

Dzilth-Na-O-Dith-Hle

Community School

Parent & Student Handbook



MUSTANG PRIDE

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Board Approved: May 19, 2022
Updated August 1, 2023

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THIS HANDBOOK IS INTENDED FOR ALL STUDENTS, PARENT/LEGAL GUARDIANS, AND FACE PARTICIPANTS

I. MISSION STATEMENT

The mission of Dzilth-Na-O-Dith-Hle Community School is to nurture, teach, and challenge our students to reach their fullest potential.

Dzilth-Na-O-Dith-Hle bi'ólta' haz'áągi éi niha'átchíni náásgóó yee át'ée dooleefígíi bee biíhodiyoó'nit dóó nidínọ́tjij.

The faculty, staff, and related personnel of DCS believe that:

- Parents are the primary and most important teacher of their child's mental, emotional, social, physical & spiritual development.
- Students will accept responsibility for their actions.
- Our school will promote a rigorous curriculum that will prepare our students to be critical thinkers and problem solvers; and to be college and career ready.
- Language and cultural values are important to the development of the whole child, therefore, our school will incorporate language and cultural instructions and lessons in the school environment.

II. VISION STATEMENT

As part of the school improvement process DCS seeks to do the following:

- Increase student proficiency in reading, mathematics and science.
- Continue to Implement Fine Arts classes.
- Update and maintain school-wide technology resources.
- Increase parent involvement.
- Increase exposure and awareness of local and global world views through educational experiences.
- Increase awareness of student personal and mental health.

“For Each Child – Success”

III. PARENT/GUARDIAN and STUDENT RIGHTS and RESPONSIBILITIES

PARENT / GUARDIAN

As a DCS parent/guardian you have the **RESPONSIBILITY** to:

- Review this handbook with your child(ren) and comply with these policies.
- Ensure that your child attends school daily.
- Parent Participation:
 - Parent-teacher Conferences (PTC)
 - Parent trainings
 - Parent Advisory Committee (PAC)
 - Other school events
- Report in writing any changes of contact such as: phone numbers, email address, mailing address and physical address and/or medical information **immediately** to the school registrar.
- Support and encourage your child and the school in their efforts for academic achievement and success.
- Communicate and collaborate with all DCS staff.

As a DCS parent/guardian you have the **RIGHT** to:

- Be informed and/or request information of your child's educational progress, behavior, and attendance.
- Have your child be educated in a safe, secure, and drug free environment; free from prejudice, physical or verbal abuse, and unlawful criminal acts.
- Expect your child to be treated with dignity & respect, assessed and graded fairly.
- Personal beliefs and cultural practices, as long as they do not disrupt the educational process of your child.
- Express your concerns and opinions and/or report in writing of any suspected verbal, emotional, or physical abuse to the Principal in a fair and respectful manner. Forms are available in the front office.
- Schedule an appointment with the principal in advance.
- Be heard by a board or panel in severe disciplinary situations involving your child.

STUDENT

As a DCS student you have the **RESPONSIBILITY** to:

- Follow the ethical values of the school: Be Respectful, Be Responsible, and Be Safe and the Parent & Student Handbook.
- Accept consequences when in violation of Handbook policies.
- Complete missed work when absent from class within 2 school days from the time they return.
- Be punctual and be prepared for class daily.
- Keep DCS bully, alcohol, and drug free.
- Comply with the Dress Code.

As a DCS student you have the **RIGHT** to:

- A quality education in a safe, secure & drug free environment, free from prejudice, abuse, unlawful and/or criminal acts.
- Be treated with dignity and respect, assessed and graded fairly.
- Know and understand what is expected of you academically (attendance, behavior, grades, personal goals).
- Practice personal beliefs/cultural practices as long as they do not disrupt the educational process.

- Express your concerns and opinions and/or report in writing of any suspected verbal, emotional, or physical abuse to a teacher, counselor, and/or Principal in a fair and respectful manner.
- Due process (*page 9*) and be heard by a board or panel in severe disciplinary situations.

IV. ENROLLMENT AND WITHDRAWAL PROCEDURES

Enrollment dates will be determined by the administration. For questions, call the registrar.

FIRST PRIORITY of enrollment at DCS will be given to students who had excellent attendance and positive behavior from the previous school year. Former and current students who have been on attendance or behavior contracts, or have had prior behavior issues with supporting documentation, will be placed on a waiting list or may not be considered for enrollment. **If accepted, a meeting with the parent/guardian regarding behavioral and/or attendance contract will be required for the next school year.** The school strongly discourages parents from a pattern of enrolling, withdrawing, and re-enrolling students. Withdrawals must be initiated by the parent or guardian through the registrar's office.

Kindergartners must be five (5) years old by December 31st to enroll for the current school year. Kindergarten students are not eligible to enroll in the Residential Program. This does not apply to students with a Social Services/Court order.

All students must be toilet trained. If the school becomes aware of a child not being toilet trained, he/she may be dis-enrolled or the parent will resume the responsibility to shadow their child daily in the toilet training process. Parent must bring extra clothing for their Kindergarten, 1st or 2nd grade student to store at the school in case of emergency.

STUDENT ENROLLMENT

The following documentation is required to enroll a new student at DCS:

- Boundary Waiver Form (If it applies)
- Certificate of Indian Blood
- Birth Certificate
- Updated/Current Immunization Records
- Medical documentation as diagnosed/prescribed by a physician
- Other documentation that may be requested
 - IEP (Individualized Education Plan)
 - SAT Referrals (Student Assistance Team)
- Report Card from previous school reflecting current grade level/Proof of Grade Level Promotion/Retention
- Our school upholds suspensions and expulsions of previous school attended. Any student expelled from another school will not be accepted
- Attendance and Behavior Contracts
- List of authorized persons with contact information for check-out (must be 21 years of age with a valid ID)
- Current Guardianship/custody, Power of Attorney, Unlimited Power of Attorney and/or Caregiver affidavit documents

All new students enrolling at the beginning and/or middle of the school year may be **REQUIRED** to take an academic assessment to determine their grade-level performance. If the student is more than two years below their grade level there is the possibility of retention.

The school reserves the right to decline enrollment to any student for non-compliance of the above requirements.

V. ATTENDANCE: TARDINESS & TRUANCY

Students are more successful when they attend school on a regular and consistent basis. Dziłth-Na-O-Dith-Hle Community School adheres to the NM State and Navajo Nation Laws regarding attendance.

Parents & Students are responsible for requesting and making up all school work missed due to their absences whether excused / unexcused. The student has two (2) days to submit any missed assignments from the time they return. All notes need to be turned in within one week of the absence. Any absence communicated through text and phone need to be followed up with a note.

EXCUSED ABSENCES:

All absences require a note from a parent, doctor, and/or court. If absences are due to illness, a medical statement may be required. The following are examples of valid excused absences:

- | | |
|---|-------------------------------|
| • Illness or a doctor's appointment | • Court hearing or appearance |
| • Hospitalization of student or a immediate family member | • Family Emergency/Crisis |
| • Death of an immediate family member | |

UNEXCUSED ABSENCES:

- **3 unexcused absences within the quarter:** The school will make contact with parent. If no contact, a home visit will be made.
- **After 4 unexcused/excused absences within the quarter:** A referral will be made to the SAT Coordinator. The school will work closely with parent on strategies to address attendance issues.
Consequences for excessive attendance issues will be at the discretion of the principal and/or SAT. Possible consequences may include: SCAN, attendance contract, **referral to prosecutor, child welfare check by local police department and/or possible retention.**
- **Out of School Suspension is an unexcused absence.**

Students who are absent 10 (unexcused) consecutive days WILL BE DIS-ENROLLED from the DCS attendance roster.

Note: If a student must be absent more than ten consecutive days for a medical issue he/she must have a physician's medical statement provided within the first three days the student is absent from school. A certified teacher may provide 5 hours per week of instructional time within the home or the child may be accommodated through a virtual platform.

TARDINESS AND TRUANCY:

Students are expected to be punctual, prepared and in their assigned classrooms. Tardiness and early check-outs are **STRONGLY DISCOURAGED** as it interferes with students learning. **Consequences for excessive tardy issues will be at the discretion of the principal and/or SAT.**

- Students arriving late must report to the front office to check-in to receive an admittance slip.
- A student is considered tardy at one minute after the start of school.

VI. CHECK OUT POLICY

CHECK – OUT:

Early check outs is **STRONGLY DISCOURAGED!**

- Only individuals on the check-out list are authorized to check-out a student.
- Additional individuals checking out students MUST BE 21 have a valid ID, and written permission from a parent.
- Check-Out changes/additions must be cleared by the front office.
- DCS staff personnel must receive prior approval by the principal or designee to check-out students or transport them home, if they are not the legal parent/ guardian of the student.
- Check-out requests **VIA TELEPHONE** will not be approved due to safety and liability purposes.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse the check-out

VII. GENERAL POLICY & PROCEDURE

BAN POLICY:

Banning individuals from campus

A. Statement of general policy:

DCS makes every reasonable effort to welcome parents and other community members to attend the DCS campus for various DCS activities. However, the safety of DCS students and employees is a priority, and an individual may be banned from the DCS campus if:

1. The individual has been reported by DCS of suspected child abuse in accordance with Section 614 hereof; or
2. The individual presents a threat to the safety of any DCS student(s), parent(s), employee(s) &/or school board members, as set forth in Section XII below.
3. The individual that is a known felon, ex-con, alleged offender out on bail or is on probation will not be allowed on campus.
4. The individual that is under the influence of drugs or alcohol.

B. Immediate situations:

In situations in which there is an immediate threat to the safety of any DCS student(s) &/or employee(s), the Principal/designee and school security shall:

1. Ask the individual to leave the DCS campus.
2. If the individual does not comply with the request to leave, a law enforcement agency shall be contacted to request assistance in removing the individual from the DCS campus.
3. If the Principal has reason to extend the ban beyond the immediate, single incident, the Principal may follow the steps below for non-immediate situations.

C. Non-immediate situations:

If an individual has been reported by DCS of suspected child abuse in accordance with Section 614 hereof or if the Principal/designee has reason to extend a ban on an individual involving an immediate situation, the Principal may:

1. Issue a ban letter to the individual, notifying the individual that he/she has been banned from the DCS campus, with appropriate reasons included.
2. The ban letter shall be sent to the individual by certified mail.
3. The ban letter may provide that the individual is banned for a certain amount of time, at the Principal's discretion. However, no ban letter shall ban any individual for longer than one school year, unless permission to do so is granted by the School Board.

CLINIC AND HEALTH CONCERNS:

- The school **does not take/transport day students** to the medical or dental clinic, unless it is an extreme emergency.
- A legal parent/guardian must take their child to the clinic if he/she is ill or has an appointment.
- Please keep your child home if your child has a fever of 100°F or if they are under a doctor's care. They should not return to school until they have been fever free for 24 hours and/or a doctor's release form.
- Children with lice will be sent home and may not return to school until the lice have been treated and removed to prevent the spread of lice.
- Parent/Guardian must fill out a form in the front office and receive a medication policy if their child will be given any prescribed medication by school personnel.

COUNSELOR:

A school counselor may be readily available to provide support for students' social and emotional well-being. Teletherapy services may be offered.

CRISIS INTERVENTION TEAM:

The school has a crisis plan in place called the "Care Team". The "Care Team" will respond to incidences where students may need immediate intervention.

CULTURE RELEVANCE:

Any traditional or cultural ceremony which requires a student to be in possession of a ceremonial item must be reported to the front office, and/or Principal. Failure to report any traditional/ceremonial item will result in disciplinary action.

DRESS CODE:

While on campus during school hours or after school related activities, students will wear appropriate school attire, including shoes, at all times. School attire should not interfere with the learning environment-

- Clothing that causes a distraction at school, is too revealing, see through, or too form-fitting are not allowed.

- Shoes must be worn at all times.
- Hoodies must be off of the students' head when inside the school buildings.
- Hats, caps, beanies, sunglasses, and/or visors are not to be worn inside the building.
- Pins, buttons, patches, other insignias, or articles of clothing that advertise or promote the use of tobacco, alcohol, or drugs, or that are lewd, profane, or have sexual connotations are not allowed.

If students arrive at school with inappropriate clothing, replacement clothing may be provided and/or the student will turn the clothing inside out.

EMERGENCY/CRISIS PLAN (COOP):

The school has an emergency/crisis plan to respond to unforeseen events. The plans include response to a variety of scenarios such as fire drills, lockdowns, shelter-in-place, evacuation procedures, etc. In addition, each plan is updated annually and followed up with training for staff members.

FIELD TRIPS:

Student Participation

All students will have the opportunity to participate in field trips. Students may be excluded from the field trip at the teacher's discretion and prior approval of the principal due to any disciplinary consequences. The parent/guardian will be notified prior to the field trip.

Guidelines

- A Consent Form for Field Trips must be obtained for each participating student on trips.
- The sponsor/supervising staff must establish an itinerary including time, location of visits/lodging, and contact numbers of sponsor/staff. All parents or volunteers serving as chaperones must have a favorable background screening conducted by the school.
- If a child has serious medical and/or behavior concerns, the parent will be required to accompany their child on any field trips.

Cancellation

If a field trip is cancelled, the teacher or staff sponsoring the field trip will notify parent/guardian and/or appropriate individuals of the cancellation immediately.

FOOD SERVICES:

Breakfast and lunch are provided daily to students. Students are supervised by duty staff at each meal. Students will follow the cafeteria rules. DCS has a wellness policy in place which promotes healthy eating and living. Parents are encouraged to provide healthy snack choices for class parties.

GRADE REPORTING:

Grading and Grade Report

- K–2nd grading will be based on a rubric system to report the mastery of skills in each grading period: A = Advanced, P = Proficient, NP – Nearing Proficient, NI – Needs Improvement
- 3rd – 8th grading will be reported using letter grades: **A=90–100% B=80–89% C=70–79% D=60–69% F=59% and below**

Failing Students:

Students failing a class will automatically be referred to the SAT team and receive extra support.

Progress Reports:

Progress reports for at risk students will be sent to the parents once between grading periods to inform parent/guardian of student academic progress. Additional progress reports may be sent out at the discretion of the teacher or at the request of a parent.

LIBRARY:

Students and parents are responsible for any checked out books/materials and replacement cost of damaged or lost book/materials. (*See damaged book form for replacement*)

PARENT ADVISORY COMMITTEE (PAC):

The Parent Advisory Committee is established to ensure student's academic goals and educational experience is successful. Parents/Guardians are encouraged to attend the PAC meetings throughout the school year, every other month starting in September. If a parent is unable to attend, send a representative. Meetings may be scheduled virtually, if necessary.

PARENT TEACHER CONFERENCES (PTC):

Parents are encouraged to attend to be informed of their child's academic progress. If you are unable to attend, please schedule a meeting to discuss your child's progress. PTC may be scheduled virtually, if necessary.

PERSONAL BELONGINGS:

- Backpacks should be used to carry school items only! No personal items are allowed. Backpacks may be suspended at any time.
- Confiscated personal items will be returned to parents after a conference with the Principal.
- The school may impose a no-backpack policy at any time throughout the school year if there is a safety issue involved.

PRACTICE WORK AT HOME:

The goal is for students to practice previously learned material and enhance their skills independently.

Each grade level will vary in length of time for practice work:

- Practice work may be assigned 2-3 times per week. Practice work will not be assigned on weekends or during testing periods!
- K - 5th grade will not exceed more than 30 minutes of practice work.
- 6th - 8th will not exceed more than one hour's worth of practice work.

RETENTION:

All new students will be assessed and the results will be evaluated. If student is 2 or more years below their grade level an immediate referral to the SAT team will be made to determine grade placement.

Retention may be necessary when students are not making expected academic growth. Student Assistance Team (SAT) will review data and make a decision. Students who have no prior school experience, gaps in attendance or were retained by another school will be immediately reviewed by the SAT team.

RECESS:

It's important for children to engage in physical activity throughout the day. Time spent on the playground is essential to helping children develop positive social skills. Playground rules that facilitate healthy social interaction among students include taking turns and resolving conflicts. During cold weather, 30° or colder, students who are not dressed appropriately will be sent inside.

SCHOOL HOURS AND SCHEDULE:

School hours will be determined by administration and a schedule will be shared with parents. The office staff is available from 8:00 am - 4:00 p.m. daily.

SCHOOL PROPERTY – DAMAGES & FINES:

Students are to respect and be responsible for the security/safekeeping of all property and equipment. Students will incur fines ranging from \$5.00 - \$100.00 and/or a percentage of the damages and/or lost books. Library books will not be checked out until book(s) is/are found or fines are paid.

SPECIAL EDUCATION:

For those students who are having difficulty in the general classroom, DCS will consider academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of DCS to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the school learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time. Additional information regarding special education is available by contacting DCS's Special Education Coordinator through the school office.

STUDENT ASSISTANCE TEAM (SAT):

The Student Assistance Team is comprised of parent, classroom teacher, resource teacher, principal or designee, curriculum specialist, and counselor. Other team members may be invited as needed. This team is available to support the student's educational, emotional, and behavioral needs throughout the school year. A SAT referral can be initiated by the parent, teacher, child study team, and residential staff. Upon acquiring appropriate data, the team will meet to review and discuss a plan based on the student's needs. Timely reviews will be held throughout the school year to make adjustments. Parents will be notified of any intervention plans that will be implemented for their child.

STUDENT RECOGNITION:

Students will be recognized for achievement and growth such as: academics, attendance, behavior, sports, etc.

SUSPECTED CHILD ABUSE & NEGLECT (SCAN) REPORT:

All schools are mandated by law to report a reasonable suspicion that a child may have been abused (emotionally, physically, mentally, or educationally).

TELEPHONE AND CELL PHONE USAGE:

- Students are not allowed to use cell phones to make or receive phone calls or text messages during school hours.
- Front office will assist with student emergency phone calls.
- Students will be required to turn in their cell phones into a secure location, if necessary.
- Cell phones may be confiscated by the teacher when students violate this policy. Parents may be required to pick up the phone in-person.

TRANSPORTATION POLICY:

Buses and/or school vehicles, are utilized to transport student to and from school on a daily basis. During field trips, afterschool activities, residential pick up/drop off, and sports function, students may be transported either in a bus or school vehicle.

Parent and student transportation responsibilities:

1. Students who are being transported on school buses are expected to follow all rules and procedures.
2. Parents are held responsible for malicious destruction to the bus or assault on a driver/others.
3. Examples of unacceptable actions include:
 - a. Rude/discourteous behavior, obscene gestures
 - b. Throwing objects in, at, or out of the bus/vehicle
 - c. Possession and/or use of any controlled substance or alcohol
 - d. Fighting/pushing/tripping
 - e. Destruction of property
 - f. Not remaining in assigned seats
4. Students must be at the bus stop at the appointed time. Parents of young children are expected to accompany their child to the bus stop and to be at the bus stop when their child returns from school.
5. **Parent/guardian must be home when students are dropped off.** In cases where parents are not home, the student will be transported back to the school. It is the responsibility of the parent to pick up their child. Law enforcement will be notified if the student is not picked up within 45 minutes if parents have made no contact with the dorm or school.
6. Students will be picked-up or dropped-off at designated locations only. A map and schedule is provided to parents upon request.
7. For safety reasons, once the bus/vehicle departs the loading zone, the buses/vehicle will not stop for any student until it arrives at the next designated bus stop.

Drivers will inform students and parents of the bus/vehicle rules.

If a student violates a rule, the specific disciplinary actions are: (refer to Student Discipline Policy – Offenses)

- A. **First Offense:** Verbal Warning—A verbal warning to the student will be made. The driver/aide shall handle the infraction as they occur.
- B. **Second Offense:** Bus driver will give a written referral to the Transportation Manager. The parent will be informed in writing and/or by phone call.

- C. **Third Offense:** Continued violation of these rules will result in loss of bus privileges and/or suspension from the bus. The bus driver will give a written referral to the Transportation Manager. Depending on the seriousness of the offense, the Principal/or designee and Transportation Manager will determine the disciplinary action. The parent will be informed in a phone call/ and writing.
- D. **Immediate suspension of bus privileges will be implemented for the following behaviors:**
If the student or parent/guardian displays aggressive behavior towards students or bus driver, immediate suspension of transportation privileges will occur. It will be the responsibility of the parent to transport his/her child to and from school daily. **Legal action may be taken and may result in charges being filed.**
- E. Students with **special needs** requiring transportation, as a related service, will be handled on an individual basis through the IEP (Individualized Educational Plan) process. Written referrals for students should be sent to the Case Manager.

In the event of a medical emergency, the driver will immediately call 911 and report the emergency to the school and Transportation Manager. In the event there is no means of communication, the driver will use his/her best judgement in proceeding to a location where emergency medical assistance can be contacted.

Transportation arrangement

Parent/Guardian must call the front office by **12:00 pm** to make any transportation arrangements to ensure proper and timely notification to drivers. Written notes are acceptable, however it will need to be verified with the parent/guardian. Parents are not allowed to take students off the bus without a check out slip.

If an afterschool pick-up for a student is arranged, the parent must pick up the student by 4:00 pm.

VISITORS:

All visitors must check in and sign in at the front office. Visitors will receive a Visitor's I.D. badge and it must be visible at all times while on campus. Any messages or deliveries shall be given to students at the end of the day. During school activities parent/legal guardian are allowed to visit their child's classroom.

Parents are welcome to volunteer at our school, however to volunteer for extended periods, parents must have a favorable background check on file with the Human Resource Office as required by law. The school does not supervise any court ordered volunteers.

WEATHER ALERT:

During the winter/spring months, there may be days when weather conditions make it difficult for students to get to school. If conditions are extremely severe, school may be cancelled or delayed, which will be announced on the local radio, television, text, and online announcements beginning at approximately 7:00 a.m. or earlier.

VIII. TECHNOLOGY RESOURCE USE POLICY

DCS recognizes the importance for students to have access to electronic information system (EIS). The access to EIS is a privilege, not a right. It is the parent/ guardian's responsibility to discuss the agreement and return it to the school with both student and parent signatures. When signed, the user is permitted to use EIS resources. Improper usage of EIS and violation of rules will cancel user privileges and/or result in disciplinary action.

IX. ANTI-BULLYING POLICY

Dzilth-Na-O-Dith-Hle Community School Anti-Bullying Policy

DCS is committed to creating a safe, caring, and respectful learning environment for all students, parents and guardians. DCS states that students will **BE RESPONSIBLE, BE RESPECTFUL, and BE SAFE**. Bullying at DCS is strictly prohibited, and will not be tolerated. A bully-free school includes all buildings on school grounds, coming to and going home from school, any school-sponsored social events, fieldtrips, sporting events, and bus/school vehicle transportation. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying

Bullying is a repeated pattern of aggressive, intentional or deliberate hostile behavior. Bullying behaviors normally fall into three categories, **PHYSICAL, EMOTIONAL, and VERBAL**; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; body language; rumors; false accusations; hazing, harassment; social isolation, and cyber-bullying on any social media such as Facebook, Instagram, Tiktok etc.

Preventative Measures: Parent & Student Awareness/Responsibility

1. Bullying behaviors are **UNACCEPTABLE**. Age appropriate programs will be used to increase bully awareness with students and staff. To prevent bullying students, parents and staff will:
 - Follow the DCS Parent and Student Handbook
 - REPORT BULLYING TO A TRUSTED ADULT
2. Parents who become aware of an act of bullying are to immediately report the incident(s) to a staff member and/or principal. Parents are not to take matters into their own hands.

Reporting Procedure

A. Complaint/Investigative Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying. Any student (victim **or** bystander) may initiate a complaint by submitting a written and signed statement to administration. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action(s).

B. Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student or parent/guardian is found guilty of bullying behavior(s), the consequences shall depend on the results of the investigation and the severity of the incident. Consequences may include but are not limited to the following:

- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral/Report to local law enforcement agency

X. STUDENT DISCIPLINE POLICY

The primary concern of DCS is to create and foster a safe learning environment where all students can achieve his or her greatest potential. This safe environment will allow all students the opportunity to grow academically, mentally, socially, and emotionally.

We want all students to learn responsibility for their own behavior and to live and work productively with others in a safe and caring school environment.

We feel privileged to be partners with you in the education of your child(ren). We know that **TOGETHER** we can provide the best and safest learning and growing environment that will ensure success for all our students.

Our Policy encourages and fosters proper behavior at all times for students to:

1. **Be Responsible**
2. **Be Respectful**
3. **Be Safe**

Students discuss classroom and school discipline procedures with their teacher at the beginning of the school year. Teachers revisit these guidelines throughout the school year.

School Security or Law Enforcement may be called in if a situation becomes unsafe for any student, staff or parent involved.

A. OFFENSES

<u>MINOR INFRACTIONS, but not limited to</u>	<u>MAJOR INFRACTIONS, but not limited to:</u>
<ul style="list-style-type: none">• Not following classroom rules• Use of profanity• Stealing• Arguing• Running in the building• Misuse of the bathroom• Misuse of playground equipment• Attitude/Rude behavior to others• Public Display of Affection• Throwing objects (not directed at a person)• Wearing prohibited clothing to school	<ul style="list-style-type: none">• Carrying or use of Alcohol & Drugs• Assault/Battery• Bullying/Harassment/Intimidation• Fighting• Insubordination• Threats of Violence (Hate violence, Hazing)• Vandalism/Theft/Extortion• Carrying or use of Weapons• Ditching• Truancy• Sexual Harrassment• Throwing objects (directed to a person)

****See definition in Appendix A**

B. CONSEQUENCES

The goal of DCS is to teach and encourage positive behavior that will result in a positive learning atmosphere throughout the school. The three important behaviors that all students are expected to follow are: **Be Responsible, Be Respectful, and Be Safe.**

STUDENT CONTRACTS: At the discretion of the administration, a student may be placed on a student contract that contains specific student expectations to maintain their active status with the school. Violations of the contract may result in suspension and/or expulsion.

- Attendance Contract
- Behavior Contract

The following are the disciplinary consequences used at DCS. The administration reserves the right to use discretion for any disciplinary action.

1st OFFENSE: A verbal warning to the student will be made. Staff/Teacher shall handle the infraction as they occur.

2nd OFFENSE: A student will receive a Student Behavior Referral. Depending on the offense, a behavior conference may be set up with the parent and student.

3rd OFFENSE: Depending on the type of infraction, appropriate consequences will be assigned. Consequences such as, but not limited to: In-School-Suspension (ISS), Parent Shadowing, and a behavior contract will be initiated.

IMMEDIATE OFFICE REFERRAL: A student may be referred to the office immediately using the Student Behavior Referral form for any behavior that could result in In-School-Suspension, Out- of- School suspension or expulsion.

- **Administrative Consequences – Immediate Office Referral**

Consequences for immediate office referrals include loss of school privileges, ISS/OSS, expulsion, parent conference, or other administrative action as deemed appropriate. Habitually disruptive behavior will result in implementation of a behavior contract between the school, student, and parent(s)/guardian-

- **SUSPENSION (ISS/OSS)**

Student may not attend school or school-related functions as determined by administration. The Principal has the authority to impose a long-term suspension following appropriate due process.

- **EXPULSION**

Expulsion means a permanent withdrawal of the privilege of attending a school or any function in the school unless the Governing School Board reinstates that privilege.

SEARCH AND SEIZURE OF STUDENT PROPERTY

School personnel may lawfully conduct searches and seize related property when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Items provided by the school for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student, but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items. Furthermore, lockers, desks, storage areas, backpacks, etc. may be inspected at any time without notice by school personnel.

Searches conducted by school personnel shall be reasonable in scope and related to the objective of the search. If a search is conducted, it shall be confined to outer clothing, purses, book bags, electronic devices, including cell phones, the information contained therein, etc. Any other body search is inappropriate in the school settings.

SPECIAL EDUCATION STUDENT

Any disciplinary action involving a Special Education Student (any child with an IEP) may require a Manifestation Determination to determine if the behavior is dependent on their disability.

XI. STUDENT DUE PROCESS and HEARING

Every student has the right to an education. Whenever a student is deprived of his/her right to education through disciplinary proceedings such as long term suspension or expulsion, the student is entitled to due process. This due process includes the right to a notice and a fair hearing prior to the administration's decision of a long-term suspension or expulsion. The parent/ guardian may be present during the proceedings.

All long-term suspensions and expulsions must be evaluated in a formal hearing in front of a panel. During this hearing, the student has the right to:

- Know what specific rules were violated
- Have the decision regarding the long-term suspension/expulsion decided by a panel.
- Bring evidence and witnesses on the student's behalf
- Have the hearing be closed to the public to protect the privacy of the student

In an emergency situation, a student may be denied their due process rights, but only temporarily. If the school believes that a student poses an immediate threat to him/herself or others, the school staff can suspend the student immediately for up to ten days without giving a hearing.

However, the due process procedures must be provided as soon as possible. Only in emergency situations can due process be provided after the application of discipline.

If the student and/or parents have questions regarding the due process rights, or believe that they have been denied their right to due process, they may want to contact a lawyer experienced in education and schools. An experienced lawyer will be able to explain their rights and represent any appeals or administrative hearings that might be necessary.

XII. PARENT / GUARDIAN BEHAVIOR POLICY

Dzilh-Na-O-Dith-Hle Community School is committed to providing its students with the very best educational experience possible and to ensuring the safety and the overall well-being of all parents, guardians, students, faculty/staff, volunteers, and visitors. To achieve this goal, the support of parents/guardians and a positive relationship with the school is imperative. This Parent/Guardian Behavior Policy is designed to inform parents and guardians of behavioral expectations when visiting DCS and/or interacting with DCS staff or personnel, and provides a non-exhaustive description of inappropriate behaviors considered to be detrimental to the educational process. Parents or guardians who display such inappropriate behaviors will compel administrative action, which may lead to their students' disenrollment from DCS.

A. PROHIBITED ACTS OF PARENTAL MISCONDUCT

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, disrespectful, either in person, by e-mail, through social media platforms, or by text/voicemail/phone or through other written or verbal communication;
- Threatening to do bodily harm to a DCS employee, visitor, fellow parent/guardian or student;
- Threatening to damage the property of a DCS employee, visitor, fellow parent/guardian or student;
- Damaging or destruction of school property;
- Excessive unscheduled DCS visits, e-mails, text/voicemail/phone messages or other written or oral communications;
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips;
- Sending or forwarding inappropriate e-mail, including e-mail containing threats, offensive language, untruthful statements, junk e-mail, chain letters, etc.;
- Using behavior or making inappropriate comments on DCS social media (ie. Facebook, Twitter, etc.) and/or the DCS website;
- Any other acts that interfere with the orderly educational process in the classroom or the school.

B. ENFORCEMENT GUIDELINES

Enforcement shall be administered when necessary to protect students, school employees or property, and to maintain essential order and discipline. Parents/guardians and students shall be treated fairly and equitably. Enforcement shall be based on a careful assessment of the circumstances of each case. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass, issuance of a formal ban (as set forth in Section VII, above) or disenrollment of the student. Factors that must be considered in each decision concerning suspension, expulsion, or involving Law Enforcement Agencies include:

- Seriousness of the offense;
- Intent when engaged in the conduct;
- Parent/ Guardian's history with faculty and staff;
- Potential effect of the misconduct on the DCS environment; and
- Legal requirements for certain disciplinary consequences.

APPENDIX A - INFRACTIONS

A. MINOR INFRACTIONS:

- **DEFIANT/DISRUPTIVE**
Defined as follows: actions disrupting school operation, threatens the health/safety of anyone on school property, etc.
- **DISRUPTION OF INSTRUCTION**

- Teaching and learning are the key components for ongoing student progress.
- Student will not be allowed to disrupt the classroom or school environment.
- Disobedient or disrespectful behavior will not be tolerated.

- **DRESS CODE VIOLATION** (see page 5)

- **INAPPROPRIATE LANGUAGE AND/OR GESTURES**

- The use of profanity or demeaning language and the use of inappropriate gestures are not appropriate school behavior.

- **PUBLIC DISPLAY OF AFFECTIONS (PDA)**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students and visitors should refrain from inappropriate, intimate behaviors when on campus or at school related events & activities.

- **TRESPASSING/UNAUTHORIZED PRESENCE**

Being on school grounds or campus housing (such as afterschool hours, weekends, holidays, etc.) without permission.

B. **MAJOR INFRACTIONS:**

- **ALCOHOL & DRUGS**

The use, possession, selling/distributing of alcohol and other drugs is prohibited.

- **ASSAULT / BATTERY**

An attempt to cause, or threaten to cause physical injury to another person. (*Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.*)

- **BULLYING (HARASSMENT & INTIMIDATION)**

Bullying means any intentional written, sexual, verbal, physical act or series of acts are directed at another student(s)/staff or other parents, which occurs in a school setting and which is severe, persistent or pervasive and has an effect on the student learning environment. This includes Cyberbullying.

- **FIGHTING**

Any student who initiates and/or participates in a physical fight will be suspended and may be subject to further disciplinary or legal action at the discretion of the administrator depending on the severity of the incident. (period at the end of the sentence)

- **THREATS OF VIOLENCE**

Visitors to the school are informed that threats of violence toward DCS students and staff and/or threats of destruction of school property will not be tolerated. These threats could be communicated through electronic means, such as e-mails, instant messages, websites, social media posts, personal web pages, etc. Threats of this nature, including statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, **even if made in an allegedly joking manner, it will be taken seriously.**

❖ **HATE VIOLENCE** – *Hate violence means any act which includes intimidating or injuring a person/victim, interfering with the exercise of their civil rights or damaging property because of their race, ethnicity, religion, nationality, disability, gender or sexual orientation.*

❖ **HAZING** – *Engaging in, or attempting to engage in any activities used for initiation into an organization, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.*

- **VANDALISM / THEFT / EXTORTION**

The destruction or defacing of property belonging to the school or others is strictly prohibited. Students will be responsible for the replacement or repair cost of school property destroyed through maliciousness or negligence and students will be subject to disciplinary action. Attempting or the act of robbery and/or extortion is strictly prohibited and illegal. Extortion occurs when threats are made with the intent to obtain money or something of value of school property.

- **WEAPONS**

The term “weapon” shall include, but is not limited to, knives, cutting tool, needle, nun-chuck stick, firearm (handgun or pistol), fireworks, matches, lighters, rocks, sharp projectile objects, rifles, explosive weapon or device, smoke bomb, “lookalike” weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury.