

INTRODUCTION

1.1 Information About This Handbook

This Agency-Wide Parent and Student Handbook includes information that applies to all Tohono O'odham Bureau of Indian Education Schools. It also has a section of information about the school the student is attending. This information is addressed to students and can help each student know what to expect at school.

1.2 Tohono O'odham Bureau of Indian Education Schools (TOBIES) Board

The TOBIES Board acts as the Board for each Bureau of Indian Education School on the Tohono O'odham Nation. The information in this handbook is reviewed and approved by the Board each year.

1.3 Legal Disclaimer

The TOBIES School Board reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.

2.0 STUDENT RIGHTS AND RESPONSIBILITIES

2.1 Rights

As a student, you have the right to:

- a. A meaningful education.
- b. Freedom from unreasonable search and seizure.
- c. Make your own decisions, when appropriate.
- d. Freedom of culture and religion.
- e. Freedom of speech and expression, so long as it does not disrupt the educational environment or violate the rights of others.
- f. Freedom of the press, except when libelous, slanderous, or obscene.
- g. Peaceably assemble, and to petition the redress of grievances.
- h. Freedom from discrimination.
- i. Due process in disciplinary actions.

2.2 Responsibilities

Students are held personally responsible to:

- a. Attend school daily unless officially excused, and be on time to all your classes.
- b. Participate in, and complete class assignments; to study and make a real effort to learn.
- c. Make up class assignments when absent.
- d. Act responsibly and be willing to accept the rewards and consequences of all your actions.
- e. Show respect for other people in your speech and actions, and behave according to the rules stated in this handbook.
- f. If Parent/Student meeting with teacher is needed, arrange times and places to meet without interfering with the educational rights of other students.
- g. Inform school officials when you feel you have been treated unfairly.

3.0 ENROLLMENT

3.1 Admission

Students are eligible to attend the Tohono O'odham BIE Schools who meet the requirements of the Code of Federal Regulations. Parents should contact the school for admissions procedures before a child is

sent to school. Children of Federal employees will be able to enroll at the school nearest to where their parent is employed. Students who do not qualify for funding through the Bureau of Indian Education may be admitted upon approval by the Schools Board. Native American students living outside the Tribal boundary, who are not enrolled in the O'odham Tribe, will be accepted on a space available basis with Tohono O'odham Tribal members having preference. Admission to a school will be approved by the school supervisor in compliance with Schools Board Policy 501.0

In compliance with Schools Board Policy 501.0, a student who has been suspended or expelled from another school will not be allowed to attend a BIE Tohono O'odham School until the suspension from the previous school is completed, or the expulsion from the previous school has been withdrawn. (Suspension means the temporary withdrawal of the privilege of attending a school for a specified period of time. Expulsion means the permanent withdrawal of the privilege of attending a school.) All schools will comply with the enrollment requirements of the McKinney Vento Act.

3.2 Age Limits

- a. A student must be five years of age before September 1 of the year to begin Kindergarten classes, **according to the Arizona Education Code 15-821 (A copy of the state statute is available upon request).**
- b. A regular education student who will reach twenty-one before the first day of school will not be eligible to attend school. A Special Education student who reaches the age of twenty-two before the first day of school will not be able to return to school that school year.

3.3 Attendance Areas

- a. Elementary school bus routes for BIE Schools will not overlap.
- b. Santa Rosa Ranch School (SRRS) serves elementary students on the Eastern side of the Nation including Sells District, Baboquivari District, Schuk Toak District, and Chukut-Kuk District.
- c. Santa Rosa Day School serves elementary students in the central and northern areas of the Nation including Gu Achi District, Sif Oidak District, and Hickiwan District.
- d. San Simon School serves elementary students in the western part of the Nation including Pisinemo District, Gu Vo District, and Hickiwan District and Ajo.
- e. Tohono O'odham High School serves ninth through twelfth grade students from the entire reservation.

3.4 Enrollment Forms

A student will be listed as enrolled when all required application forms are completed and received at the school. **A student may not attend classes at the school until all required application forms are received.**

Required forms are:

- a. Application.
- b. Guardianship papers for students not living with their parent.
- c. Social Security Number.
- d. Certificate of Indian Blood (CIB) or Tribal Membership Certificate.
- e. Birth Record (birth certificate or baptismal record).
- f. Primary Home Language Survey
- g. For student who transfers, a withdrawal form from the previous school and a Records Release Form.
- h. Permission to publish student pictures.
- i. Immunization Records.
- j. Health Care Permission Form
- k. Dental Treatment Permission Form
- l. Tohono O'odham Nation Health Care (formerly IHS) Contract Care Form.
- m. Emergency Information and Check-out Form.
- n. Meal Application Form (if needed for current year)
- o. Internet Access Agreement & Permission Form

- p. The Parent/Student Handbook Form
- q. The Parent/Student/Teacher Partnership Compact Form
- r. Cumulative Files will be tagged with a bright Pink tag indicating specific medical needs of the student and the school registrar will alert all teachers/paraprofessionals accordingly at the beginning of the school year.

4.0 STUDENT RECORDS

4.1 Types of Student Records

- a. A permanent record is kept, in which are filed the student's application materials and health records, copies of report cards, standardized test scores, records of attendance, transcripts and withdrawals.
- b. A cumulative folder is kept for guidance purposes with information including teacher reports, records of interviews, honors, extracurricular participation, and course of study/scheduling information. When the student graduates or withdraws from school, the folder becomes part of the inactive file to which reference is made when information is requested by authorized outside agencies.
- c. Records of students with disabilities will include the required special program information related to the student.
- d. **Records are kept at the schools for 5 years. After that, records are sent to the American Indian Records Depository in Lenexa, Kansas. Contact the school to request records.**
- e. The TOBIES participate with the BIE provided Native American Student Information Systems (NASIS) which maintains an electronic file on each student. The file consists of attendance, grades, behavior, special programs, basic demographic and enrollment data. The school also maintains other electronic file data (testing, progress monitoring, etc).

4.2 Access and Right to Challenge

- a. Parents and adult students may review the student's records by scheduling a time with the school administrator. Copies of student records will be provided if requested.
- b. Explanations or interpretations of the information in the student file will be provided if requested.
- c. If the parent or adult student questions the accuracy of information in the student's records, school staff members will meet with the parents and/or student, answer any questions, and correct information found to be inaccurate.
- d. Parents/adult students may insert into records a written comment about information they consider incorrect.
- e. Parents or adult students may request a hearing to challenge the content of the student records. This request for an informal hearing should be made in writing to the principal who will schedule the hearing.

4.3 Directory Information

- a. Directory information is information that will be made available to the public. It includes: student name, address, telephone, tribe, agency, area, sex, date and place of birth, name of parent, previous school attended, grade, program of study, dates of attendance, awards received, participation in recognized school activities and sports, weight and height of members of athletic teams, and graduation date.
- b. Parents or adult students not wanting any or all this information released may have it not released by notifying the school in writing before August 31 or within 21 days (3 weeks) after the student enrolls for the school year.
- c. Written parental permission will be required prior to the school publishing pictures of students on the school's Internet website.

4.4 Release of Records

- a. Local school officials, other B.I.E. schools, persons with court orders, accreditation agencies, Bureau of Indian Education, and professional social services staff or other groups authorized by the B.I.E. will

- be allowed access to student records when carrying out their official duties.
- b. Except for those persons listed above and Directory Information, records will be released only after parents or adult students give written consent.
- c. A written consent to release records must be signed and dated by the person giving consent to release records (that would be the parent or adult student). The request must include a list of records to release, the reasons for release, and the names of the people to whom the record should be released.
- d. A copy of the records release request will be kept with the student's permanent record.
- e. **FERPA Law (see Appendix A)**

5.0 ACADEMIC REQUIREMENTS

5.1 Report Cards

Report cards are mailed or delivered to parents, guardians, or adult students at the end of each grading period.

- a. Addressing Special Education
 - i. Students who receive instruction in the resource and/or self-contained room, from the resource and/or self-contained teacher shall receive a grade in that subject that is an average of grades earned in the Special Education class and regular education class. The homeroom teacher will enter that averaged grade in the NASIS program.
 - ii. Students receiving inclusion instruction shall receive a grade that is in collaboration between the general education teacher and Special Education teacher. This grade shall reflect the modification and accommodations that said student has written into his/her IEP. The homeroom teacher will enter that averaged grade in the NASIS program.
 - iii. The accommodations on the student's IEP must be followed.

5.3 K-8 Promotion/Retention

- a. To be eligible for promotion to the next grade level students are expected to meet subject requirements based on Arizona State Standards. Students may not be promoted to the next grade if they are given a final failing grade for a core course (Math, Reading/Language Arts, Science). Students who have more than 20 absences may not be promoted. **Student attendance will be a factor in determining student promotion or retention.**
- b. Grades and attendance from their previous school will be considered when determining promotion or retention for students who transfer into the school during the school year.
- c. Teachers will contact parents any time students are having academic, attendance, or social problems. **Progress reports will be sent out every two weeks.** Parents will be notified of possible retention or double promotion of their child as early in the school year as possible, but no later than February. Parents have the right to appeal the retention or double promotion to a School Retention/Promotion Committee prior to the end of school.
- d. If the student is served by the Special Education program, and there is a possibility of retention, an Individualized Education Program team will meet to review the student's promotion/retention status prior to the end of the school year.

5.4 Standardized Testing

- a. Students in grades 3-8 will be required to take a state mandated test. Special Education students, in grades 3-8 whose Individual Education Plans allow it, will take an Alternate assessment called NCSC in addition to AIMS-A Science.

5.5 Promotion Requirements

- a. Students will participate in promotion only after they have completed all promotion requirements and

have paid all debts to the school. **Schools deciding to hold Promotion ceremonies off school grounds must have prior approval by the principal, TOBIES Board and the ERC.**

6.0 ATTENDANCE

In accordance with Tribal, State, and Federal statutes, students between the ages of 5 and 15 must be in school every day. Their education will be more successful when attendance is regular.

6.1 Attendance Policy

- a. If a student has 9 cumulative absences, a mandatory Attendance Intervention Meeting will be held with the parent, student, and school staff.
An Attendance Intervention Plan will be established and followed.
- b. If a student has 15 cumulative absences another mandatory Attendance Intervention Meeting will be held with the parent, student, and school staff.
The Attendance Intervention Plan will be reviewed and revised.
- c. **After 20 cumulative absences during the current school year the student will be dropped from school. Student retention will also be discussed and recommended. The student will be referred to the TOBIES Board for re-enrollment.**
- d. **Each school will establish a school site-based hearing committee to conduct student matters including behavior, attendance, and academic. Recommendations will be made to the principal and will be shared with the TOBIES Board.**
- e. Waiver: There may be a student waiver request for health related absences from school. Note: A waiver requires medical documentation of a chronic/catastrophic health condition.

6.2 Absences

- a. Both excused and unexcused absences are counted toward the K-8 Promotion/Retention.
- b. All absences, both excused and unexcused, are counted as absences in the Average Daily Attendance information used for school progress. Both excused and unexcused absences are counted as absences when considered for attendance awards and recognition.
- c. Excused Absences: Absences for illness, doctors or clinic appointments, death in the family, and traditional or religious observances, can usually be excused if the student brings a note explaining the absence. The student should bring a written excuse or clinic appointment slip to the school on the day they return. If it is an excused absence, the student's name will be added to the Excused Absence list with the dates for which you are excused.
- d. Leaving School Early: Students who need to leave school after they have arrived, must be checked out by a parent or guardian, or other person approved by the parent/guardian. Adult status (18 years or older) does not allow a student to check themselves out of the school.
- e. Tardy Policy: Please see individual school policy section for tardy details. If the student arrives at school after classes begin they must check in at the office and receive a pass to class.
- f. When a student has reached 10 consecutive absences, he/she will be dropped for non-attendance.
- g. Homebound instruction will be provided by the school, as needed based on a 504 plan or IEP.

6.3 Withdrawal from School

To officially withdraw from school, the parent must come to the school office to complete the necessary forms. The name of the new school the student will attend must be written on the withdrawal form. A student will need a withdrawal form from one school to enroll at any other. Students will have to return all school property when they withdraw.

7.0 GENERAL POLICIES

7.1 Visitors

- a. Public law requires that all visitors to a school sign in at the office when they arrive. Parents are encouraged to visit classes. Parents planning to visit can call the school for information.
 1. All Visitors must sign in at the school office prior to entering any other area of the campus.
 2. Visitors whose attire does not meet the school's dress policy will not be allowed to visit classrooms or participate in school activities.
 3. Visitors will be given an identification badge, and must wear it while on campus
 4. Visitors will sign out at the school office when leaving campus.
Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school.
- b. Classroom Visitation
 1. Visitors must arrange classroom visitations with the Principal prior to visiting any classroom.
 2. Siblings and children not enrolled at the school are not allowed to accompany any adult during classroom visitations- **at the discretion of the principal.**
- c. Persons Providing Student Services or Doing Business With The School:
These persons must provide a schedule for seeing students, and complete and submit required background investigation forms prior to working with the student.
- d. Student visitors may be a distraction in classrooms and may not be allowed except on special occasions. Each student visitor must get a permission slip from the office before visiting on campus.
- e. **Counselors must complete a federal background check prior to school site visits.**
- f. Juvenile probation officers **may** be allowed school site visits. Visits **may** be limited.
- g. TOPD will be notified immediately of Students checked out to individuals who are suspected to be intoxicated.
- h. Rights of Non-Custodial Parents (see Appendix B)

7.2 Health Care

- h. Students who are sick should not be sent to school.
 - Diarrhea (loose or bloody stools)
 - Vomiting
 - Body rash and fever
 - Sore throat
 - fever
 - swollen glands
 - Severe coughing
 - Yellowish, pink or red eyes
 - Irritability, continuously crying or requires more attention than you are able to provide without comprising the safety of the other children in your care
 - Continuously scratching of body, especially the head
 - Head lice
 - **Certain illnesses may require a doctor's release to enable a child to return to school**
 - **COVID-19 Mitigations- refer to individual school reopening plans**
- i. If a student becomes sick at school, the teacher will complete a nursing referral form and refer student to the school office. The school office will provide care or contact the parent and make arrangements for the student to go home.
- j. Students must have a signed parent consent form on file. All student medications must be checked by the office. A designated office staff person will be assigned to dispense daily medication with a signed

parent permission. Rescue inhalers, EPI pen, diabetic medication may be self-administered with signed parent consent and will need administrative approval. Medications should be sent to the school in their original prescription container which includes proper dosing instructions. The School must have prior parental consent before administering students Tylenol, cough drops, antacids, Benadryl, ibuprofen, anti-itch cream, etc.

- k. Tohono O'odham Nation Health Care formerly IHS *may* schedule a Nurse-Practitioner at TOBIE Schools one or more days per week. In order for a student to receive services, the parent must have completed a health packet provided by the Nurse-Practitioner.
- l. Students who are experiencing turmoil or are in danger of harming themselves in any way should contact a teacher, school Principal, or the Nurse-Practitioner for assistance. Staff may also refer students in consultation with the parent/guardian.
- m. BIE Schools will follow Tribal Animal Control ordinance concerning ownership of dogs.

7.3 Child Abuse Reporting

All education employees who know, or have reasonable suspicion that a child was abused in Indian country or that actions are being taken or will be taken that could reasonably be expected to result in the abuse of a child in Indian country are required, by law, to report such abuse or action within 24 hours to local child protective services or local law enforcement.

The following information is required to be reported:

- a. the name, age, sex and tribal affiliation of the child;
- b. the present state of the child (does the child need immediate medical attention, is the child in imminent danger);
- c. the location or address and phone number where the child can be found;
- d. the name, address and telephone number of the child's parent or other person responsible for the child's care;
- e. the indicators that led the reporter to believe the child is a victim of abuse.
- f. ***Mandated reporters are required to file a SCAN Report. Every employee is a mandated reporter!***

7.4 Internet Access

- a. Internet access is available for students and staff. It is a network that links computers at universities, schools, laboratories, businesses and other sites. Teachers will be assigning students to use the Internet to gather information needed to complete class work.
- b. The School Board has approved Guidelines for Student Internet Use. All students who use school Internet access are expected to read those Guidelines and/or to take part in a discussion of the Guidelines with a teacher. The Guidelines will be reviewed in student orientation and students can sign the Guidelines agreement at that time. Parental permission is also required. Students who enter school late will need to ask their teacher for the guidelines and sign the Guidelines agreement.
- c. All student use of the Internet will be conducted under staff supervision. Student Internet use will be electronically monitored. Privacy is not to be expected. Student's access may be suspended or cancelled due to inappropriate use.
- d. All parents and community members must be under the direct supervision of a staff member if they use a computer.

7.5 Fire Alarms and Emergency Devices

- a. There will be fire evacuation drills at each school monthly. Teachers will explain the proper procedure for leaving classrooms, and where to meet outside.
During any fire alarm, please leave the building immediately and go to your assigned area until the "All Clear" signal. After the "All Clear" signal, quickly return to class.
- b. Setting off a fire alarm, a fire extinguisher, or other emergency control device when there is no fire or

emergency is illegal and will result in disciplinary action.

7.6 School Bus Information

- a. Rigid standards of discipline must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over *all passengers* riding the bus. Students are expected to follow all bus rules and procedures required by the driver. The driver has the right to recommend suspension from the bus for any student who is disobedient or guilty of any misbehavior. School bus transportation is a **PRIVILEGE, not a right. Any behavior that puts the safety of the students or the drivers at risk will result in the loss of the privilege, including first time offenders. If a student is suspended from the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.**
- b. All school rules apply during bus ride to and from school and during any rides to and from school events. Students must get on and off the bus at their assigned stop. The school bus will stop only at scheduled stops.
- c. **Students should be at their bus stop ten minutes before the scheduled arrival time. All students must ride their assigned school bus.**
- d. Parents who want their child picked up or dropped off at a bus stop other than their own, must notify the school office in writing, e-mail or call the school before noon (12 p.m.) on the day of the change. Please include a contact phone number on the note. Students must have a bus pass issued by the school office before getting on an alternate bus.

7.7 Extra-Curricular Activities Eligibility

Extra-curricular activities contribute to the positive climate and culture at our schools.

- a. Procedure
 1. Eligibility will be checked every two (2) weeks at progress reports and quarterly grade reports. There may be three (3) weeks checks due to 10 week grading periods for all participating students. An eligibility schedule/calendar will be developed prior to the beginning of each school year.
 2. The eligibility criteria for student participation shall be a passing grade in all classes in which the student is enrolled and must be maintaining progress toward promotion or graduation.
- b. Students Who Are Ineligible
 1. Teachers **may** be available for tutoring sessions during the **school** week.
 2. Teachers will fill out grade reports provided to the student by the Athletic/Activity Director.
 3. The Athletic/Activity Director shall provide notice to each student receiving a failing grade and each student, parents or guardians.
 4. All coaches, club sponsors and teachers taking field trips will receive names of students who are eligible when official grades have been posted.
 5. After quarter or semester grades are posted and a student has failed they will be ineligible for two-week increments (Monday of week #1 thru Friday of week #2). The Athletic/Activities Director will check all those ineligible after 2 weeks to determine eligibility status.
 6. If the student is passing all classes at the two week check he/she will be eligible. If the student is not receiving a passing grade another two weeks of ineligibility will apply. This process will repeat as many times as necessary.
- c. Attendance
 1. Students will be in attendance the day before and after their scheduled activity or game, in order to participate that week. When two games are played in a week they are to be in attendance all week and at least 4 periods (**a.m. session**) on **all school events** unless if out for a scheduled appointment. (Example: clinic appt).
 2. Only the following are considered excused absences:
 - Documented illness – clinic report
 - Religious/Cultural observation
 - Family emergency or events (i.e., funeral, etc.)

d. Behavior

1. Student referrals such as class disruptions, tardiness, or any other discipline will not be tolerated and could result in he/she being suspended or dropped from a team, club or a school sponsored activity including field trips. These decisions will be made by the principal and Athletic/Activities Director.

e. Drugs

1. Students found using or distributing drugs, alcohol or a controlled substance on school time or during a school sponsored activity will be immediately suspended/dropped from a team, club, or from participating in a school sponsored activity for the remainder of the sports season.

7.8 Parent Complaint Procedure

TOBIES Schools has an established procedure in place to address parent concerns. The parent should follow the procedure listed here:

- a. First, the parent/guardian should make every attempt to resolve the concern at the school level.
- b. Second, if the problem cannot be resolved at the school level, the parent/guardian should fill out the parent complaint form which is attached at the end of this handbook. Then turn the parent complaint form to the school secretary, to request a meeting with the School Board at the next regularly scheduled meeting, or to be determined.
- c. Third, Pending the School Board's decision, the EPA may be notified.
- d. A parent who is a relative of a school staff member may not have the staff member present their concern to the school. The parent needs to present their concern themselves.

7.9 Child Find

The Tohono O'odham BIE Schools are seeking to identify every student from 0 to age 21 who lives within the boundaries of the Tohono O'odham BIE Schools who has developmental delays or may be in need of special education. If you have a student or know of a student who you think has developmental delays or special needs, contact: Jennie Platerio, Special Education Coordinator, 520-361-3511.

8.0 DISCIPLINARY PROCESS

Every student is entitled to this Process in every instance where a disciplinary action for a violation of school regulations is possible. In order that each student knows his/her rights under these rules of Due Process, the following procedures are outlined. Incident referrals will be entered into the NASIS system. Parents will be notified **in writing** of incidents resulting in a suspension. Students having been suspended will be required to comply with a behavior contract upon return to school.

8.1 Minor Disciplinary Incidents

Definition: Cases of classroom or school misbehavior will have informal disciplinary action.

This action includes:

- a. The student will be notified of the school rule broken or misbehavior observed and also of the consequences of that behavior, by the teacher through the classroom management plan.
- b. When a student is referred to the office for misbehavior he/she will be asked for an explanation of the incident before any disciplinary action is taken.
- c. Informal disciplinary action may range from counseling the student or "time out from the classroom", through being assigned a school service project or an in-school suspension program, to being sent home for parental counseling or requesting a parent/teacher conference at school, or a short term suspension assigned by the principal or his designee.
- d. **Short Term Suspension** – The building principal or his designee has the right to suspend a student for a time period of less than or equal to ten (10) school days during the school year. Students will

have an opportunity to tell their side of the story before any short-term suspension is imposed. The student's signature on the disciplinary referral indicates that they have had an opportunity to tell their side of the story. Parents may request a more formal hearing for short-term suspension if they respond to the building principal or his designee within two school days.

- e. The Special Education Case Manager will be notified when a student served by the Special Education Program, has an incident that may result in out of school suspension for any length of time.

8.2 Major Disciplinary Incidents

Definition—A major incident is an incident which seriously disrupts the school, endangers the student, staff, or others, is illegal, or when several minor incidents are repeated. These incidents may result in suspension or expulsion.

The following procedures will be used:

- a. **If the behavior is against the law, the Tribal Police will be contacted.**
- b. Within **72 hours** each student and parent will be advised in writing of the charges against the student. The notice will:
 - 1. refer to the rule or regulation that is allegedly violated.
 - 2. state where information about the incident(s) is and when it may be seen by the student.
 - 3. list the time, date, and place where the disciplinary hearing will be held.
 - 4. state those parts of the student's school record that will be considered at the hearing.
 - 5. Incidents that happen at the end of the day may require that a student be kept at school in order to complete the initial investigation and determine further action.
- c. Each student will be given a fair and impartial hearing before disciplinary action is taken, except when the health or safety of the student or others is in danger. In this instance, a student may be temporarily suspended immediately (see short-term suspension), with a hearing scheduled as soon as possible.
- d. Each student summoned to a disciplinary hearing has the right to:
 - 1. have their parent(s) or guardian(s) present. Parents will be notified before the hearing; if the parent does not attend the hearing, the hearing may be held without them.
 - 2. be represented by lay or legal counsel of the student's choice,
 - 3. confront and question any witnesses,
 - 4. examine and question any evidence,
 - 5. bring witnesses on the student's behalf,
 - 6. present evidence on the student's behalf,
 - 7. not be required to testify against him/herself.
- e. When participating in a hearing **both parent/legal guardian and student** must be present. **If not, the hearing will be continued at another date; not to exceed 2 continuances.**
- f. At the close of each disciplinary hearing where it is decided that disciplinary action is necessary, the hearing officer will render a decision as to the appropriate disciplinary action. The student will be notified of the hearing committee's recommendation and his/her appeal rights.
- g. All recommendations will be reviewed by the school Principal, who will issue an official decision notice to the student.
- h. Each student summoned to a disciplinary hearing has the right to a written record of that hearing, including all findings of fact and decision in each case.
- i. Each student has the right to appeal the disciplinary action:
 - 1. The **first** appeal shall be to the school principal.
 - 2. The **second** appeal shall be to the **Educational Resource Center Administrator**.
 - 3. The **final** appeal shall be to the School Board.
- j. If it is found that the student did not break the school rule, all records of that incident will be removed from the student's record.
- k. Students served by the Special Education Program will have an Individual Education Program team meeting when a disciplinary hearing may result in a change of placement. The IEP team will review the student's behavior and its relation to his/her disability.
- l. The Special Education Coordinator will be notified when a Special Education student is assigned out-

of-school suspension for more than 10 total school days. The coordinator will review the file to determine that all Individuals with Disabilities Education Improvement Act requirements have been followed.

8.3 In-School Suspension

- a. Schools may have an in-school suspension (ISS) instead of out-of-school suspension. This will meet the need to keep students in school receiving educational benefit.
- b. Policies:
 1. Students may be placed in ISS in place of short-term suspension or after a formal due-process hearing for major disciplinary incidents.
 2. Parents will be notified prior to assigning a student to ISS for more than the remainder of the school day.
 3. Special Education students assigned ISS will receive their IEP services as specified in their IEP.
 4. The general education classroom teacher(s) will be required to provide meaningful class work during the student's ISS.
 5. The ISS supervisor will return all completed class work and a daily progress report to the regular teachers.
- c. In-school Suspension Rules will include:
 1. Students will report to the ISS room at the beginning of the day or period assigned.
 2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closure will make up the time missed on the next day of attendance.
 3. Restroom breaks are provided periodically.
 4. Students must bring all necessary assignments, text and materials.
 5. All school rules apply to ISS.
 6. Students will remain seated in assigned seats and work on assignments, behavioral packets or read appropriate material.
 7. Talking or interfacing with other students, sleeping, lounging, eating, or drinking at any time is not allowed. If the student has a question, they will raise their hand.
 8. Participation in, or attendance at, any extra-curricular activity from the time the student is assigned ISS until the next school day after completion is not permitted.
 9. Students assigned to ISS will eat breakfast and lunch together.
 10. If a student misbehaves in ISS, he/she may be dismissed from ISS and assigned out-of-school suspension, and assigned additional days of in-school suspension.

8.4 Emergencies on Campus

- a. Activities that endanger the students will require immediate response. These may include trespassers, campus disruptions, weapons on campus, threats, and natural disasters.
- b. The safety of students and staff shall be the first consideration of the administrator under all circumstances.
- c. Each school will identify a crisis intervention team at the beginning of the school year to assist the administrator in handling emergencies on campus.
- d. By Federal law, a student who has a gun on campus must be expelled from the school for a minimum of one calendar year. Other weapons are also covered by Federal law. Other Tribal and Federal laws may apply.
- e. Special Education students may be suspended up to 45 days, regardless of their disability, to an interim alternative education facility.
- f. School Procedures
 1. A student or staff member who becomes aware that there may be a weapon on the school grounds, will immediately report it to the administrator(s) in charge.
 2. Law enforcement will be notified.
 3. A campus lockdown will be announced.
 4. Classroom(s) will be secured and/or evacuated as necessary.

5. The administrator in charge of the incident will file a report as soon as possible (within 24 hrs) to the Educational Resource Center Administrator who will notify the Central Office and School Board members with information related to the incident.
6. Within 24 hours, the school administrator will send a notice to all parents explaining the incident.

8.5 Drug Incident Procedures

a. Drugs or alcohol will not be allowed on any campus. Drug use interferes with the learning taking place in classrooms. Since that is the case, the following guidelines will be used in assigning minimum and maximum consequences to students found to have brought drugs to school or used drugs at school, at any school function, or come to school under the influence. Range of consequences can be found on the discipline grid (9.9).

9.9

Alcohol, Drugs, Drug Paraphernalia (9.2b.4)	MINIMUM	1 st Offense -5-day Suspension	2 nd Offense – 9-day suspension.
	MAXIMUM	Recommended Long-Term Suspension/Expulsion for the remainder of the school year	Recommended Long-Term Suspension/Expulsion for the remainder of the school year

Students involved in drug or alcohol incidents will be referred to local law enforcement. The SRO will provide counseling to students involved in drug or alcohol incidents at the schools.

8.6 Student Discipline – Individuals With Disabilities Act (IDEA)

All special education students who attend one of the Tohono O’odham BIE Schools are expected to follow the school wide discipline plan unless otherwise specified in their Individualized Education Plan (IEP). Under the school wide discipline plan a special education student may be suspended for up to 10 consecutive days without the IEP team meeting or taking any special action. A special education student who is suspended for more than 10 consecutive days or whose suspension demonstrates a pattern of removals for similar behaviors requires the IEP team to hold a manifestation determination review within 10 school days of the removal. The special education teacher will contact the parent to provide a Prior Written Notice (PWN) which explains the schools actions, a copy of the procedural safeguards which explains parental rights under (IDEA) and to schedule a time for the IEP team to meet. At the manifestation determination review meeting, the IEP team will review all information relevant to the behavior for which the student was suspended. The IEP team will determine if the conduct in question was directly or substantially related to the student’s disability.

If the IEP team determines the behavior was directly or substantially related, then the team will:

1. Conduct a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP). If a FBA has been previously administered and a BIP already exists, the team must review and revise the BIP as needed.
2. Return the student to their regular placement unless the IEP team agrees a change in placement is needed to meet the behavioral needs of the student or they meet special criteria under the Safe Schools Act. Under the Safe Schools Act, special education students regardless if their behavior was a manifestation of their disability can be suspended from school for 45 school days to an Interim Alternative Education Setting (IAES) for possessing a weapon, possessing or using an illegal substance, and/or causing serious bodily injury.

If the IEP team determines the behavior was not a manifestation of the disability, the team will:

1. Apply the same disciplinary consequences including the duration of time as would be applied to students not identified as special education students engaging in the same behavior.

2. Students who have been suspended for more than 10 consecutive days or 10 cumulative days in a school year will be provided educational services that will allow the student to continue to make progress towards their IEP goals. The school may determine the time and location of those services.

If a parent disagrees with the decision made by the IEP team during the manifestation determination review they may file a due process claim against the school with the Bureau of Indian Education, Division of Performance and Accountability, 1011 Indian School Rd NW, Ste. 332, Albuquerque NM 87104.

9.0 BEHAVIOR and DISCIPLINE

9.1 Your attitude toward your education is an important part of getting a good education. If problems occur, please accept the counsel and advice of the school staff. We all want you to succeed. All our actions are intended to help you, personally, get the best possible education.

9.2 General Behavior Rules

Behave with respect, responsibility, and safety. Treat others with respect and dignity.

- a. These specific rules apply at all times during the school day, including at the bus stop and during transportation to and from school or school activities, and at any school sponsored activity.
- b. Violation of any of these rules may result in disciplinary action. (Refer to Section 9.8, Disciplinary Actions for Prohibited Student Conduct.)
 1. Always follow the reasonable directions of all staff.
 2. Stay away from Off Limits areas (see the School section for these areas).
 - 3. Bullying or any bullying-type behavior will not be tolerated.**
 4. Avoid intimidation, threatening, provoking, or fighting any other person.
 5. The possession and/or use of dangerous objects (including weapons and live animals), alcoholic beverages, tobacco, and other drugs or drug paraphernalia is not allowed.
 6. Profanity or vulgar language, or gang related language or signs are prohibited.
 7. Follow the dress and prohibited items guidelines.
 8. Respect school property and the property of others -- do not damage, vandalize or steal any school property or enter property without authorization.
 9. Misuse of any school property, including Internet and E-mail, is prohibited.
 10. Attend all classes on time, and participate in class activities.
 11. Behave in a way that does not endanger or discredit yourself or your school.
 12. Cell phones are to be used responsibly.
 1. Examples of responsible usages are:
 - i. Calculators
 - ii. Writing Essays
 - iii. Research
 - iv. Keyboarding Skills
 - v. Class work
 2. Examples of irresponsible usages are:
 - i. Listening to music during instructional time
 - ii. Playing games during instructional time
 - iii. Social media
 - iv. Texting
 - v. Calling
 - vi. Cyber bullying
- c. Cell Phone usage is not a right, it is a privilege. **The School is NOT responsible for damaged or stolen confiscated items such as cell phones, electronic devices, etc.**
- d. Students and parents/guardians of students who are found to have damaged or stolen school property will be required to pay for the repair or replacement of that property. Damages covered by the Tribal Criminal Code will be reported to the Police.

9.3 Search and Seizure

The TOBIE Schools Board has authorized school **principals or its designee which requires two or more school officials** to conduct searches of students, their property (person, backpacks, handbags, etc.) or their locker, when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the Agency or the school. This includes K-9 searches conducted by TOPD.

9.4 Public Display of Affection

Public display of affection **including** holding hands, embracing and kissing, is inappropriate at school and may be subject to disciplinary action and parent notification. Visible passion marks/hickies are prohibited.

9.5 Sexual Harassment

- a. Sexual harassment means (1) unwelcome sexual advances, (2) requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by a student to another student, when made by a school staff member to a student, or when made by a student to a staff member
- b. Sexual harassment will not be tolerated.
- c. Reported incidents will be investigated and handled as appropriate.

9.6 Dress and Appearance

School Uniforms

The School Board has adopted a school uniform policy and guidelines. All students are required to wear the appropriate uniform during school hours.

1. Student Dress Regulations include

- A. For Boys: Solid color polo shirts with long-or short-sleeve shirts with collars and/or t-shirts with school logo. Shirts may include an approved school logo, but no other logos or labels may be showing on the shirt.
Solid navy blue, black, or beige khaki shorts or slacks. No logos or labels showing on pants. No jeans/denim, Spandex/yoga or sweat pants may be worn.
- B. For Girls: Solid color polo shirts with long- or short-sleeve shirts with collars and/or t-shirts with school logo. Shirts may include an approved school logo, but no other logos or labels may be showing on the shirt. Solid navy blue, black, or beige khaki skirts, shorts or slacks. No logos or labels showing on pants. No jeans/denim, Spandex/yoga or sweat pants may be worn. Students may dress down on Fridays; the dress guidelines for non-uniform activities shall apply.
- C. All Students:
 1. Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be more than one size bigger than the student's size to allow for one yearly growth. No sagging of clothing is allowed.
 2. Skirts or shorts must not be shorter than 2-inches above the knee.
 3. Belts, if worn, must be black and must be worn at the waist and not hanging down. No metal adornments or trims will be allowed on the belt.
 4. Shirts and blouses are expected to be tucked in.
 5. T-shirts worn under the uniform shirt must be white or the same color as the uniform shirt.
 6. No undergarments may show.
 7. For safety reasons, students must wear closed-toe shoes with uniforms.
 8. Beginning at 4th grade, shoes must be primarily black, white, or brown. Shoes may have a small amount of contrasting colors (i.e. white, black, tan, silver and gray) but may not have gang colors such as red, blue, green, pink, purple, etc.
 9. Socks must be white or match pants, skirt, or shoes.
 10. Shoelaces must match primary color of the shoes.
 11. No jewelry will be allowed in facial piercing except for ears.
 12. No passion marks/hickies.
- D. Outerwear:
 1. Students may wear jackets, sweaters, or sweatshirts as outerwear as the weather dictates.
 2. Hoods will not be allowed to be worn in classrooms, hallways, cafeteria, and gym.
 3. Students may NOT wear gang attire, or hats.
 4. Outerwear the same color as the school uniform is strongly encouraged.
 5. The school is not responsible for damaged, lost, or stolen outerwear.

- b. **Dress Guidelines for non-uniform activities.** Appropriate dress for school events is important. This includes:
1. In an effort to provide a safe and orderly school for our students, clothing that creates a safety concern will not be allowed.
 - A. This includes extremely brief garments such as strapless or halter tops, bare midriffs, tube tops, net tops, tank tops, spaghetti straps, plunging necklines, short shorts, must not be shorter than 2-inches above the knee and see-through clothing.
 - B. Exposed underwear, long loose shirts, long belts, and baggy pants or shorts worn below the belt line, or pants with a crotch hanging toward the knees will not be allowed.
 - C. Hats of any kind may not be worn without the express permission of the Principal. Hair nets and bandannas are not to be worn on campus.
 - D. Sun glasses will not be worn unless a doctor's statement requiring them is presented to the Principal.
 - E. Disruptive influences not allowed include garments and accessories with statements, pictures, or slogans that are suggestive, obscene *or culturally offensive*, promote the use of alcohol, drugs, violence, or substance abuse, or Satanism.
 - F. Tattoos, rubbings, branding, or other markings are to be covered at all times, in so far as possible.
 - G. Shoes must be worn at all times.
 - H. Promotions dress code prohibits strapless, spaghetti strap dresses and dresses more than two inches above the knee.
 - c. When a student wears inappropriate clothing or appearance, he/she will be asked to change clothes or will be sent home. Refusing to comply with reasonable requests to change clothes will result in disciplinary action if necessary.
 - d. Parents and community members are role models for our students and are requested to follow the guidelines above when visiting the school.

9.7 Gang Activity

In response to a desire to keep our schools free from threats or harmful influence of any groups or gangs, the Board has adopted a gang behavior policy that is in accordance with State statutes and Tribal Criminal Code.

1. The policy states that students who participate or assist in criminal street gang behavior will be subject to the disciplinary policies of the school. Students who violate this policy are subject to referral to Tribal Law Enforcement for follow-up.
2. Criminal street gang membership is defined as an individual to whom at least two of the following seven criteria apply.
 - A. Self-proclamation.
 - B. Witness testimony or official statement.
 - C. Written or electronic correspondence.
 - D. Paraphernalia or photographs.
 - E. Tattoos.
 - F. Clothing or colors and bandannas.
 - G. Any other indication of street gang membership.

9.8 Prohibited Items

- a. In the interest of the education, health and safety of all students, the following items may not be brought to school:
 1. All personal toys and games are to be left at home as they disrupt the classroom learning

environment.

2. Gambling devices like dice, playing cards
 3. Drugs, drug paraphernalia, alcoholic beverages, narcotics, cigarettes, cigarette lighters, e-cigarettes, vapors, matches and look-alikes.
 4. Explosive devices, firecrackers, fireballs, cherry bombs, sparklers, incense, etc.
 5. Weapons, guns, knives, cake cutters, screw drivers, razors and/or other dangerous items.
 6. Toys which are realistic look-alikes for guns and knives.
 7. Skate board, roller blades, etc. are not allowed.
 8. Energy drinks.
- b. Prohibited items brought to school will be confiscated. Illegal or dangerous items will not be returned. Local law enforcement will be contacted and disciplinary action will result.
- c. **Electronic device usage during school hours is not allowed. Irresponsible cell phone usage during school hours is not allowed.**
- d. **Schools are not responsible for the loss or damage of confiscated items.**
- e. **Consequences of bringing electronic devices to school** during school hours is confiscation of the device until picked up by a parent.
- f. Backpacks. **No gang affiliated backpacks.** No inappropriate drawings or insignias will be allowed.

9.9 Disciplinary Actions for Prohibited Student Conduct

- a. The range of disciplinary actions listed applies to conduct of a student when the student is
1. On school grounds or at a school sponsored event;
 2. Traveling to or from school or a school sponsored event; or
 3. Engaged in conduct that is in any other manner school related or affects the operation of any school.
 4. The following table does not constitute an all inclusive listing of Disciplinary Actions. Disciplinary Actions may vary according to the incident.

PROHIBITED CONDUCT	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURENCES
Chronic absences and tardiness; repeated failure due to lack of effort. (9.2b.9)	MINIMUM	Documented Parental Notice	Court/Social Services Referral
	MAXIMUM	Documented Parental Notice	Retention/Loss of Credit Suspension or Expulsion
Not following directions of school staff member 9.8 (9.2b.1)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Outside designated areas (9.2b.2)	MINIMUM	Documented Warning	Documented Parental Notice
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Dress and Appearance (9.2b.6 and 9.5)	MINIMUM	Verbal Warning with clothing change	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Excessive Public Display of Affection (9.2b.10 and 9.3)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Profanity, Vulgarity, or Gang-related Language Signs (9.2b.5)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Fire Alarms & Emergency Devices (7.4b)	MINIMUM	Documented Warning	Recommended Short-Term Suspension
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Arson (9.2b.7,10)	MINIMUM	Recommended Short-Term Suspension	Recommended Short-Term Suspension
	MAXIMUM	Recommended Expulsion	Recommended Expulsion
Prohibited Items	MINIMUM	Documented Warning and Confiscation of Item	Documented Parental Involvement

PROHIBITED CONDUCT	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURENCES
9.2b4 and 9.6a.1,2,4,6)	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Misuse of School Property or Damage, Destruction, or Theft. Unauthorized Entry. (9.2a.7,8)	MINIMUM	Documented Warning Parent/Student responsible to pay for damages incurred	Documented Parental Involvement
	MAXIMUM	Recommended Long-Term Suspension	Recommended Expulsion
Threats, Assaults, Fighting, Sexual Harassment and Bullying (9.2b.3 and 9.5)	MINIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
	MAXIMUM	Recommended Long-Term Suspension	Recommended Long-Term Suspension
Tobacco and Cigarettes, e-cigarettes, vapors (9.2b.4)	MINIMUM	Documented Warning and Confiscation	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Alcohol, Drugs, Drug Paraphernalia (9.2b.4)	MINIMUM	5-day Suspension	2nd Offense – 9-day suspension.
	MAXIMUM	Recommended Long-Term Suspension/Expulsion for 1 calendar year	Recommended Long-Term Suspension/Expulsion for 1 calendar year
Possession of Weapons (9.2b.4)	MINIMUM	Documented Parental Involvement	Documented Parental Involvement
	MAXIMUM	Recommended Expulsion for 1 calendar year	Recommended Expulsion for 1 calendar year

b. Definitions:

- **Short-Term Suspension:** Suspension for a period of time less than or equal to ten (10) school days.
- **Long-Term Suspension:** Suspension that exceeds ten (10) school days in length and may extend through the rest of the school year. If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the first semester of the following school year.
- **Emergency Temporary Suspension:** An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student’s continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. Due process procedures for suspension will be provided to the student as soon as possible following the student’s emergency suspension.
- **Expulsion:** Student will be removed from school and will not be allowed to attend the school for the remainder of the year or for one calendar year depending on the nature of the offense.

10.0 School Credentials

10.1 Accreditation

Tohono O’odham BIE schools are accredited by the North Central Association, a member of Cognia.

10.2 Staff Qualifications

Qualifications of instructional staff at all locations are listed below. If parents would like additional information about the qualifications the staff member assigned to their child they may contact the school Principal.

Santa Rosa Ranch School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION
Eric Lobes	Teacher (Elementary)	Bachelors		Teacher K-8
Lugo, Laronda	Principal	Masters	Ed. Leadership	Principal’s
Lali	Teacher	Bachelors		
Vacant	Teacher (SpEd)			
Cindy Hummel-lylche	Teacher			Teacher K-8
Jose, Diane	Teacher (Culture/Language)			K-12 Native Language Certification

NAME	POSITION	DEGREE
Anthony Rohr	Education Technician	Associate
Vacant	Education Technician	
Vacant	Education Technician	

Agency-Wide Support Positions Located at Santa Rosa Day School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION
Vacant	Counseling Psychologist	Masters	Psychology	School Psych.
Platerio, Jennie	Education Specialist	Masters	Special Education	Teacher K-8 Reading Specialist Special Education
Sisk, Anita	Teacher (Speech/Lang)	Bachelors Masters	Speech & Hearing Speech Lang Path	Speech Lang Impaired
Holt, Christina	Counselor	Masters	School Counseling	School Counselor

Santa Rosa Day School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION
Annabelle Lopez	Principal	Masters	Ed. Leadership	Teacher K-8

Santa Rosa Day School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION
				Principal
Vacant	Teacher (Elementary)	Bachelors	Elem. Education	Teacher K-8 Mathematics 7-8
Cline, Joycelyn	Teacher (Elementary)	Bachelors Masters	Elem. Education Bilingual Educ.	Teacher K-8 Early Childhood Endorsement
Martha Rogers	Teacher (Elementary)	Bachelors Masters	Elem. Education	Teacher K-8
Donahue, Lana	Teacher (Elementary)	Bachelors	Elem. Education	Teacher K-8
Lilly Lindsay	Teacher (Special Ed)	Bachelors Masters	Special Education	Special Ed K-12
Vacant	Teacher (Elementary)	Bachelors	Elem. Education	Teacher K-8
Vacant	Teacher (Elementary)	Bachelors Masters	PE/Health Elem Ed/ Reading	Teacher K-8 Rdg. Specialist
Charmaine Oldman	Teacher (Elementary)	Bachelors	Elem. Education	Teacher K-8
Vacant	IT Technician	Bachelors	Information Tech.	Not Required

NAME	POSITION	DEGREE
Begay, Valencia	Education Technician	Bachelors Degree
Garcia, Janice	Education Technician	Associate Degree
Alicia Smith	Education Technician	Associate Degree
Janelle Johnson	Education Aide	Associate Degree
Vacant	Education Technician	Associate Degree
Narcho, Jenny	Education Technician	Associate Degree

San Simon School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION / Endorsements
Rogers, Frank	Principal	Bachelors Masters	Geography Multi-Culture Educ	Teacher 7-12 K-12 Principal
Antone, Rhonda	Teacher (Elementary)	Bachelors Masters	Education Education	K-8 Elementary Ed. Reading Specialist
Backlund, Ronald	Teacher (Sped)	Bachelors	SpEd Education	K-12 SpEd
Buchanan, Pamela	Teacher (Elementary)	Bachelors Masters	Education Education	K-8 Elementary Ed Reading Specialist
Chaffin, Margaret	Teacher (Elementary)	Bachelors Masters	Education	Early Childhood Ed K-8 Elementary Ed
Vacant	Teacher (Elementary)	Bachelors	Education	K-8 Elementary Ed.
Garcia, Michael	Teacher (Elementary)	Bachelors	Education	K-8 Elementary Ed
Jose, Jolinda	Teacher (Elementary)	Bachelors	Education	K-8 Elementary Ed.
Soukup, Delori	Teacher (Elementary)	Bachelors Masters	Education	K-8 Elementary Ed
Montana, Virginia	Teacher (Culture/Language)	Bachelors	Education	K-12 Native Language Cert.

Ladd, Jeanne	Teacher (Spec. Educ)	Bachelors Masters	Education Education	K-8 Sped
Lopez, Marla	Teacher (Elementary)	Bachelors Masters	Education Education	K-8 Elementary Ed. Reading Specialist
Ludwiczak, Pamela	Teacher (Elementary)	Bachelors Masters	Education Education	K-8 Elementary Ed. Early Childhood Math Specialist Reading Specialist
Dorene Antone	Teacher (Elementary)	Bachelors	Education	Teacher K-8
Stephen, Stephanie	Teacher (Elementary)	Bachelors	Education	Teacher K-8 ESL Endorsement Early Childhood Endorsement
Valverde, Kim	Teacher (Elementary)	Bachelors	Education	K-8 Elementary Ed
Williams, Linda	Teacher (Elementary)	Bachelors	Education	K-8 Elementary Ed.
Winchester, Peggy	Teacher (Elementary)	Bachelors Masters	Education Education	K-8 Elementary Ed Ed. Leadership

San Simon School		
NAME	POSITION	DEGREE
Vacant	Education Technician	Associate Equivalent
Alvillar, Ramon	Education Technician	Associate Degree
Vacant	Education Technician	Bachelors Degree- Elem. Education
Antone, Roselyn	Education Technician	Associate Degree
Calabaza, Roy	Education Technician	Associate Degree
Vacant	Education Technician	Associate Degree
Celaya, Marcinda	Education Aide	Para-Pro: High School Diploma
Enos, Roselene	Education Technician	High School Diploma & Para-Pro Test
Francisco, Ervin	Education Technician	Associate *Equivalent)
Fullen, Kristee	Education Technician	Bachelors
Garcia, Millie A.	Education Technician	Bachelors in Education
Vacant	Education Technician	Associate Degree
Manuel, Cathy	Education Technician	Associate Degree
Miguel, Deanna	Education Aide	Para-Pro: High School Diploma
Vacant	Education Technician	
Vacant	Education Technician	Bachelors in Education
Norris, Maryanna	Education Aide	Para-Pro: High School Diploma
Rubio, Reynalda	Education Technician	Associate Degree
Salazar, Jolene	Education Technician	High School Diploma & Para-Pro Test
Vacant	Education Technician	Associate Degree
Wellington, Elvira	Education Technician	Associate Degree

16.0 INTERNET POLICY AND PARENT PERMISSION

GUIDELINES FOR STUDENT INTERNET USE

Quick Reference Guide:

- 16.1** Purpose
- 16.2** The Internet
- 16.3** Student's Individual Responsibility
- 16.4** Levels of Student Access
- 16.5** Internet Access is a Privilege
- 16.6** Administrator's Access to Student Files
- 16.7** Personal Safety
- 16.8** System Security and Resource Limits
- 16.9** Network Etiquette
- 16.10** Unacceptable Uses
- 16.11** Disclaimer of Liability
- 16.12** Changes in the Guidelines
- 16.13** Signature Page

16.1 Purpose

The primary purpose of Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. TOBIES Internet access (like all other uses of the School's computer facilities) must be in support of and consistent with these educational objectives. Internet access may be used for recreational purposes if it does not interfere with academic responsibilities, does not violate the Acceptable Use Policy, and if a computer is available. All students who use School's Internet access are expected to read these guidelines and/or to take part in a discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

16.2 The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and millions of individual subscribers all over the world. Through the Internet one can communicate with people all over the world through discussion forums and electronic mail. With access to computers and people all over the world also comes the availability of material that may be of educational value in schools. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

16.3 Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his/her appropriate use of the Internet.

16.4 Levels of Student Access

Two levels of Internet access may be provided through the Schools.

- a. Internet and World Wide Web. All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories.
 - 1. Grades K-8: Before students in K-8 will be authorized to access to the Internet and World Wide Web, they will take part in a discussion of these guidelines with their teacher. Teachers will be asked to sign a statement indicating that they have had such a discussion with their class. Each student and parent/guardian must sign the Acceptable Use Agreement.
- b. Individual e-mail accounts: Students may apply for individual e-mail accounts (if and when they become available). Before an account will be provided, the application must be completed and signed by the student, and for all students under 18 years old, by the student's parent or guardian.

16.5 Internet Access is a Privilege

(For both levels of access).Internet access through Tohono O'odham BIE-Operated Schools is a privilege, not a right. A student's access may be suspended or canceled by school officials if this privilege is abused. Inappropriate conduct on the Internet through the school access will also be subject to disciplinary policies.

16.6 Administrators' Access to Student Files

All student e-mail files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail, Internet files and records to law enforcement authorities. Internet usage is also monitored by the BIE who provides the access to the Internet. Students should not assume that uses of the School Internet would be private.

16.7 Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Schools cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator for any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

16.8 System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the School computer system and to respect its resource limits. These include any downloading guidelines and virus protection that may be issued. Currently the following are not allowed:

- a. Purchase or sale of services or materials, or ordering materials from on-line vendors
- b. Listening to radio music through the Internet
- c. Downloading music files without proper copyright approval.

16.9 Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

16.10 Unacceptable Uses

The following uses of Internet access are unacceptable:

- a. Posting private or personal information about another person.
- b. Attempting to log in through another person's password, e-mail account, or to access another person's files.
- c. Attempts to harm or destroy data belonging to another user, the Internet, or any agency or network connected to the Internet.
- d. Accessing or transmitting obscene or pornographic material.
- e. Posting chain letters or engaging in "spamming" ("spamming" means sending annoying or unnecessary messages to large numbers of people).
- f. Engaging in sexual harassment. The School sexual harassment policy, which is included in the school's handbook, is applicable to Internet conduct.
- g. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass another person; or that violate any other laws.

- h. Plagiarism: “Plagiarism” means the taking of material created by others and presenting it as if it were one’s own. The School policy on plagiarism/cheating, which is a form of “forgery” is covered by the Disciplinary Policy in Student/Parent Handbook, and is applicable to students’ use of the Internet.
- i. Infringing copyrights: Copyright infringement occurs when a person transmits material that is protected by copyright without proper approval. For example, most software is protected by copyright and may not be copied without permission of the copyright owner. Downloading music from the Internet without the owner’s approval is another way of infringing on copyrights.
- j. Participating in commercial activities that are not directly related to the educational purposes of the School.

16.11 Disclaimer of Liability

The Tohono O’odham BIE-operated Schools disclaim liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student’s Internet use, and for any other consequences of a student’s Internet use.

16.12 Changes In The Guidelines

Schools may add additional restrictions to these guidelines. Those changes will be effective upon approval by the TOBIES Board.



United States Department of the Interior
Bureau of Indian Education
Tohono O'odham BIE Schools
Sells, Arizona 85634

Internet Acceptable Use Policy and Agreement
GUIDELINES FOR STUDENT INTERNET USE

I have read (or discussed with a staff member) and understand the School Guidelines for Internet Use. I agree to follow these guidelines when I use the Internet or World Wide Web.

Print Student's Name: _____ Date: ____/____/____.
Print Student's Full Name Here

Student Signature: _____

Parent or Guardian's Signature for approval of student's use of the School Internet.

Parent/Guardian Signature: _____ Date: ____/____/____.

17.0 PARENT-STUDENT-TEACHER-PARTNERSHIP

Students are usually more successful when they have the support of their family and their teachers. Tohono O'odham B.I.E. Schools are offering a **PARENT/STUDENT/TEACHER PARTNERSHIP COMPACT** as a way to show that the parents, teachers, and students are making a **voluntary commitment to help each other achieve educational goals.**

You can see that the school staff has already signed this Compact. Parents and students wanting to join this effort, please sign below and return this form to the school office:

As a teacher, I will:

- Show respect for each student and his/her family by integrating O'odham language and culture into each discipline and utilizing O'odham speakers wherever possible.
- Help each student develop a positive attitude toward themselves and their future lives.
- Provide a variety of meaningful activities that are appropriate for learning.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As a student, I, _____, will:

- Be at school every day unless I am sick.
- Always try to do my best, in my schoolwork and my behavior by working cooperatively with my classmates and my teachers.
- Believe in myself and my ability to learn, but ask for help when I need it.
- Show respect for myself, my school, and other people.

As a parent/guardian, I, _____, will:

- Be sure my child (children) is in school every day unless he/she is sick.
- Provide a time and place for my child to study at home.
- Agree to be at school one or more times each semester.
- Support the school by talking about school activities each day and contributing knowledge by visiting the school and sharing experiences with the students.

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Appendix A

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Appendix B

Rights of Noncustodial Parents in the Family Educational Rights and Privacy Act of 1974⁶

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: 1) provide a parent access to the records that are directly related to the student; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3.

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Section 99.4 gives an example of the rights of parents.

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to the education record, or removes the parent's rights to have knowledge about his or her child's education.

Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody, as a legal concept, establishes where a child will live, and often, the duties of the person(s) with whom the child lives. FERPA, on the other hand, simply establishes the parents' right of access to and control of the education record related to the child.

Here are the answers to questions frequently asked about the rights of noncustodial parents.

1. Does FERPA require a school to keep a parent informed of the child's progress even though the parent is divorced and living some distance from the child?

No. FERPA does not require schools to inform parents of student progress whether the parents are divorced or not.

- 2. Does FERPA require a school to provide a parent copies of the record?**
Generally, a school is not required to provide parents copies of the record. However, if the distance is great enough to make it impractical for a parent to visit the school to review the record, the school must make copies of the record and send them to the parent when that parent requests access to the record.
- 3. May a school charge for copies of records?**
Yes. A school may charge a reasonable fee for copying.
- 4. Does the noncustodial parent have the right to be informed of and to attend teacher conferences?**
FERPA does not address conferences for the purpose of discussing student performance. Thus, a school has no obligation under this law to arrange a conference to accommodate the noncustodial parent. However, if records of conferences are maintained, the noncustodial parent has the right to see those records.
- 5. Must the school notify the noncustodial parent of his/her FERPA rights?**
No. The school would be considered in compliance with the law if it notifies only the parent who has custody of the child.
- 6. Must the school provide the noncustodial parent the same general notices it provides the custodial parent?**
No. General notices, lunch menus, PTA information, announcement of teacher conferences, school pictures, and other similar information are not “education records” as defined by FERPA. Therefore, schools are not legally required to provide them.
- 7. Is the school required to honor a parent’s “standing request” for access or copies?**
No. FERPA does not require a school to honor a standing request, but the school may do so if it wishes. If parents wish to obtain information from their child’s record on a regular basis, they should submit requests periodically. The school must respond to each request within 45 days.
- 8. How can a noncustodial parent get access to records?**
Any parent may ask the school for the opportunity to review the record, either by going to where the records are kept or by requesting copies. The school may ask the parent for some identification.
- 9. Can the parent with custody prevent the noncustodial parent from exercising his or her FERPA rights?**
No. FERPA rights are given to both parents. The school may assume that a parent has these rights unless it has evidence to the contrary. The school does not need the permission of the custodial parent to give access to the non-custodial parent.



Tohono O'odham Bureau of Indian Education Schools Board
Santa Rosa Ranch School • Santa Rosa Day School • San Simon School • Tohono O'odham High School

Parent Complaint Form

Per Section: 7.8 of *Student-Parent Handbook* and consistent with 34 CFR § 299.11 *et al*: Parent Complaint Procedure (School Board established procedure to address parent concerns.)

1. Parent or guardian should make every attempt to resolve the concern at the school level.
2. If the problem cannot be resolved at the school level, the parent/guardian should contact the School Board Secretary, Ms. Jessica Adams, in writing at jessica.adams@bie.edu or mail to her attention at HC01 Box 8292, Sells, AZ 85634 to request a meeting with the School Board at the next meeting. The parent or guardian is to submit this complaint form at least five (5) working days prior to the next regularly scheduled Board meeting. If you have questions regarding this process or other concerns please contact Jessica Adams at (520) 993-3334.
3. Pending the School Board's decision, the Education Program Administrator (Line Officer) may be notified.
4. Note: a parent or guardian will need to present the concern to the Principal or School Board directly. Relatives or friends of parents or guardians are not to serve as advocates in place of concerned parents or guardians as this presents a conflict of interest.

Your

Name: _____

Contact Information with Phone Numbers:

Date:

School of Concern: _____

Explain the nature of your concern as clearly as possible below. Attach additional sheets if necessary.

[Are you attaching additional sheets? If YES, then please sign here:

_____].

What have you done to resolve the matter? :

Your

Signature: _____ Date: _____

Received

By: _____ Date: _____