

# Tuba City Primary School

## Student and Parent Handbook



**Tuba City Unified School District No. 15**  
**2008 – 2009**

## Principal's Letter of Welcome

Dear Parents:

Welcome to Tuba City Primary School. Whether you are a new student/parent or have been attending Tuba City Primary School in the past, we want to keep everyone informed and up-to-date on the policies, rules, regulations, and the daily routine at Tuba City Primary School.

The Primary School Handbook is a comprehensive and informative guide for parents and students to review. Many of your questions will be answered throughout the year by referring to this booklet.

Please visit Tuba City Primary's website often during the year for updated information:  
<http://www.tubacityprimary@tcusd.org>

We are asking that as a parent, you read and discuss this handbook with your child. Please sign the ACKNOWLEDGEMENT below and return it to your child's teacher.

If you have any questions regarding this any of this information, please give us a call at 928.283.1020.

Sincerely,

Harriett Sloan-Carter  
Principal

### ACKNOWLEDGEMENT

Your signature below indicates you have read and discussed with your child (ren) Tuba City Primary School's policies, rules and regulations.

Student's name \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_

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

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# **MISSION AND GOALS**

## **Tuba City Unified School District No. 15** “A Culture of Excellence”

The mission of Tuba City Unified School District No. 15 is to provide a quality of education for all our students.

### **Accountability Goals**

Goal 1: All schools will increase student achievement, to exceed state standards and excelling schools.  
Goal 2: Parental partnerships will be strengthened at each school.

### **K – 6 Mission**

**The mission of Tuba City Primary School, DLES, THES and Eagles’ Nest Intermediate School is to lead students to high achievement and individual excellence through a system of professional expertise and positive collaboration.**

# SCHEDULES

## Tuba City Primary School Schedule School Hours 2008 – 2009

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### Pre-Kindergarten through Grade 3

<b>8:00 – 3:00</b>	<b>School Hours</b>
<b>7:30</b>	<b>Students permitted on playground</b>
<b>7:30 – 8:00</b>	<b>Breakfast Served in gym/cafeteria</b>
<b>8:00</b>	<b>School Start Time – Report to Classrooms</b>
<b>3:00 – 3:15</b>	<b>School Dismissed</b>

Students are not to arrive at school before 7:30 a.m. Students must remain in the cafeteria or on the playground until 8:00. If your child does not eat breakfast, he or she should not arrive until 7:55 a.m.

**Please do not send children to school before 7:30 a.m. The school is not responsible for any injuries to students that occur on the school premises prior to 7:30 a.m. or after 4:00 p.m.**

**When dismissed for the day students will:**

- **Be escorted by their teacher to the bus loading area.**
- **Be checked off the boarding list by the driver and board the bus.**

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### School Personnel Schedule

7:30 a.m. – 4:30 p.m. School Office – Secretary /School Clerk  
8:00 a.m. – 5:00 p.m. Principal/Assistant Principal  
8:00 a.m. – 4:00 p.m. Teaching Staff– Monday – Friday

# STAFF LISTING

## Administration

<b>NAME</b>	<b>TITLE</b>	<b>ROOM NO.</b>	<b>EXTENSION</b>
Harriett Sloan-Carter	Principal	Room 10	1024
Leila McCabe	Assistant Principal	Front Office	1022

**Certified Staff**

<b>NAME</b>	<b>TITLE</b>	<b>GRADE</b>	<b>ROOM NO.</b>	<b>EXTENSION</b>
Lula Adson	Teacher	Kindergarten	9	2109
Beverly Begay	Teacher	Kindergarten	13	2113
Catrina Herbert	Teacher	Kindergarten	12	2112
Marie Yazzie	Teacher	Kindergarten	10	2110
Imogene Honyumptewa	Teacher Assistant	Kindergarten	9	2109
Patricia Morez	Teacher Assistant	Kindergarten	13	2113
Viola Farrell	Teacher Assistant	Kindergarten	10	2110
Geraldine Yellowhair	Teacher Assistant	Kindergarten	12	2112
Regina Akee	Teacher	First Grade	50	2150
Lucinda Helton	Teacher	First Grade	49	2149
Janice Howard	Teacher	First Grade	48	2147
Jerilyn Tsinigine	Teacher	First Grade	46	2146
Lolita Tsinnie	Teacher	First Grade	44	2144
Lita Chee	Teacher	Second Grade	99	2199
Marie Clark	Teacher	Second Grade	87	2187
Bernise Holliday	Teacher	Second Grade	88	2188
Veronica Jim	Teacher	Second Grade	90	2190
Mary Reuss	Teacher	Second Grade	96	2106
Cassandra Begay	Teacher	Second Grade	97	2197
Ina Beam	Teacher	Third Grade	95	2195
Ronda Black	Teacher	Third Grade	92	2192
Stella Preston	Teacher	Third Grade	93	2145
Lucy LaMesa	Teacher	Third Grade	94	2196
Lillian Tallas	Teacher	Third Grade	92	2191

**Exceptional Student Services Department**

<b>NAME</b>	<b>TITLE</b>	<b>GRADE</b>	<b>ROOM NO</b>	<b>EXTENSION</b>
Alice Goye	Teacher	Sp. Ed.	96	2196
Joanne Frias	Teacher	Sp. Ed.	73	2114
Ronya Peshlakai	Teacher	Sp. Ed.	73	2114
	Teacher Assistant			
	Teacher			
	Personal Care Aide			
	Personal Care Aide			
	Personal Care Aide			

### Classified Staff

NAME	TITLE	GRADE	ROOM NO	EXTENSION
Mildred Yazzie	Secretary		Front Office	1020
Lois Begay	Nurse		Nurse Office	
Imogene Honyumtewa	Teacher Assistant	Kindergarten	9	2109
Patricia Morez	Teacher Assistant	Kindergarten	13	2113
Viola Farrell	Teacher Assistant	Kindergarten	10	2110
Geraldine Yellowhair	Teacher Assistant	Kindergarten	12	2112
	Custodian			

## ATTENDANCE

### School Attendance

Learning is valued as an ongoing process that requires the daily interaction of children with their peers and teachers. Student absences affect the learning process. While a student may make up the work missed, he or she can never duplicate the learning experiences lost by that day's absences

**Regular and prompt attendance is expected of all Tuba City Primary School students on a daily basis.**

### Student Absences and Tardiness

1. The school building will be open Monday, August 10, 2009 at 7:30 a.m. All students and parents will have an opportunity to attend OPEN HOUSE on Wednesday, August 5, 2009, from 6:00 to 8:00 p.m.
2. Kindergarten students will attend school for the entire day.
3. Excused absences are for personal illness, medical/dental appointments, or necessary absence by parental request. Such requests must be kept to a minimum.
4. Student attendance is counted for each half day; if a student is present in the morning session and absent for the afternoon, that student is counted as present for half day.
5. Students who come to school late **MUST REPORT** to the office before being admitted to the classroom. The office staff will give them a pass to admit them to the class and change the attendance report to reflect the late arrival.

6. Parent/Guardians are encouraged to call or send a note to the school after their child has been absent for any reason. If the student was absent because of serious illness, the teacher will send the child to the nurse for clearance to attend school.
7. When absent, all work must be made up in the time allowed by the teacher. Students and parents should contact the teacher immediately for make-up work.

Students and parents may request that a student ride a different bus home, or get off at a different stop. To ensure student safety and clear communication, all students are required to bring a written note or parents may call the front office when they:

- Ride a different bus
- Ride the bus, when they normally do not
- Are to be picked up by someone other than those on the authorized registration form
- Need to be picked up at school instead of riding the bus

## ATTENDANCE POLICY

### ABSENTEEISM

2 Consecutive Days	4 Cumulative Absences	10 Cumulative Absences	18 Cumulative Absences
<ul style="list-style-type: none"> <li>• Automatic home visit or call to the parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Parent/Principal/Teacher Conference (document meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• Social Services/Counseling Intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Referral letter for retention (Copy to parent and principal)</li> </ul>

### TARDIES

5 Tardies	10 Tardies	15 Tardies	20 Tardies
<ul style="list-style-type: none"> <li>• Post card will be sent to the parents.</li> <li>• Teacher will make contact and document visit with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher documented tardies</li> <li>• Parent/Principal/Teacher Conference</li> <li>• Cite the tardy date on quarterly reports and comments.</li> </ul>	<ul style="list-style-type: none"> <li>• Home visit with Home Liaison and teacher</li> <li>• Counselor intervention; Navajo Nation Social Service contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory 1 day ISS with Principal referral;</li> <li>• Counselor intervention; Referral to Navajo Nation Social Service and Peace Making Court</li> </ul>

## STUDENT EXPECTATIONS

**At Tuba City Primary School, one of our major goals is to maintain a learning atmosphere that provides every student the opportunity to work toward his or her greatest potential. To accomplish this, we must have a learning environment that is safe for all students and allows them to work in an atmosphere conducive to learning.**

It is the belief at Tuba City Primary School that students are responsible for their own learning with guidance and direction from the school staff. To be an effective learner, each student needs to develop a positive self-concept through motivation, positive feedback and quality education. Student-directed activities and student self-evaluation are important parts of our educational program. Parental support and community involvement are essential to the success of our students' learning. Students will be provided opportunities and direction to develop social skills that aid in their intellectual development.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his or her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

At Tuba City Primary School we believe that the success of any project depends on implementation by all people concerned. Follow-through and support by parents are necessities. Consistent application of the guidelines is essential.

### Student Expectations

- **School is your job!** You are responsible for your own learning, your own behavior, your own attitude.
- Students must use appropriate language at all times. Profanity will not be tolerated.
- Students will respect the property of the school and others by not taking anything that does not belong to them. They will not damage or destroy the property of other students or teachers.
- Respect for school property is expected at all times.
- Toys and dangerous objects are not allowed at school.
- Tobacco, alcoholic beverages, drugs or illegal substances, weapons or explosive devices used by or in the possession of a student will not be allowed.
- The use of the telephone will be limited to emergencies only.

## Dress Code

The District encourage student to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Bare midriffs, halter tops, and spaghetti straps are not acceptable.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane and defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing, or on one’s person.
- Obscene language, symbols of drugs, sex, or alcohol on clothing are prohibited.
- Shoes with wheels (i.e. wheeley’s) are not permitted on the school campus.

Exceptions for special activities or health considerations may be pre-approved by the administrators.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

The Board recognizes that each student’s mode of dress and grooming is a manifestation of person style and individual preferences. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational programs of the school or the safety of others.

The Board authorizes the Superintendent to enforce school regulation prohibiting student dress or grooming practices that:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his educational objectives.

Obscene language or symbols, or symbols of sex, drugs, of alcohol on clothing are expressly prohibited.

**Adopted: date of manual adoption**

LEGAL REF: A.R.S. 15-34(A) (1)

## Parental Notification

We have high expectations for all our Tuba City Primary School students. Parents will be notified in writing and/or by mail of any discipline code infractions or breaking of school rules and regulations by your child. The rules and regulations include classroom, playground, hall and restroom, lunchroom and bus behaviors (see attached form).

## Classroom Expectations

Students are to be in the classroom each day on time. Students will not be allowed to interfere with another student's opportunity to learn. Assignments and homework are to be completed when they are due.

## Playground Expectations

The playground is not supervised before 7:30 a.m., so students should not be on the playground before then.

Students will demonstrate good sportsmanship at all times while on the playground. Basketball, soccer ball, volleyball, etc., are to be held when students are in line. Students are to line up immediately when the whistle is blown.

The following actions are not allowed on the playground – or on school campus:

- Chasing, pushing, shoving, wrestling, fighting, pulling other's clothing.
- Throwing rocks, dirt, or snowballs
- Standing on the slide or bars or improperly using equipment
- Bouncing balls against the building
- Fighting – physical or verbal – is never tolerated

**Courtesy, consideration, and respect for others make playing on the playground safe.**

Playground privileges will be revoked if a child continuously violates the rules.

## Hall, Restroom, and Assembly Expectations

Hall conduct shall be quiet and orderly. Students are to pass on the right side of the hall without talking, keeping their hands to themselves. Students should walk in the halls. Teachers accompany their classes when using the restrooms and while in the hallways. Behavior in the restroom is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Trash and paper towels are to be put in trash containers. In an assembly, student behavior must be courteous. Students are expected to enter, sit and exit quietly. During assembly boisterousness behavior, booing, whistling, and talking is unacceptable.

## Dismissal of Students

- Parents must sign students out in the office anytime they leave the school before regular dismissal time.

- *Unless a court has indicated otherwise by custody papers, we will release a student only to the parents(s) or emergency contacts indicated on the enrollment form. Photo identification may be required in some situations.*
- The school must have on file a copy of the legal custody papers before preventing a restricted person from visitation or taking the child from school.
- *We cannot accept the word of one parent over another without legal authority. People, other than parents, must have a certificate of guardianship on file in the office for children to attend school here.*
- Students will only be allowed to leave school with written parent permission stating reason, time and with whom

**Every Tuba City Primary student has received his or her own copy of the Student Expectations**

## **Lunchroom Expectations**

Observe good dining room manners at the table

- Leave the table and surrounding area clean and orderly
- Put trash in the proper containers
- Do not leave cafeteria with food or drink
- Do not throw, flip, or spit food
- Do not crush milk cartons or pop lunch bags
- Talking is permitted in normal tones of voice – shouting is not allowed
- Leave the lunchroom in an orderly manner – no running
- **Every Tuba City Primary student has received his or her own copy of the Student Expectations.**

## **After School Detention**

After school detention will be scheduled for students who repeatedly break the school rules. Parents will be notified and required to sign a notification of the detention. Parents will be responsible for transportation from school after the student has served his or her detention. Detention time will be scheduled on Tuesday or Thursday from 3:00 – 4:00 p.m.

## **Homework**

Recommendations for Homework by Grades

K-1-2: Independent homework is not appropriate for grades K – 2. Parents- assisted study is recommended.

**(Rationale:** This age group requires supervision in their work. Students at this age are eager to read to their parents the stories in their readers or to show parents what they can do in arithmetic, drawing and other school subjects. This attitude should be encouraged by both parents and teachers. It should be understood that if a child in these grades does not finish work at school, it may be advisable for the teacher to send that work home for parent supervision in completion.)

3<sup>rd</sup> Grade: Estimated 15 minutes at least two nights per week.

**(Rationale:** This age group should be introduced to the concept of homework but not overwhelmed. We also recommend this amount of time for grade 3 to the necessity of constant emphasis of basic skills that have been learned or process of being learned.)

## **Standards-Based Report Cards**

Standards-based report cards are issued four times a year. They report the skills and performance levels of the child. The report card is based on grade level expectations. If you have any questions about the standards, please contact the teacher or the principal. Arizona Instrument to Measure Standards (AIMS) is the performance-based assessment for the standards.

## **Parent Teacher Conferences**

Parent-Teacher conferences are held three times per year: October 17, December 19, 2009 and March 13, 2010. All parents are encouraged to come to school to pick up report cards and meet with teachers. Parents may request a conference with a teacher anytime there is a need. These conferences may be arranged through the school office or with the individual teacher.

Progress reports will be sent home to the parents or guardian every nine weeks. Parents are encouraged to arrange conferences to address and deficiencies or concerns of students.

## **Assessment and Reporting**

Benchmark assessments will be conducted every quarter and it will show how the students are progressing with their learning. There are other assessments such as language proficiency. Galileo and AR reading is given periodically. The test scores are recorded for teacher and school use. TerraNova and AIMS are administered yearly to measure the students' learning growth and will not be revealed to students, but may be discussed with the parent or guardian as a child's strengths and weaknesses.

## **STUDENT HEALTH AND SAFETY**

The staff of Tuba City Primary School strives to provide a safe learning environment for all the students.

### **Fire and Emergency Drills**

Fire and emergency drills will be held once a month in order to prepare pupils for orderly evacuation of the building in case of a real emergency. Each room will have the fire and emergency building evacuation chart for direction.

### **Symptoms of Student Illness**

We strive to provide an environment for all students that promote general health and well being. **Please help us control contagious illnesses and infections by NOT sending children to school if they are ill.**

If your child is exhibiting any of the following symptoms, please do not send him or her to school: nausea (sick to the stomach), vomiting, diarrhea (frequent bowel movements), difficulty breathing, fever (high temperature), or rash.

Any child with a temperature of 99.6 or more should not be sent to school. If the child does come to school, arrangements will be made to return the child home.

### **Accidents**

If your child is injured at school, emergency first aid will be provided by the nurse, principal, teacher, or secretary. If serious, the parent will be notified immediately. If a parent cannot be reached, the person listed as the emergency contact will be called. **Your assistance in providing complete and up-to-date information for our record is important, especially current work phone numbers and emergency contact.**

Parental Health Permit forms must be signed before any treatment can be given other than first aid. Children who live in Cameron will not be sent to the hospital during school hours unless it is an emergency.

### **Medications**

The following requirements must be met for medication administered during school hours.

- Written directions by a doctor are on file for the current school year
- Written authorization from the parent or guardian.
- Medication must be in a labeled prescription bottle.
- Parents are responsible for timely prescription refills.

Authorization forms are available from the school office. Do not send medication(s) to school for administration without the proper authorization. When possible please adjust the time of your child's medication, so it can be given before or after school under the supervision of the parent or guardian.

## **SCHOOL BREAKFAST AND LUNCH**

**This year the Food Service is offering free breakfast and lunch for all students. Parents DO NOT need to fill-out an application.**

### **Breakfast / Lunch Guidelines**

Breakfast is served daily from 7:30 -8:00 a.m. Students eating breakfast are to enter the building using the main doors. When students are through eating, they will remain in the cafeteria until dismissed. Lunch is served beginning at 10:45 a.m. During all meals student are expected to:

- Walk quietly to and from breakfast/lunch
- Talk quietly during meals, no yelling
- Remain seated while in the cafeteria
- Food or drinks may not be taken from the cafeteria without permission

- Pick up food, wrappers, etc. in your area
- Be courteous, respectful and considerate of others at all times

## FIELD TRIPS

Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though the student may be far from the actual school building. In addition, other rules may apply to the field trips that ordinarily are not stressed at school. These additional rules may be necessary for the safety of the students to maintain order on the bus or to comply with the regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. Parent of student with misbehaving child maybe required to assist them on the field trip. The school will be responsible for field trip transportation off-campus and out-of-town. **The parent or guardian must sign permission forms before their children participate in off-campus or out-of-town field trips.**

## Fundraising (Selling to Students)

We have established the following guidelines and directives for fundraising activities at Tuba City Primary School.

1. All fundraising activities must be pre-approved by the principal. These activities must be for a special purpose, e.g., field trips, end of year picnic, etc.
2. Selling will be done after school – not during instruction time.
3. Food items being sold must be of nutritional nature:

Acceptable Items	Unacceptable Items
Juice	Soda Pop
Raisins	Candy
Fresh Fruits	Sugar Cookies
Fresh Vegetables	Cake (Cup Cakes)
Nuts	Brownies
Popcorn	Gum
Oatmeal cookies	Popcorn Balls
Rice Crispy Squares	Chocolate Chip Cookies
Trail Mix	Hot Cheetos
Baked Chips	Pickles

## EXCEPTIONAL STUDENTS SERVICES PROGRAM

Tuba City Unified School District offers a wide range of services to meet the needs of student with disabilities. Eligible students from age three through twenty-one are served in all schools. The services provided are determined by the individual education plan (IEP) team and including resource services of inclusion, speech/language, occupational therapy, physical therapy, counseling, vision, and hearing services. Speech therapists, occupational therapists, counselors, vision and hearing specialists are available to those who qualify.

### Exceptional Student Services Discipline

If an exceptional student services student (special education) is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held. If you have further questions regarding Special Education contact the Student Services Office at 928-283-1161.

### Child Find

The District must define and pursue efforts to see that all children with disabilities, including those attending private schools, which are in need of special education and related services, are identified, located and evaluated. To carry out these duties, assigned district personnel will implement screenings for all newly enrolled students and those transferring in without sufficient records. Teacher Assistance Teams are established in each school to assist general education classroom teachers to provide intervention for students experiencing academic, social or behavioral difficulties. If interventions are tried and the student is still experiencing difficulties, the student may be referred to the Student Study Team. The Student Study Team will schedule and review information gathered by the Teacher Assistance Team in order to determine if the initially referred student should proceed in the referral process and develop an evaluation plan if appropriate.

### Parental Responsibility

The support and cooperation of our students' parents are essential for all aspects of our school programs to be highly successful. We especially need your support in the areas of school discipline. By working together the school and home can assist the student in developing the self-discipline he or she will need to function successfully in our society. We strongly encourage our parents to:

- You have the responsibility in partnership with the school to keep students in school.
- Display an interest in your child's educational setting
- Work closely with the teacher and principal regarding his or her learning
- Support high-quality programs that meet your child's needs
- Give your child assistance with homework and special school activities (tutoring, fieldtrips, sports, etc.)

## Parental Information

### Communications

#### Programs and Special Meetings:

Parents will be notified of Orientation Night, special programs and parent-teacher conferences. Please plan to attend these functions.

#### Special Occasions

The following special occasions will be observed during the school year: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, American Indian Day/Indian Awareness Week, and Student's Birthday (optional). Parents or guardians may be asked to serve as room mothers sometime during the school year. Room mothers will plan with the teachers to provide treats and refreshments for special occasions. An adult should never deliver unwrapped or homemade treats to school. All children having birthdays are recognized through morning announcements. Students are allowed to exchange Christmas gifts at school during the Christmas season at the discretion of the classroom teachers.

#### Changes in Bus Drop-off Locations

Students and parents may request that a student ride a different bus home, or get off at a different stop. To ensure student safety and clear communication, all students are required to bring a written note or parents may call the front office when their child has to:

- Ride a different bus
- Ride the bus, when they normally do not
- Be picked up by someone other than those on the authorized registration form
- Be picked up at school.

- A. Leaving classroom without permission from the teacher
- B. Dress Code violation
- C. Profanity or obscene gestures
- D. Disrespect to self and others
- E. Projectiles (i.e., spit balls, paper clips, straws, etc.)

Consequences are:

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>▪ Teacher notification: a written warning to notify parents by mail and a phone call.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Home visit by Teacher and Home Liaison</li> <li>▪ Mandatory Parent/Teacher conference</li> <li>▪ Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Day ISS with referral from Principal</li> <li>▪ Counselor Intervention</li> <li>▪ Social Service Referral</li> </ul>

**Level 2 – General Misconduct**

- A. Cheating
- B. Lying

Consequences are:

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>▪ Parent/Teacher Conference</li> <li>▪ 1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mandatory Parent/Teacher Principal Conference</li> <li>▪ 2 days ISS</li> <li>▪ Parent notification by teacher and delivered by mail or home liaison</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent notification by teacher and delivered by mail or home liaison</li> <li>▪ Mandatory Parent/Teacher/Principal conference</li> <li>▪ 3 days ISS</li> </ul>

**Level 3 – General Misconduct**

- A. Destruction of property and/or Graffiti.
- B. Major theft (i.e., purse, school equipment, etc.)
- C. Fighting or Bullying
- D. Sexual harassment
- E. Possession and/or use of drugs/drug paraphernalia.
- F. Willful possession of toy weapon, to include but not limited to: toy guns, water guns, cap guns, bb-guns, pellet guns, firecracker, light sabers, toy swords.

Consequences are:

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>▪ Parent and Principal conference</li> <li>▪ School Security and Police contact</li> <li>▪ 2 days ISS referral from Principal</li> <li>▪ Refer to Counselor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent and Principal conference required</li> <li>▪ School Security and Police contact</li> <li>▪ 2 days off campus suspension by principal</li> <li>▪ Referral to outside source by counselor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent and Principal conference required</li> <li>▪ Police contact</li> <li>▪ 5 days off campus suspension by principal</li> <li>▪ Recommendations by principal to Governing Board for long term suspension</li> </ul>

#### **Level 4 – Misconduct**

- A. Physical Assault
- B. Sexual Assault
- C. Possession of illegal drugs
- D. Disruptive and dangerous tactics (arson, playing with fire, bomb threat, fireworks, fire extinguisher tampering)

Consequences are:

- Parent and Principal conference required.
- School security and Police contact.
- Recommended; off-campus suspension by Principal, and/or
- Recommendation by Principal to Governing Board for expulsion.

#### **Level 5 – Misconduct**

- A. Possession of a lethal weapon or firearm.
- B. Possession of an explosive
- C. Threatening others or threatening an educational institution

Defined as (by the Gun-Free School Act):

- **Firearm** includes handguns, rifles, shotguns.
- **Weapon** includes starter gun, or any other contraption that may be converted to project an explosive action.
- **Firearm accessories** such as firearm muffler or firearm silencer.
- **Explosives and destructive devices** include: any explosive, incendiary, poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than on-quarter ounce, a mine, other weapon which may be readily converted to expel a projective by the action of any explosive or other propellant, and which as any barrel with a bore or more than one-half inch in diameter. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Consequences are:

- Parent and Principal conference required.
- School security and Police contact.
- No less than, school board sanctioned, 365 day out-of-school suspension.
- School board consideration of expulsion from the school district.

# SCHOOL BOARD POLICY STATEMENTS

## DANGEROUS WEAPONS IN THE SCHOOLS

No students shall knowingly, intentionally, or recklessly go into the school premises with firearm, explosive weapons, knife, or any other dangerous or illegal instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal instrument. Any student in violation of this policy may be suspended or expelled.

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<b>Adopted: date of manual adoption</b> <b>LEGAL REF: A.R.S. 13-2911</b> 15-341(A) (1) 15-342(1) 15-841 15-843	<b>CROSS REF: JF-Student Rights and Responsibilities</b> <b>JFG-Student Conduct</b> <b>JFG-Interrogations and Searches</b> <b>JG-Student Discipline</b> <b>JGD/JGE/JFA- Student Suspension/Expulsion/Due-Process Rights</b>  <b>JH-Student Welfare</b>
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## TRUANCY

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study halls, activity during the school days for which the student is scheduled. It also includes any after school, special-help session or disciplinary session that the student has been directed to attend. **The Superintendent will establish procedures to identify and deal with unauthorized absences, beginning with notification of parents.** Continued violation may lead to suspension from school, with re-admittance only with permission from the Superintendent's office.

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<b>Adopted: date of manual adoption</b> <b>LEGAL REF: A.R.S. 15-804</b> 15-805	<b>CROSS REF: JEA-Compulsory Attendance Ages</b>
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## THREATS OR POTENTIAL SCHOOL VIOLENCE

### A.R.S. 15-341(33)

In addition to the circumstances of neglect or abuse addressed in A.R.S. 13-3620, we are obviously concerned about the incidents of school violence that have been reported around the country. Any threats to the school, personnel, or other students (whether identified in a Troubled Child Report or otherwise) must be taken quite seriously. A.R.S. 15-341(33) requires the reporting to local law enforcement of “any incidents that could potentially threaten the safety or security of pupils, teachers, or administrators.” The statute also immunizes school personnel from liability “for and good faith actions taken in furtherance of this paragraph.

## STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, and at school functions. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned event shall not engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, services, administrative or disciplinary function, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District, regardless of owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

- Knowing violations of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulation for students conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

<b>Adopted: date of manual adoption</b>	<b>CROSS REF;</b>
<b>LEGAL REF: A.R.S.</b>	<b>JGD/JGE/JFA-Student</b>
13-1921	<b>Suspension/Expulsion</b>
15-341(27)	
15-1507	
15-521(A) (4)	<b>Due-Process Rights</b>
15-841	<b>KGB-Public Conduct on School</b>
15-842	<b>Property</b>
15-843	

## **NAVAJO NATION CODE**

### **The following are quoted excerpts from the Navajo Nation Juvenile Justice System Code Chapter 5 School Attendance**

#### Sections

- 501. Annual enrollment and school attendance
- 502. Compulsory school attendance – Generally
- 503. Application of state and Navajo Nation laws
- 504. Plans and procedures for enforcement

- § 501 Annual enrollment and school attendance
- A. An annual enrollment and school attendance “drive” shall be conducted between the first of August and the fifteenth of November of each year.
  - B. The goal of the “drive” shall be to insure the enrollment and continued attendance of all Navajo children between the ages of 6 and 16 in available schools.
  - C. The Education Committee and the President of the Navajo Nation shall be responsible for detailed planning, coordination and stimulation of this “drive”.
  - D. All Navajo Nation Council members and Chapter officers shall be responsible for

disseminating information regarding the “drive” in their local communities.

§ 502 Compulsory school attendance – Generally

Education in Navajo school shall be compulsory as to children between the ages of 5 and 18 years as prescribed and defined in 10 NNC § 118 of the Navajo Education Policies.

§ 503 Application of state laws and Navajo Nation Laws

The Navajo Nation Council consents to the application of state compulsory school attendance laws to the Indians of the Navajo Nation and their enforcement on Indian lands of the Navajo Nation wherever an established public school district or extends within the Navajo Nation. In addition, 10 NNC § 118 of the Navajo Education Policies regarding compulsory attendance shall apply to all Navajo minors between the ages of 5 and 18 and to all persons having care and custody of such minors who are within the civil or criminal jurisdiction of the Navajo Nation.

§ 118 School Attendance

- A. Every person who has a Navajo child or Navajo children under his or her care between the ages of five and eighteen years shall assure the attendance of the child or children in school. For purposes of this section, a child shall be deemed to be 5 years old only if he or she has a fifth birthday prior to September first of the school year to which this policy is applied. This policy applies to attendance by children who have not yet graduated from high school. Local school governing boards shall develop programs to improve regular school attendance in compliance with this policy.
- B. Any adult residing in the Navajo Nation who violates the provisions of this section shall be subject to the penalties prescribed in 17 NNC § 222 and §223 for misdemeanors. Any Navajo minor residing in the Navajo Nation who violates the provisions of this section shall be subject to the jurisdiction of the Family Courts of the Navajo Nation.
- C. The Education Committee of the Navajo Nation Council shall develop regulations and procedures to enforce the compulsory attendance laws. The Navajo Division of Education shall work with appropriate agencies within the Navajo Nation, school boards, schools, school districts, Chapters, parent committees, state and federal governmental entities to develop appropriate and innovative measures and educational programs to decrease the dropout rate, reduce absenteeism and to meet the educational needs of students who have been unable to function effectively in the regular school setting.
- D. The Navajo Nation discourages transfers from one school to another, particularly transfers which occur during the school year and jeopardize the student’s academic progress. The Navajo Division of Education is directed to work cooperatively with all schools and school systems serving Navajo students to develop procedures to minimize excessive and inappropriate student movement between schools.

Definitions: § 1002

G. “Child in Need of Supervisions”

“1. being subject to compulsory school attendance, is habitually absent from school;”

Students who fall into the category of “Child in Need of Supervision” due to poor attendance will be referred to the Navajo Nation Juvenile Justice System.

## **APPENDIX**

Tuba City Primary School  
**Title I Parent-Student Compact**

**STUDENT DISCIPLINE  
REFERRAL OF STUDENT TO PRINCIPAL**

**Student's Name** \_\_\_\_\_ **Date/Time Sent** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **Room** \_\_\_\_\_

**Purpose for which the student is being referred** \_\_\_\_\_  
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**If the referral is for misconduct, have you previously referred this student for the same, or similar, reason(s)?**  Yes  No  
**Do you desire to confer with the principal, or the principal's designee, before disciplinary action is taken?**  Yes  No  
**Is it your intent to file a Notice to Principal of Refusal to Readmit Student?**  Yes  No  Possibly

**REMINDER:** All documentation substantiating the reason(s) and condition(s) for a refusal to readmit the student following the student's temporary removal pursuant to A.R.S. 15-841 must be provided by the next business day following the temporary removal.

\_\_\_\_\_  
**Signature of individual completing the report**

Tuba City Primary School  
Behavioral Plan Process

**Referral Process**

We expect students to be respectful of themselves and others and to act in a safe and responsible manner. Unacceptable behavior will result in a behavior referral and behavior plan.

The purpose of a behavior plan is to create and maintain a safe learning environment. We will assist students in developing personal pride in being responsible citizen.

**Behaviors requiring a Behavior Plan**

- Out of control behavior
- Being disrespectful
- Chronic offenders of school rules
- Truancy
- Displaying aggressive behavior
- Bullying
- Derogatory remarks/intimidation/harassment
- Incomplete work
- Minor theft
- Tardiness/attendance
- Disruptive behavior

**Referral Process**

- Teacher or parent completes referral form. This form asks for a description of the behavior, what brings about the behavior, and a brief review of the strategies attempted.
- Next, the parent(s) is/are contacted to schedule conference with the teacher, Behavior Specialist and School Principal.
- A behavior plan is created
- The Plan will be monitored and if necessary a review meeting will be scheduled.

**TUBA CITY UNIFIED SCHOOLS**  
**STUDENT TRANSPORTATION DEPARTMENT**



**STUDENT HAND BOOK**

**Student/Parent Information on School Bus**

*The following School Bus information will formualize you with the Student Transportation Department. Your cooperation helps us maintain timely, reliable, and safe bus service.*

**TRANSPORTATION SERVICES**

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs. (District Policy EE Transportation Services)

**STUDENT LOADING/UNLOADING**

- 1) Students should arrive at the bus stop (5) minutes prior to scheduled departure time.
- 2) Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait.
- 3) Students should wait in an orderly manner and line up when they see the bus coming.
- 4) Students should stay at least 10 feet away from the moving bus, wait until the bus stops and the Bus Driver opens the door before approaching.
- 5) Passengers shall cross at least 10 feet in front of the front bumper of the school bus.
- 6) Student will go directly to their assign seat once they board the bus.(passengers may request a change in their assigned seat). Students may not change seats once the bus is in motion.
- 7) All passengers shall sit with their backs against the seat backing, their legs facing the front and all parts of their bodies clear of the aisles.
- 8) Passengers shall comply with all instructions given by a school bus driver:
  - a. Driver is always the authority on the bus.
  - b. Obey directions the first time they are given.
  - c. Do not argue.
- 9) If a student misses the bus, the bus driver will not stop the bus until the next student pick up for the safety of the passengers.
- 10) All bus stops will be according to Arizona minimum standards which states "**The distance between stops for the purpose of loading or unloading passengers shall be no less than 600 feet, unless the school determines that more frequent stops are necessary for safety**".

- 11) All students that are checked out or taken off school bus will need a parent note, school permission slip or a parent telephone call (with a follow up note allowing the bus driver to let student off per their request). No student will be release to anyone under the age of 18. Student Transportation should be notified for students that are under any court custody.
- 12) Student Transportation will **ensure** all students are released safely.

### **STUDENT/PASSENGER BEHAVIOR**

- 1) Passengers should treat bus driver, bus monitor, property and each other with respect.
  - No cruel teasing or profanity
  - No threats or intimidation, no sexual suggestions or comments
- 2) Passengers shall control any object carried onto the bus. Only school related items will be brought on the bus.
- 3) Oversize items which could jeopardize the safety of students during emergency.
- 4) Musical instruments or equipment shall be transported as follows:
  - shall not occupy seating space if needed for passenger
  - shall not be placed in driver's compartment or step well.
  - shall be under the passenger's control at all times
  - shall not block an aisle or emergency exit at any time.
- 5) Passengers will not eat or drink on the school bus due to safety hazards. **Example:** choking, spilling drinks on the bus floor and food/trash left between seats which can result in health hazards such as mold.
- 6) Passengers will not scream or yell at one another. This will distract the bus driver.
- 7) Passengers will not open windows without permission from the bus driver.
- 8) Passengers should keep hands, backpacks, books and other objects to themselves and inside the bus:
- 9) No physical touching, including public display of affection.
- 10) Passenger shall not place any part of their body out of a school bus window or door except when exiting
- 11) All passengers must follow all other rules contained in District policies.
- 12) No student will ever occupy the driver's seat or be allowed to help the driver in any manner pertaining to the operation of the service door, stop arm, or transmission selector.
- 13) Any personal/school items brought on the school bus is the responsibility of the student. **Example:** IPOD, Lap Top Computers, Cell Phones, Games, etc. Student Transportation will not be held liable for these items if lost or stolen.

**Legal Ref: A.A.C. R17-9-104**  
**School Board Policy: E-2450 EEAEC**

### **BUS CONDUCT**

### **DISCIPLINE GUIDELINES**

**The Bus Driver has the legal responsibility for safety and discipline of their passengers.**

The Bus Driver will be expected to take action to insure the safety and welfare of the passengers. The following guidelines are designed to insure maximum safety on district school buses/vehicles used for transporting students.

1. The District is responsible for student conduct “on the way to and from school”. Drivers have authority and obligation to discipline students on or off the bus in the absence of an administrator.
2. All discipline infractions shall be in writing by the bus driver on the bus conduct form. All conduct reports will be properly submitted in accordance with procedure ‘Preparation and distribution of Bus Conduct Reports’.
3. Reporting student bus conduct:
  - ❖ **1<sup>st</sup> VERBAL OFFENSE** - driver discusses infraction with student and may be assigned to “Angel Seat” (right front seat) for a specified period of time.
  - ❖ **2<sup>nd</sup> OFFENSE/FIRST BUS CONDUCT REPORT** – driver discusses infraction with student, completes “Bus Conduct Report” driver hand deliver report to Transportation Supervisor or designee. A copy of report will be sent to school and parent will be notified.
  - ❖ **3<sup>rd</sup> OFFENSE/SECOND REPORT** - Conference may be held among driver, student parent and transportation supervisor/designee. Every effort will be made to hold conference within a reasonable period.
  - ❖ **4<sup>th</sup> OFFENSE/THIRD REPORT** – Bus Conduct Report is completed. Student is suspended from bus for minimum of three school days. Parent must provide transportation for the period of bus suspension (if imposed).
  - ❖ **5<sup>th</sup> SEVER INFRACTION** – may jump immediately to the level of third or fourth offense. These may include, but are not limited to:
    - refusing to follow directions
    - displaying a weapon physical fight
    - threatening driver, aide or other students
    - sexual harassment
    - destruction of property (personal or district)
    - intentionally distracting driver.

The Bus Driver may use physical force **ONLY** when in their reasonable judgment to maintain the discipline of the student or to insure the safety of the other passengers. This procedure should be considered only as a last resort when in the bus driver reasonable judgment all other discipline procedures have been exhausted. This procedure will be used only to restrain the student.

**(ARIZONA CRIMINAL CODE A.R.S. 13-403 JUSTIFICATION: USE OF PHYSICAL FORCE)**

The use of physical force upon another person which would otherwise constitute an offense is justifiable and not criminal under any of the following circumstances: 1) A Parent or Guardian, Teacher, or other person entrusted with the care and supervision of a Minor or incompetent person may use reasonable and appropriate physical force upon the minor or incompetent person when and to the extent reasonably necessary and appropriate to maintain discipline).

1. No student will be evicted from the bus. Only with administrative approval will students’ bus privileges be withdrawn.

2. Any damage by vandalism will not be tolerated. All damages will be reported. It is the drivers' responsibility to keep a continual daily check of the bus' interior and exterior, for this type of problem. A student may be billed for the damages.

## **“DO NOT LOSE YOUR BUS PRIVILEGE!” FOLLOW THE RULES**

### **PARENTS/GUARDIANS RESPONSIBILITIES**

For safe riding on a school bus by their child, parents/guardians' responsibilities include the following:

1. Are expected to encourage their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in district policy pertaining to student transportation
2. Are responsible for instructing their children about their assigned bus stop and advising them to leave the bus only at their assigned stop
3. Are responsible to see that their children are at the assigned stop five minutes before the scheduled arrival of the bus.
4. May be held responsible for any acts of vandalism of school property by their children while on the bus or at the bus stop location.

### **SCHOOL BUS EVALUATION PROCEDURE**

The Arizona Minimum Standards for school buses and school bus drivers, R17-9-104D, states that an evacuation drill shall be conducted at least twice during every school year and shall include every passenger who rides a school bus.

School bus drivers shall participate in the drills and it is recommended that the school nurse be present in case of injury.

It is recommended that a school administrator hold an assembly to advise students of the importance of the evacuation drills. Evacuation films are available from Student Transportation.

Evacuation drills shall be held on the school grounds. The area shall be clear of all traffic and hazardous conditions.

The following information should be discussed or demonstrated not only during an evacuation drill, but prior to each activity trip or field trip.

1. Placement and use of fire extinguisher
2. Location of first aid kit
3. Location of emergency exits
4. Activate emergency door buzzer
5. Indicate location of safety release on buses equipped with manual air or vacuum doors

Written consent from parents should be obtained before assigning a student to act as a leader or assistant.

### **HALF DAY SCHOOL**

Half day schedule will be posted on the Transportation Web site. Times will be according to each school's individual schedule.

### **ADVERSE WEATHER DAYS**

During adverse weather days, the Student Transportation staff will do road checks as early as possible. The Superintendent will then be notified on the status of the roads and will then make the determination on which schedule to follow (**2 hour delay or school cancellation**) Local radio stations will be notified and information will be posted on Transportation Web Site.

### **EMERGENCY BUS LINE UP FOR EACH SCHOOL SITES**

The following emergency sites will be used for bus line up in case of disaster/emergency: See Safety CODE MAP

Primary, Mid-School, Jr. High – will pick up students on the South side Main Street of Mid-School. Special education students will be picked up at the bus line up South of Mid school. High School Special Ed. will be picked up outside of the new building at the high school.

Gap will be picked up North end of the main road outside the gates.

Dzil Lebei regular and Special Ed. students will be picked up East of the high way inside the fence area.

**Edited January, 2009**