Parent Handbook School Year 2024-2025

STUDENT ACKNOWLEDGEMENT

Grade: (circle one) K 1 2 3 4 5 6 7 8

Enrollment: (circle one) NEW RETURNING

I HAVE READ AND UNDERSTAND the standards and expectations of being a student at Hotevilla-Bacavi Community School.

Student Name

Student Signature

Date

PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read and understand the Student/Parent Handbook, as well as the standards and expectations of my child(ren) and as a parent/guardian. I have READ AND DISCUSSED the contents of this Handbook with my child(ren).

Parent Name

Parent Signature

Date

Comments/Questions: _____

Please tear out this Signature Page and return it to your child's teacher within one week.

Thank you for your support and partnership in education.