Kayenta Unified School District

# 2026-2027 Baker Middle School Student & Parent Handbook

Excellence. Every Student, Every Day.

928-697-2200

WWW.KAYENTA.K12.AZ.US

*(Retain this handbook at home for future reference and questions)*

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## Baker Middle School

## Office Contact Information

| | |
|---|---|
| **Lori Chee**<br>Principal<br>928-697-2203 | **Elvita Tsosie-Clark**<br>Administrative Assistant<br>928-697-2200 |
| **Joycetta Yazzie**<br>Dean of Students<br>928-697-2202 | **Cassandra Parrish**<br>Student Support Assistant<br>928-697-2201 |
| **Chantal Kescoli**<br>Social Worker<br>928-697-2214 | **Deonna Manygoats**<br>Student Support Assistance / Registrar<br>928-697-2202 |
| **Antoinette Young-Talker**<br>Guidance Counselor<br>928-697-2206 | **Geneieve Young**<br>Guidance Counselor<br>928-697-2207 |
| **Adrienne Etsitty**<br>Health Technician<br>928-697-2208 | **Christopher Greyeyes**<br>Safe School Monitor<br>928-697-2200 Ext. 4202 |

Kayenta Unified School District

July 9, 2026

Dear Students and Parents,

Welcome to the 2026-2027 school year! I am excited to start the new school year and look forward to becoming part of the Colt community. My clans are To'ahani (Near the water) born for To'heedliinii (Water flows together), my maternal grandparents are To'dich'ii'nii (Bitter water) and my paternal grandparents are Honaghaahni (One who walks around). I am from Black Mesa Kitsilii area. I have over 25 years of experience in the field of education as a teacher at the secondary and post-secondary levels as well as an administrator. I am an alumni of Arizona State University and Northern Arizona University. I look forward to meeting and collaborating with all the students and families of Baker Middle School.

Partnering with families for continued success at Baker Middle School is very important. Our overarching goal is to continue to increase educational opportunities for all our students by providing a comprehensive instructional program and a safe learning environment. We appreciate your continued support with attendance and checking your child's progress in ParentVue. We will continue to have high expectations for our students so they are prepared to take their next steps into their high school education.

Sincerely,

Lori Chee, M.A.E., M.Ed.

Baker Middle School Principal

## Baker Middle School Vision

Baker Middle School students will be recognized and respected for instructional excellence, academic success, and life-long learners.

## Mission

Baker Middle School will provide each student with an education that encourages them to develop strategies, knowledge and skills for life-long success.

## Philosophy

Baker Middle School provides academic and extra-curricular programs at the middle school, students who have broad and changing levels of maturity with intellectual, physical, social, and emotional needs. To meet those needs the total school staff, along with students, parents, and community must function as a collaborative team.

Baker Middle School will provide programs designed to meet these changes by recognizing needs that students at the middle level have broad and changing ranges of maturity levels with distinct intellectual, physical, social, and emotional needs. To meet these needs the total school staff, along with students, parents, and the community must function as a collaborative team.

## KUSD Mission and Belief Statement

It is the individual's responsibility to attain a successful life

Thinking

Planning

Learning

Working Together

This is what we want through guidance.

We will get there together.

**Baker Middle School**
**2026-2027**

## REGULAR BELL SCHEDULE

| PERIOD | | TIME | |
|---|---|---|---|
| 1st | | **7:55 - 8:45** | 50 minutes |
| 2nd | | **8:48 - 9:38** | 50 minutes |
| 3rd | | **9:41 - 10:31** | 50 minutes |
| *Intervention* | 5th & 6th Grade | **10:34 – 11:09** | 35 minutes |
| 4th | 7th & 8th Grade | **10:34 – 11:24** | 50 minutes |
| **4th A Lunch** | **5th & 6th Grade "A" Lunch** | **11:11 - 11:51** | 40 minutes |
| *Intervention* | 7th & 8th Grade | **11:27 – 12:02** | 35 minutes |
| 4th | 5th & 6th Grade | **11:56- 12:46** | 50 minutes |
| **4th B Lunch** | **7th & 8th Grade "B" Lunch** | **12:05 - 12:45** | 40 minutes |
| 5th | | **12:49 - 1:39** | 50 minutes |
| 6th | | **1:42 - 2:32** | 50 minutes |
| 7th | | **2:35 - 3:25** | 50 minutes |

## Half Day Bell Schedule

| Period | | Time | |
|---|---|---|---|
| 5th/1st | | **8:00 - 8:30** | 30 minutes |
| 6th/2nd | | **8:33 - 9:03** | 30 minutes |
| 7th/3rd | | **9:06 - 9:36** | 30 minutes |
| 1st/5th | | **9:39 – 10:09** | 30 minutes |
| 2nd/6th | | **10:12 - 10:42** | 30 minutes |
| 3rd/7th | | **10:45 – 11:15** | 30 minutes |
| **4th A** | **5th & 6th Grade "A" Lunches**<br>7th & 8th Grade Classes | **11:18 - 11:55** | 35 minutes |
| **4th B** | 5th & 6th Grade Classes<br>**7th & 8th Grade "B" Lunches** | **11:58 - 12:30** | 32 minutes |

## Delayed Day Bell Schedule

| Period | | Time | |
|---|---|---|---|
| 1st | | **10:00 - 10:38** | 38 minutes |
| 2nd | | **10:41 - 11:16** | 38 minutes |
| 3rd | | **11:19 – 11:57** | 38 minutes |
| **4th A** | **5th & 6th Grade "A" Lunches**<br>7th & 8th Grade Classes | **12:00 - 12:38** | 38 minutes |
| **4th B** | 5th & 6th Grade Classes<br>**7th & 8th Grade "B" Lunches** | **12:41 - 1:19** | 38 minutes |
| 5th | | **1:22 - 2:02** | 38 minutes |
| 6th | | **2:05 - 2:43** | 38 minutes |
| 7th | | **2:46 - 3:25** | 39 minutes |

## SECTION 1 – Annual Notification to Parents

Kayenta Unified School District receives federal funding, under Title I, Part A.According to the Every Student Succeeds Act of 2015 (ESSA) the following parental notifications are required. KUSD will continue to provide you with important information about this law and your child's education.

### Title I School wide III Program Eligibility and Availability

All three schools within KUSD, Monument Valley High School, Baker Middle School, and Debbie Braff Elementary School have a Title I School-wide III Program. School-wide III Programs address the educational needs of the students with comprehensive strategies for improving the whole school so every student achieves high levels of academic proficiency. The Title I School wide III programs provide the flexibility to consolidate funds from Federal, State and local resources.

The school wide program must have a comprehensive plan for reforming the instructional program, which describes how the school will provide individual student results in language the parents understand. The comprehensive school-wide plan is available to the parents and the public and can be obtained at each of the school sites or in the district Federal Program office.

### Parent Involvement Policy

KUSD in consultation with parents will review the parent involvement policy to ensure that it describes how the district will:

1. Involve parents in the joint development of the plan and the process of school review and improvement,
2. Provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance,
3. Build the school's capacity for strong parental involvement,
4. Coordinate and integrate parental involvement strategies with other programs,
5. Conduct with the involvement of parents an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school.

### Teacher Qualifications

Parents may request and the district will provide the parents information on the professional qualifications of their child's classroom teachers. The request will be provided in a timely manner.

### Teaching by a Non-Highly Qualified Instructor

Parents will be provided timely notice that their child has been receiving instruction by an individual not meeting the requirements of a fully qualified teacher for four or more consecutive weeks. This information will be provided by your building Principal

### Assessment Results

KUSD will use the State Academic Assessments and other indicators to annually review the progress of each school to determine if the school is meeting state accountability requirements. The annual review will be publicized and disseminated to parents, teachers, principals, schools and the community. Schools will refine the instructional program to assist all children in meeting the state's academic achievement standards. This information will be provided after the district has verified the assessment information.

### District Report Card

KUSD will publicly provide a district report card for all schools in the district to all parents of students attending KES, BMS and MVHS by posting the information on the website, distribution to the media and distribution through public agencies. This information will be provided after the district has verified all information.

### In Need of Improvement Status

Parent notification must be provided in a timely manner if a school is identified as "In Need of Improvement".

Notification must include:

- What does it mean to Need Improvement?

- What are the reasons for the status?
- What is being done by the school, district, and the state to change the status?
- How parents can become involved
- A statement as to how the parents can access the option to transfer their child to another school in the district, but since there is no other school in the district, they may choose to withdraw their child and enroll them in another school outside the district.

More information will be provided by the building principal if needed.

**Notice of Parent Meeting for students who are English Learners**

KUSD will hold and provide notice for regularly scheduled meetings to involve parents of students who are English Learners. Parents will be informed on how they may be involved in the education of their children to attain English proficiency, achieve at high levels in core academic subjects and meet State academic standards. Your building principal will provide information.

**Notice of Participation in English Language Development Program**

KUSD will provide an educational language instruction program. Parents of students placed in classes designated specifically for English Language Development shall be notified no later than 30 days after the start of the school year. In addition, AZ HB 2010, requires annual parental notification and a consent form to be completed within 30 days of receiving English proficiency assessment results. Your building principal will provide more information.

**Notice of Progress on Annual Achievement Objectives**

Title III requires each school to inform parents if their child is participating in a language instruction educational program and fails to make progress on annual measurable achievement objectives no later than 30 days after that failure occurs. Your building principal will provide more information.

**Notice of Unsafe School Choice Option**

KUSD **has not** been identified as a persistently dangerous school, however, Districts that have one or more schools identified as persistently dangerous, must in a timely manner, (within 10 days of identification):

1. Notify parents of each student attending the school that the State has identified as persistently dangerous,
2. Offer student(s) the opportunity to transfer to a safe public school within the district, and
3. For those students who accept the offer, complete the transfer.

Parental Notification regarding the status of the school and the offer to transfer may be made at the same time. In addition, the district will develop a corrective action plan and implement that plan in a timely manner.

**Homeless Education**

All homeless children and youth are provided equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youth.

**Non-discrimination / Equal Opportunity**

Kayenta Unified School District (the district) does not discriminate on the basis of race, color, national origin, pregnancy, sex (including, but not limited to, sexual orientation, gender identity or expression), disability, or age. KUSD honor Title IX sexual harassment policy.

Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the Executive Director of Human Resources:

Executive Director of Human Resources

Kayenta Unified School District

PO Box 337 Kayenta, AZ 86033

T: (928) 697-2025

F: (928) 697-2013

## Military Recruiters

When the Every Student Succeeds Act of 2015 ( ESSA) was amended, it included the provision for all schools receiving assistance under the Elementary Secondary Education Act of 1965, to give military recruiters the same access to secondary school students as they provide to all higher education recruiters. KUSD is required to provide students' names, addresses and telephone listings of secondary school students to military recruiters, when requested. Parents may request to "opt out" their child's name from the list that is shared.

## Family Education Rights to Privacy Act (FERPA)

The Family Education Rights to Privacy Act (FERPA) provides parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day school receives a request for access. Parents or eligible students should submit to the building Principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the building principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S.Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## Directory Information

The Family Educational Rights to Privacy Act (FERPA), a federal law, requires Kayenta Unified School District, with certain exceptions; obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kayenta Unified School District may disclose appropriately designated "directory information" without your consent, unless you have advised the district not to in accordance with District procedures. The primary purpose of directory information is to allow Kayenta Unified School District to include this type of information from your child's education records in certain school publications. Examples include A playbill, showing your child's role in a drama production; the annual yearbook; Honor Roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, basketball, football, volleyball, etc. showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks.

In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) and amended in the Every Student Succeeds Act of 2015 (ESSA) and the National Defense Authorization Act for Fiscal Year 2002, to provide military recruiters upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

If you do not want Kayenta Unified School District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing. KUSD has designated the following information as directory information:

- The student's name
- The names of the student's parents
- The student's address
- The student's date of birth
- The student's class designation
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The student's photograph.

- The school or school district the student attended before enrollment in the district.

## SECTION 2 – SCHOOL PROCEDURES

### ATTENDANCE POLICIES AND PROCEDURES

**Absences**

The Governing Board recognizes that the responsibility for school attendance rests with parents and students, with the school assisting them to fulfill that responsibility. Prompt, regular attendance is not only required by law, it is the key to student success and progress in school programs. Students must maintain regular class attendance, as much of the classroom experience cannot be duplicated (i.e. benefits of instruction, discussion and participation). The attendance goal is 100% of the days of the school year. Arizona truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school:

- A student is "habitually truant" if he/she has five or more unexcused absences from school. Truant means an unexcused absence for at least one class period during the day.
- **A student has "excessive absences" when the student misses more than ten percent (18) of the required number of school days per year whether the absence is excused or unexcused.**

Sufficient documentation to excuse an absence includes a doctor's note, chronic illness form, etc. Arizona state law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or 18 total verified/unverified absences, regardless of the reason, you and/or your child could be issued a citation for violation of Arizona Revised Statute A.R.S 15-802,803 and 10 N.N.C. § 118.

**Tardy**

Baker Middle School (BMS) teaches students the importance of being on time. The BMS tardy policy will be implemented as follows:

School-Wide Consequences for UNEXCUSED Tardies:

4th Tardy: Students are referred by Synergy reports only in the morning.

- A notification letter is mailed to parents.
- The student will be monitored by the teacher for ONE week following the 4th tardy incident. During this time, teachers will:
    - enter the student's tardies into Synergy in a timely manner so that everyone involved can view the student's daily tardies in Synergy.

**Excessive Tardy Procedure**

5th Tardy: 1 Lunch Detention–call parents

6th Tardy: **One day of ISS** and conference with Dean of Students or Principal (Referral to Social Services)

**Excused Absences**

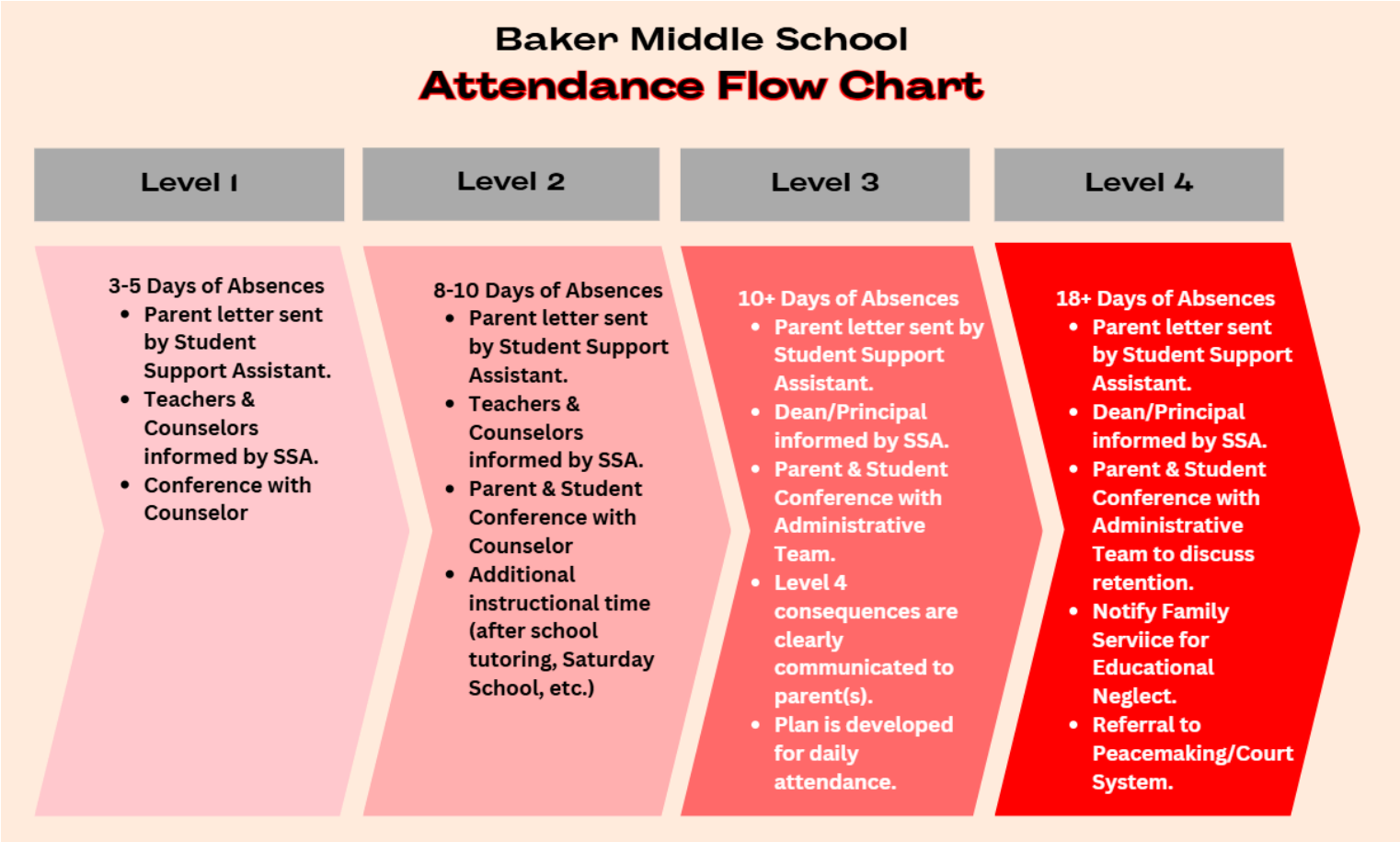
Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration, will be excused provided a call is received by the school attendance office on the day of the absence. Written notification will be accepted by the registrar/attendance clerk the morning following the absence. Academic grades may suffer as a result of excessive absences.

**Unexcused Absences**

Any absence not verified will be classified as unexcused. An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and district procedure, will be classified as truant. School discipline procedures for an unexcused absence/truancy will range from a conference with the dean to suspension and/or referral to the appropriate authorities. **Students need to be in attendance a full school day to be eligible to participate or attend extra-curricular activities. (Referral to Social Services) Excessive Absences**

**Make-Up Work**

When students are absent, it is their responsibility to talk with their teachers or obtain missed assignments whenever possible. Students should get missed assignments completed and turned in to the teacher as soon as possible. Students are allowed time equal to their period of absence to submit makeup assignments (i.e. one day absent equals one day for makeup). Parents of students absent for 2 or more days may call the school and pick up assignments at school. Homework for absences less than 3 days in duration may be handled by the teacher and student upon the student's return. The requested homework will be available in the front office. Parents should allow teachers reasonable time (i.e. until the end of the day) to prepare the requested homework assignments. OSS students may be allowed to make up work but possibly not at the same value.



**Closed Campus**

BMS does not open until 7:20 a.m. prior to the start of school. Once students arrive on campus, they **cannot leave the campus** unless they are signed out by a parent, guardian or person designated on the emergency contact section of the student registration form. In accordance with district procedure, only a person listed on the student registration form may take a student from the campus during school hours. When taking a child off campus, you will be asked to provide the office staff with a picture I.D. All adult visitors must be authorized through the main office. **Student visitors are not allowed on campus**. A student leaving campus without permission will be considered truant and disciplinary action will be taken. It is the responsibility of the parents to inform the school office in writing of any changes to the information on the student registration form.

**COMPUTERS, MEDIA, AND ELECTRONICS**

**Electronic Devices**

**Baker Middle School is not responsible for lost or stolen items.** BMS will not search for lost electronics. Students who choose to bring electronic devices to school do so at their own risk. Electronic Devices include but are not limited to: cell phones, iPods, MP3 players, tablets, Laptop, Cameras, games, etc. They may be used **until 7:45 a.m. and after 3:30 p.m.**

**BMS is recommending that students leave their Electronic Devices at home.** They are expensive for parents to replace and can be easily lost or stolen at school. **Electronic Devices** can interfere with teaching and learning at school. BMS believes that students must learn to be **responsible and use** their **Electronic Devices** if they bring them to school. **Electronic Devices** may **not be used** during the school day from 7:45 AM to 3:30 PM. **Electronic Devices** must not interfere with the safe and orderly management of the school. Teachers are authorized to confiscate any item that interferes with or disrupts the educational process or compromises student safety on the first offense. Teachers may also confiscate any item that is being used to exploit others, (i.e. photograph or communicate (improperly) about someone without their consent). Confiscated items will be turned in to the Dean of Students or the Principal.

**Consequences of Confiscated items:**

- The confiscated item may be returned to the student pending a conference with the Dean of Students for a first time incident.
- Parents will be required to pick up the **Electronic Device** if the student is a repeat offender of this rule.

*It should be noted that cell phones are often stolen and it is not the responsibility of the school to conduct a search for them. The school assumes no liability for lost or stolen items at school or school-sponsored events. **Electronic devices are to be turned off and stored in the student backpack when they enter their classroom. The backpacks are to be stored at the front of the classroom until class ends.**

**Acceptable Technology Usage**

**A USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT pages 43-44** is completed at the beginning of each year and must be on file before a student can access the Internet. The form is in the back of the BMS Student/Parent Handbook. Abuse of any technological privileges may result in them being revoked. Any illegal activity involving technology will be reported. The usage agreement covers all computer, email, Internet, text message, and other technology usage.

**Media/Library Center**

The Library/Media Center's purpose is to provide resources for students and staff to create successful learning experiences. The library offers opportunities for reference work and recreational reading for students and faculty members. Library shelves are well supplied with excellent books, magazines and newspapers.

**Library Hours:** The library is open during school hours. Parents are to contact the librarian to check out books and utilize the library after school hours. The librarian will determine when the parents can use the library.

**Behavior**: Any behavior which is disruptive or disturbing to anyone else in the library, will not be tolerated and may result in loss of library privileges. Food, candy, gum, drinks, etc. are not allowed in the library. Please leave the library at and in good order.

**Passes:** All students need a pass to enter the library unless they are part of a scheduled class.

**(Passes are needed during lunch time and during class)**

**Circulation:** Overdue books must be returned, and fines paid before you are allowed to check out additional books. Lost books must be paid for before you will be allowed to check out additional books. If you are on the library overdue list at the end of a grading period, your report card may be held until the library record has been cleared. **After checking a book out, its care is completely your responsibility. If it is lost, stolen, or damaged, you will be charged.**

**Music**

Research shows that music can have a calming effect in the classroom. Teachers may use music in their classrooms **if they choose** to. Teachers have the authority to control the environment inside their classrooms to enhance teaching and learning. Music must not be a distraction to others in the learning environment**.**

**Movies**

It is the policy of the district that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and reinforce the concepts being taught and have been planned for in advance. BMS students may only view movies that are rated G or PG without Parental Consent. Parents have the right to request that their child not view any movie/video. The principal must approve all movies/videos that deviate from the adopted curriculum in advance. All lights are to be left on.

**DRESS CODE- Also See District Policy JICA and JICA-R**

We encourage students to take pride in their attire as it relates to the school setting.

- All clothing and accessories worn by students at BMS must reflect respect for culture and beliefs and must not be a disruption or distraction to the learning environment, or the health and safety of students.
- Clothing may not promote or advertise items or activities that are illegal or unsafe for BMS students such as alcohol, tobacco, gang symbols, weapon symbols, drug use, sexual activity.
- Clothing may not promote or endorse actions of hate, discrimination or intolerance of any gender, race, ethnicity, religion, sexual orientation, age or disability.
- Clothing may not be sexually explicit or provocative. Profanity is not permitted on clothing.
- As a show of respect for the learning environment, students may not wear hats, beanies, sports bands, or any headwear inside the building.
- Some class activities may include a strict dress code to insure safety.
- BMS strives to balance student self- expression and style with a professional and safe learning environment. Student safety and well- being are our first considerations.
- After a warning, they will be confiscated. (Exceptions approved by BMS principal)

NOTE: The administration reserves the right to use their discretion in deciding what is not acceptable dress standard on campus. This includes informing parents if there is a concern for student health, well-being or safety regarding piercings, (facial, excluding ears) tattoos or other body markings.

**Lost and Found**

Students must assume sole responsibility for loss of, or damage to, your property. The school will endeavor to protect, but it is **not responsible for personal property**. Found articles should be taken to the lost and found area in the front office. Unclaimed articles may be given to charity at the end of the school year. Lost articles may be claimed before, after school, or during lunches. Personal belongings should be marked with identification.

**Site Council**

BMS has an active Site Council that meets monthly. Parent groups, community leaders, teachers, and staff are encouraged to meet regularly to ensure they are working together and are actively involved in all aspects of the BMS organization.

**Safety Drills**

We are committed to a safe campus for all of our students and staff. Periodically, we will hold drills that reinforce the skills necessary to ensure the safety of all, in an emergency. Expect monthly Fire Drills and periodic Lockdown and Evacuation Drills. (All discipline expectations are to be followed and enforced during school safety drills.)

**School Pride**

Custodians are vital members of the school staff and have the responsibility of keeping the buildings and grounds in order. Students are required to pick up litter and maintain a neat and clean learning environment. Acts of vandalism or destruction of property will have disciplinary consequences. Students are expected to respect all school property and equipment and take ownership in maintaining a clean and safe learning environment.

**Telephone Usage and Messages**

Only in the case of an emergency, and with a pass from a teacher, may a student receive permission to use phones in the front office. ONLY EMERGENCY telephone messages will be taken for a student. Students are required to leave cell phones turned off during the school day from 7:45AM to 3:30PM). **Parents can help us teach responsible use of cell phones by not calling/texting students during class time. Electronic devices are to be turned off and stored in the student backpack when they enter their classroom. The backpacks are to be stored at the front or back of the classroom until class ends.**

**Visitors**

All visitors are required to enter through the front office doors. This included extended day programs. We encourage parents to visit the classrooms**. However, we request that you contact the classroom teacher at least one day before your planned visit. Visitation must be approved by the School Principal.** Classroom teachers may suggest another time for your visit, based on the activities that may be scheduled. As required by state law, all visitors must first report to the school office and sign the register. All visitors will be asked to show ID. A visitor's badge will be issued at that time**. Student visitors are not permitted**.

**Withdrawal from School**

**All students who are leaving Kayenta School Unified District, your parent/guardian needs to obtain a signed official withdrawal slip.** The Arizona Department of Education requires parents/guardians of all students inform the school registrar where they intend to re-enroll their child after withdrawing from BMS. All textbooks, library books, materials, equipment, and other property of the BMS must be returned. Items lost or damaged are to be paid prior to the student leaving school. All cafeteria charges must be paid. Student records may be held until dues or fines have been settled.

## GRADING, ASSIGNMENTS, AND ASSESSMENTS

**Grading**

BMS follows Arizona statutes on grading criteria. BMS teachers follow a traditional grading scale (see below) but also consider individual needs, differentiated instruction and may consider student behavior. The primary focus of all academic grades must be on the progress of "mastery" of skills. There are at least 2 grades per week, per course entered in the gradebook by teachers. BMS believes that students, parents and teachers must work together in order for each child to be successful. If you have questions about your child's grade, or the criteria used, please make an appointment to meet with the teacher at least one day in advance. Teachers are required to notify parents of failing grades. Teachers are encouraged to contact parents by letter, phone, email or home visit regarding failing grades. A scheduled progress report may also be used for notification of failing grades. Parents and students are encouraged to access parent/ student VUE.

**Homework**

Teachers may assign homework on a regular basis. It is the students' responsibility to note their assignments in their student planners and they are expected to turn in all completed assignments / homework when due.

**Assessments**

The Kayenta Unified School District will periodically test all students in grades K through 12 using a variety of assessments. Daily instructional support is the use of canvas. BMS appreciates the supportive actions of parents during testing including making sure that your child is present for all testing and minimizing interruptions during testing times.

- Quarterly grade level Common Formative Assessments to adjust lessons—reteach and enrichment.
- NWEA/School City use for formative assessment.
- Subject area formative assessment
- Performance Matters assessment

**Promotion/Retention Standards**

Retention of students is a process that is followed when the professional staff determines it to be in the best interests of the student. If a parent or legal guardian chooses not to accept a decision of the teacher as provided in section A.R.S. Section 15-521, paragraph 4, the parent or legal guardian may request in writing that the governing board review the teacher's decision. According to state law, each teacher shall make the decision for promotion or retention of students. All recommendations for promotion/retention will be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher. If a parent or legal guardian chooses not to accept a promotion/ retention decision of the teacher, the parent or legal guardian may request in writing that the governing board review the teacher's decision in accordance with ARS 15-341(15), 15-342(11) and district policy IKE and regulation IKE-R. The governing board's review will take place in executive session unless an open public session is requested by the parent or legal guardian. The board will review the written evidence presented at the review, including the decision of the teacher and any evidence provided by the parent or legal guardian. The governing board's decision will be final.

- Develop an intervention plan for the student(s)
- Contact parents continuously.
- Tutoring available

**8th Grade Celebration**

The Baker Middle School 8th grade "Celebration "will be held at 9:00am on the last day of school at the Nash Center Gymnasium. Student participation in the "Celebration" is a privilege. The criteria for participation includes the following:

1. Passing all classes with a 2.0 GPA or a C average.
    - Tutoring will be available for students to maintain their grades.
    - Students will sign-in and sign-out for tutoring.
    - They will need to be in their assigned classroom from 3:40 to 5:30 PM.
2. No excessive absences and tardies during the school year. An "excessive absence" is defined in the handbook as when the student misses more than ten percent (18) of the required number of school days per year whether the absence is excused or unexcused.
3. Students will be on their best behavior, and this includes NO referrals to "Out of School Suspension" or being assigned to the "Safe School Classroom" during fourth quarter. Counselors and teachers will work with students to assist them with this expectation.

**HEALTH AND WELLNESS**

BMS strives to ensure the health and well-being of our students. KUSD has adopted a Wellness Policy that BMS supports all students. To ensure the safety and well-being of our students, outside food is not permitted at school unless it is with a party or other approved school activity. Parents need to check in at the office when bringing food items for students. BMS also prohibits bringing outside beverages to school except for water or juice.

**Coffee**

Students are not permitted to drink coffee or coffee flavored drinks at school (Starbucks).

**Energy Drinks**

Energy Drinks such as ***Rock Star, Red Bull, Reload, Monster***, etc…. are not permitted at school. The BMS staff will confiscate all energy drinks. Parents will be notified if students do not comply with this rule. Energy drinks are not safe or healthy for adolescent use.

**Outside Food and Drinks**

To ensure the safety and well-being of our students, outside food and drinks are not permitted at school unless it is with a party or other approved school activity. **Birthday cupcakes and other treats may not be brought to classrooms without permission from the front office with 24-hour notice.** Parents need to check in at the office when bringing food items for students. This includes lunches from outside sources such as McDonalds, Burger King, Sonic, etc. A form must be filled out and given to the counselors. Any concerns see the principal.

**Parties**

Classroom Parties may be arranged **at the teacher's discretion**. Parties must have preapproval by the principal. The class is responsible for all clean up. Due to health risks, sanitation issues and other students may have food allergies, eating and drinking in the classroom should be kept to a minimum. Parties must be supervised by a certified staff member. **Students cannot bring food items on the bus. No balloons and other large items. Parents who bring in food for parties must check in at the office and ensure the food items are pre-packaged.**

**Health Office**

The school health aide is the consultant for students concerning health problems.

- If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the health aide. The health aide will call the parents when necessary.
- Students requiring medicine at school, including Tylenol, must have a parent's written request on file.
- All prescription medication must be brought to the school health aide in the original prescription bottle by the parent or guardian.
- The medication will be kept and administered to the student in the Health Office. This includes any over-the counter medicine such as throat lozenges (cough drops), cough syrup, etc.
- All students requesting an excuse from P.E. must bring a signed note to the School Health Aide and P.E. teacher from his/her parents.
    - The health aide will then write an "Excused from P.E." pass for the student.
    - Any excuse **over one week** must be accompanied by a doctor's written note.

Your child must be current in all immunizations. The state requirements include five doses of DTP (diphtheria, pertussis, tetanus) four doses of OPV/IPV (polio), two MMR (measles, mumps, and rubella) and the Hepatitis B series.

- **Parents, please be aware of your child's health before sending them to school.**
    - **Your child must be fever free for 24 hours before sending them to school.**
    - **A sick child cannot learn and runs the risk of infecting others.**
    - **Please keep your child at home or parents will pick their child up from school.**
    - **Students with head lice or nits may not attend school until the issue has been eliminated.**

**Cafeteria**

The goal of the Kayenta Unified School District Food Service Department is to provide nutritious and appetizing meals for its students. We are committed to providing nutritious meals to the students in the Kayenta area, as well as the three chapters and various satellite communities we serve.

- Menus are nutritionally analyzed to ensure that we are serving one third of the RDA and calories from fats do not exceed 30% of the total calories. Caloric and fat averages for the month are available for your information.
- Nutritional analysis is provided by Nutri kids. We are pleased to offer a breakfast, lunch and after school dinner program in the 2026-2027 school year.
- All students are required to get lunch.

Menus can be obtained online at www.kayenta.k12.az.us or at the Food Service office located in the BMS cafeteria. For additional information or questions, please contact the Food Service Office at 928-697-2043 to contact the KUSD Food Service Director.

**Adult Meal Prices**

Breakfast: $2.50 Lunch: $4.75

KUSD Food Services is pleased to inform you that the USDA and ADE granted our request to participate in the Community Eligibility Program (CEP) effective April 1, 2020. This means **all KUSD students will eat free breakfast and lunch** and **will not** have to complete an annual income application for the following school years: 2020–2021, 2021-2022, 2022 –2023, 2023-2024, 2024-2025, and 2025-2026.

This program currently does not cover students visiting from other schools

**Insurance**

Please be aware that the school district carries no insurance on students.

- Coverage for injuries sustained at school will need to be secured by parents, through personal individual/group policies.

**School Safety: Metal Detectors Screening**

To ensure a safe and secure learning environment, Baker Middle School will be utilizing metal detectors on school property, the front entrance, and 7th and 8th grade hallway entrance at the beginning of school, during school hours, and at school-sponsored events. The use of metal detectors is a proactive safety measure and is in accordance with district safety policy and applicable laws.

**Screening Procedures:**

- All students, staff, and visitors are subject to go through a metal detector screening upon entering the school building or during designated times.
- Screenings will be conducted respectfully and with minimal disruption to the school day.
- If a metal detector is activated, the individual may be asked to remove metal objects from their person and be rescreened.
- In the event that the source of activation cannot be identified or resolved through standard screening, school administration may conduct a more thorough search in accordance with district policies and student rights.
- The KUSD security will monitor the metal detectors

**Student Expectations:**

- Students are expected to comply with all screening procedures. All students will go through the metal detector in the morning before they enter the school building.
- Refusal to cooperate may result in disciplinary action as outlined in the Student Code of Conduct.
- Students found to be in possession of prohibited items as a result of a screening may face disciplinary consequences, including but not limited to suspension, expulsion, or legal action, depending on the nature of the item.

**All visitors Expectations:**

- All visitors are expected to comply with all screening procedures.
- Refusal to cooperate may result in not entering Baker Middle School.

The safety of our students, staff, parents and visitors is a top priority. We appreciate your cooperation and understanding in supporting a secure school learning environment.

**SCHOOL SUPPLIES**

**Clear Bags**

Clear bags are required in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District buses or vehicles rented or leased by the District. (District Policy JICA) Students can carry a small (4" x 6") nonclear pouch in their backpack to hold personal items, such as hygiene products, money and cellphone. Student-athletes will be expected to get a locker for their "athletic bag" during the school day. Students will not be allowed to carry around a 2nd "non-clear" bag.

**Books, Supplies, and Equipment**

Students will be furnished with the basic supplies needed for school.

- It is the student's responsibility to use these materials properly.
- Lost, damaged or misplaced classroom supplies, such as rulers, agendas, etc. will be paid for by the student at the discretion of the teacher.

- Books are provided to the students on an assigned basis. The student is responsible for the care of these books.
- Lost, misplaced or damaged library and textbooks will be paid for by the student assigned the books at the discretion of the teacher and principal. Parents will be charged for lost or damaged books.
- See the teachers for the classroom needed supply list.

**Textbooks**

When students are issued a textbook, they are responsible for it until it is turned in to the teacher. Any damage or loss is their responsibility. Certificates, report cards and school records may be withheld until the damage and replacement fees have been paid.

**Lockers**

Lockers are optional at BMS for all grades only as determined by the administration. The initial rental cost of a lock for a locker is $5.00. That fee of $5.00 will be charged to students who must replace a lock. Students may not place personal locks on lockers.

- Lockers can only be accessed during passing time.

Students and parents need to understand that:

1. Student lockers are the property of the school system and always remain under the control of the school system.
2. The school system retains the right to inspect student lockers for any reason, at any time, without notice, without student consent and without a search warrant.
3. Students are totally responsible for all items found in the locker as well as being financially liable for any damage occurring to the locker.
4. Locker combinations or locks will not be changed without school authorization.
5. Students are not to **share lockers or combinations to their lock.**

**STUDENT ACTIVITIES**

**Clubs**

BMS may offer activities in clubs as part of our extra-curricular program. All clubs must be approved by the BMS Student Council and must have an approved sponsor by the principal.

**Dances**

The BMS Student Council must approve all dances and Block Parties.

- Dances/Block Parties are held on Fridays only and limited to one per month unless authorized by the Principal.
- The principal must approve all music and DJ's. Dances are limited to Baker Middle School students only.
- Parents are responsible for student transportation to and from the event.
- Students may be required to present their school ID card at school dances.
- Students must have a parent permission slip to attend school dances/block parties.

**Student Council**

Student Council is supervised by staff at BMS. Student Council is a positive activity in which students develop leadership, responsibility, and pride in themselves and their school.

- Students have the opportunity to campaign for the office of President, Vice President, Secretary and Treasurer of the BMS Student body.
- These officers preside over the BMS Student Council. Students in grades 5-8 elect a representative from their homerooms or grade levels. (Ensure that meeting times are equitable.)
- All student council members must meet academic and citizenship standards.
- These standards are explained to the students and their parents before they run for office.

- The school administration and student council sponsor reserve the right to remove students from office if these standards are not maintained.

**TRANSPORTATION**

Bus Procedures and Basic Rules (Visitors are not allowed on the school bus.)

- Riding a school bus to and from school is a privilege, not a right.
- Students who refuse to obey the bus rules or the directions given by the school bus driver may lose their bus riding privileges. A copy of the district's policy and administrative guidelines regarding student conduct on school buses may be obtained via the ASBA website (Kayenta Schools policy EE) or by calling the Transportation Office at (928) 697-2051/2049/2050.
- Parents or guardians of students riding a different bus than usual (such as riding home with a friend) MUST call transportation to make sure there is room on the bus.
- If there is room on the bus, the student must bring a note from the parent or guardian to school in order to process the request. The student will then be given a bus note, which is then given to the bus driver. The bus driver will not allow students to ride a different bus without this note.
- BMS students are not to drive from home to and from the bus stop.

Basic bus safety rules:

| | |
|---|---|
| 1. Observe same conduct as in the classroom<br>2. Obey the school bus driver at all times<br>3. Stay seated at all times<br>4. Never extend hands, arms, head, or objects through bus windows<br>5. Never throw anything on or out of the bus | 6. Talk in normal tones – loud or vulgar language is not permitted<br>7. Keep the bus clean<br>8. Do not damage the bus<br>9. Do not eat or drink anything except water on the bus |

**Bus Discipline Actions**

**Less Offensive Violations and Consequence** – not obeying the driver; inappropriate language, gestures, or conduct; not seated properly; eating or drinking; and possessing prohibited items.

**1st Report—**Warning from driver

**2nd Report—**Conference with Principal, Possible bus-suspension

**3rd Report—**1-3 days bus-suspension

**4th Report—**5 days or School-year bus-suspension.

*The above violations are not inclusive and the district reserves the right to apply bus discipline, as necessary, to provide for the safety of the children. All bus matters are to be referred to the transportation department at (928) 697-2051, 2049 or 2050.*

**After-School Activity Bus (Late Bus)**

Kayenta Unified School District students will provide late bus transportation after school from Monday through Thursday on full school days only.

Students must have a late bus pass signed by their coach or sponsor to ride the Late Bus.

- There will be one student per bus pass.
- The buses will drop students off at bus stops within walking distance of their homes. These bus stops will not necessarily be their regular stop due to the combining of many transportation routes.

- The activity bus will be available only to students who have remained after school with permission from their parents and who are involved in school-sponsored activities.
- In cases where parents do not meet the student, the student may lose late bus privileges.

**Bicycles**

Students may ride their bikes to and from school. As with other personal items brought to school, we cannot accept responsibility for the safety of bikes throughout the school day. Students may lose bike privileges if the following rules are not observed:

1. Students who arrive on bicycles must use the school bike rack and each bicycle must be locked individually with student- provided chains/locks.
2. Helmets are required when riding a bike.
3. Bike riding is not allowed on school grounds during school hours.
4. All traffic and safety laws must be observed while traveling to and from school.

**Scooters, Skateboards, and Rollerblades**

Students may ride scooters or skateboards to school with helmets and pads. They must be stored in the front office or in the student's locker. Students are not allowed to ride scooters or skateboards on the playground or campus during and after school hours for recreation due to safety and liability issues. Rollerblades may not be worn to school.

**STUDENT BEHAVIOR AND CONSEQUENCES**

**Bullying, Harassment, and Threats**

The Kayenta Unified School District works to ensure a safe environment for all students. Bullying/Harassment/Threats is not tolerated at BMS. It is the responsibility of **all adults** working at BMS to ensure that students are safe from bullying.

Bullying/Harassment/Threats will not be tolerated by anyone: students, parents, and teachers.

- Bullying is another name for harassment and threats. It can be physical, but more often it is verbal and includes persistent threatening, teasing, ridicule, or talking or writing about another person (spreading rumors in person or online).
- Indirect Bullying is not tolerated at BMS. Indirect Bullying includes but is not limited to ostracizing, intimidating or humiliating a child by an individual or group.
- Cyber Bullying is not tolerated at BMS. Cyber bullying includes texting or posting information on a cell phone, website, social media, or other electronic device that threatens, intimidates, or demeans another person.
- All incidents of bullying must be reported to an adult at BMS. BMS will partner with parents to ensure safety at school.

**Fighting and Physical Assault**

Fighting or physical assault is not tolerated at BMS. Students who cause physical harm to another due to intent to harm, will face disciplinary consequences and the Navajo Nation Police Department will be notified.

**Public Displays of Affection**

School is a workplace and workplace standards apply. There should be no public displays of affection, which may offend bystanders. Holding hands **is** considered a public display of affection. Social distancing will be enforced.

**Inappropriate Items**

The following items **ARE NOT** permitted on campus, the school bus or at any school activity:

- Gambling games or devices
- Knives, blades, sharp objects, chains, brass knuckles, nun-chucks, or firearms of any kind or size, lasers, or any instruments that could be used as a weapon or a simulated weapon (lanyards), and any explosive device
- Alcohol, drugs, cigarettes, matches, lighters, chewing tobacco, and VAPE pens

- Kool-Aid, crushed candy powder and any substance that is used for snorting, sniffing, inhaling that is detrimental to one's health
- Energy drinks (Red Bull, Monster, etc.)
- Aerosol sprays of any kind including but not limited to: hairspray, body spray, perfume, and cologne, silly string, shaving cream, whipped cream, spray paint and candy sprays.
- Water balloons and water guns
- Eggs, or other food items that is not required for a particular class
- Paint balls, paint guns, or any type of tool that may be used to cause vandalism on campus
- Spit wads, paperclips, rubber bands, or any object that is used as a projectile that could harm or injure someone else
- Snowballs will not be tolerated.
- Teachers, staff members or the administration may confiscate any item that is deemed unsafe or hazardous to our students or property.

**Drugs, Alcohol, VAPE pens, or Cigarettes**

Student use of drugs, alcohol or cigarettes is not permitted on campus at BMS.

- Students who use drugs or alcohol at school or come to school under the influence of drugs or alcohol may be subject to a non-invasive drug impairment assessment and searched by trained KUSD staff and disciplinary action.
- Every attempt to notify parents will be made when a student is suspected of a drug, alcohol, cigarette, e-cigarettes, or VAPES being used.
- To ensure student safety, family members or others on the approved check out list are contacted if parents or guardians are not available.
- Navajo Nation Police Department may be notified as determined by the BMS administration.

**Gang Activity/Association/Behavior**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process.

- Pursuant to Policy JICF and Regulation JICF-R, a 'gang' is defined as a group of three or more people who interact together; claim a territory; have a name; have rivals/enemies; and exhibit antisocial behavior, often associated with crime or a threat to the community.
- Any student who wears, carries, or displays gang clothing, drawings, pictures, or symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student, or the orderly operation of the school shall be subject to disciplinary action up to and including long-term suspension and expulsion.
- No bandanas allowed. Bandanas will be permitted to be worn only during Native American cultural week.
- Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited. (Behavior)

**Vandalism/Damage (Graffiti)**

Defacement of any school property will require repair of the damage and/or monetary restitution to the school district by the parent or guardian of the student in accordance with Arizona State Law. Law Enforcement will be notified.

- Damage to school walls.
- Etching or carving on school property.
- Use of permanent or paint markers is not permitted.

**Snow and Ice**

The following are not permitted at Baker Middle School:

- Throwing or horse-playing in the snow
- Sliding, stomping, or stepping on ice or ice patches
- Throwing snowballs

These rules are in place for the safety and well-being of all students. Parents will be notified if students do not comply with the

## SECTION 3- BMS GUIDELINES for BEHAVIOR AND DISCIPLINE

**Capturing Kids' Hearts!**

Social Contracts: Every classroom will have developed a "Social Contract" agreed to by the class and by the teacher. A "Social Contract" is an agreement of behavior. Social contract will be posted and referred to in all classrooms.

| **Four Questions for Misbehavior:** | **Four Questions for Disrespect:** |
|---|---|
| • Excuse me…what are you doing?<br>• What are you supposed to be doing?<br>• Are you doing it?<br>• What are you going to do about it? | • Excuse me…who are you talking to?<br>• How are you supposed to be talking to me?<br>• Were you doing it?<br>• So, how are you going to talk to me? |

## GUIDELINES FOR SUCCESS

**C**are about and respect yourself and others
**O**ffer to help and cooperate with everyone
**L**isten to others
**T**ake responsibility for your actions
**S**trive to do your best everyday

**Discipline**

The essence of good discipline is a respect for authority, respect for others, respect for self and respect for rules.

- It is self-attitude and control of behavior, which begins at home, that is maintained and reinforced at school and applied throughout life.
- It is everyone's responsibility to obey school regulations and respect school authorities who enforce them.
- Our hope is that all will be proud of self, school and community.

Kayenta Unified School District has established a discipline code consistent with the rights and responsibilities of all concerned. It is essential that parents and students familiarize themselves with this code and the consequences for violations.

**All students are expected to comply with rules, regulations and guidelines outlined in this handbook.**

**Student Responsibility**

- State law maintains the school's authority for the conduct and well-being of students from the time they leave home in the morning until they reach home after school.
- The school administration reserves the right to act involving the student's conduct, regardless of where or when said action takes place if such conduct interferes with the health, well-being and safety of other students or affects the discipline of the school.
- Misbehavior will necessitate disciplinary action from a teacher, an administrator and/or designee.
- Students who misbehave may expect assigned duties, loss of free time, detention(s), loss of extra-curricular privileges, out of school suspension(s), or recommendation to The Governing Board for long-term suspension or expulsion.
- **Assignment to Off-Campus suspension is determined by school administration.**

**DUE PROCESS**

All disciplinary action included herein, students will be given a due process of the law as stipulated in Federal and State law and regulations of the Kayenta Unified School District.

**Progressive Discipline Process**

Generally, students involved in inappropriate behavior will be subject to certain disciplinary actions. **There are certain types of serious transgressions and offenses where progressive discipline is not appropriate**.

- The District may immediately impose severe discipline such as long-term suspension or expulsion.
- Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials:

A. **Informal Talk** -A school official will talk to the student and try to reach an agreement regarding how the student should behave.
B. **Conference** - A formal conference is held between the student and one or more school officials.
C. **Parent Involvement** - Parent or guardian is notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent or legal guardian, appropriate school personnel, and any other individuals concerned.

**DUE PROCESS PROCEDURES**

**This handbook serves as the due process notice for behavioral standards in the Kayenta Unified School District and provides a guide to the probable disciplinary measures that may be taken in the event of student misbehavior.**

**Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.**

The actual discipline determined for a given violation will be based upon consideration of a variety of factors. These factors include, but are not limited to the following elements:

- age of the student; frequency, type, and magnitude of previous misbehaviors by the student.
- aggravating circumstances associated with the incident.
- relative severity of the event.
- whether the student's behavior violated civil or criminal laws
- the degree to which the incident interferes with the educational process.
- the extent of endangerment to the student, other persons, and property created by the event.
- special intellectual, psychological, emotional, environmental, and physical characteristics of the student
- the student's attitude concerning the event.
- And the expressed intent concerning the student's own future behavior.

**Safe School Classroom Purpose and Protocol - Detention and as an alternative to out of school suspension**

- Students that disrupt class repeatedly or violate other school rules may be sent to the "Safe School" classroom.
- Students in the "Safe School" classroom will follow the safe school monitor directions. The student(s) are to complete the f**o**llowing writing assignments.
    1. The writing assignment will outline their behavior infraction, what they could have done differently, how it affected others, and what they will do to correct the behavior.
    2. If time allows, the student will then be required to write apology letters to those that were involved to include the teacher, parents/guardians, other student(s) if there were any involved, and the Dean of Students or Principal.
    3. The assignments are a way to assist the student in taking responsibility for their actions, to give them a chance to think about their behavior and encourage them to think of better ways to handle the situation that brought them to the "Safe Schools" classroom.
- Procedures used in the discipline program at Baker Middle School are as follows: Each teacher shall:
    1. Teach the school rules and reinforce throughout the year.
    2. Establish and teach classroom rules, procedures, and interventions.
- For inappropriate behavior, teacher shall implement the following procedures/interventions:
    3. Log conference with the student providing appropriate options for improved behavior.
    4. Parent Contact
    5. Conference(s) with parent
    6. Counseling with school counselor
    7. Refer to the Dean /Principal to the "Safe School" classroom.

Assignments to **Lunch Detention** will result from student failure to comply with attendance, tardy, or disciplinary infractions. Referrals to lunch detention will be made to the Dean of Students to coordinate with the Safe School Monitor. Failure to report to Lunch Detention will result in 2 consecutive Lunch Detentions. Failure to attend to those will result in students being placed in "Safe School" classroom.

Students are **not excused** from participation in Lunch Detention because of school activities.

Excessive Tardy Procedure as stated in BMS Student/parent Handbook pg. 12

5th Tardy: 1 Lunch Detention and call parents

6th Tardy: One day of OSS and conference with the dean or principal (Referral to social services).

**Safe School Classroom rules of engagement that** are posted are in effect when the students are placed in a "Safe Schools" classroom for a period or a day when the Safe School program is operating.

1. Quiet at all times unless given permission to talk.
2. Stay in your assigned seat.
3. Work on your school assignments.
4. Raise your hand to request assistance and wait to be acknowledged.
5. No sleeping
6. No Electronic Devices Allowed at Any time during classroom instruction.
7. Abide by the Baker Middle School Rules as outlined in the BMS Handbook

If any of these rules are broken, the result will be a parent conference or additional time in the "Safe Schools" classroom.

Restroom breaks will be made as a group during non-passing periods. Lunch break will be done in-between the regular lunch times as a group and eaten in the "Safe School" classroom. Those serving Lunch Detention only will get their lunches and report to the "Safe Schools" Classroom for their detention. "Safe School" rules always apply.

Restroom breaks will be made as a group during non-passing periods. Lunch break will be done in-between the regular lunch times as a group and eaten in the "Safe School" classroom. Those serving Lunch Detention only will get their lunches and report to the "Safe Schools" Classroom for their detention. "Safe School" rules apply at all times.

**Bullying Policy is a Federal, State, and Navajo Nation Law**

- **(If assigned to the Safe School classroom when operating)**

  1st Occurrence of Bullying: The student will conference with the Dean and Parent/Guardian will be contacted. Students will receive educational awareness from the school counselor regarding bullying and its effects on others.

  2nd Occurrence of Bullying: Student is referred to administration and will receive placement in "Safe School "Classroom. Navajo Nation Police Department may be notified as determined by the BMS administration.

  3rd Occurrence of Bullying: Student is referred to administration and will receive 1-3 days of Out-of-School suspension, ongoing services with the school counselor, referral may be placed for mental health services with IHS.

**Out of School (Short) Suspension**

Baker Middle School will recommend OSS on a case-by-case basis.

- Only the Dean or the Principal may have final approval of an OSS plan for a student.
- OSS is a short-term plan.
- A student may not be subject to OSS for more than 10 consecutive days.
- OSS is considered only when the safety of students is at risk.
- Parents or guardians must be informed in writing or phone of any OSS action for a student.
- If the administration recommends OSS for a student, parents and teachers will collaborate to design a plan of action for the student that maintains student safety and ensures that the student will have maximum opportunity for learning during OSS.

**Long term Suspensions/Expulsion**

Baker Middle School will recommend Long Term Suspension (more than 10 days) or Expulsion in extreme or serious circumstances only.

- The administration can only recommend this action.
- The Governing Board must make the final decision.
- The student is informed that he/she is subject to long-term suspension or permanent removal from school.

- The student's parent or legal guardian is notified in person and in writing that the student is granted due process to determine future attendance in the Kayenta Unified School District.
- The district Superintendent, or the designee, will recommend to the Governing Board that the student be placed on long-term suspension or expelled based upon the results of the hearing.

**Classroom Expectations, Procedures and Consequences**

The student will:

- Be in the appropriate classroom, seated when the bell rings with no electronics on.
- Go to classes with appropriate materials.
- Not verbally or physically, disrupt the educational process.
- Follow classroom rules.

**Summary Suspension** -The student is immediately suspended pending further administrative action.

- Suspensions of this type are only made when it is necessary to remove the student from school in order to eliminate a clear and present danger to any or all concerned.
- The student's parent or legal guardian is notified by telephone and/or letter regarding the action of the school district. This action will be recorded.

**VIOLATIONS AND CONSEQUENCES CHART**

The chart on the following pages describes some possible problem areas and the types of disciplinary action that will be taken for each. In each instance a minimum and maximum action is listed. School officials will consider the previous behavior record of the student before action is taken. Repeated behavior offenders may receive disciplinary action of the maximum listed. Such factors as the length of time since their last problem, their attitude, etc., will be considered before any action is taken. See Student Discipline Section JK in Policy Manual. Students are to serve in ISS until the decision from the Board for long term suspension or expulsion.

| **Infraction**<br>*Reported to ADE<br>**Reported to local law enforcement & ADE | **Occurrence** | **Range of Minimum Discipline** | **Range of Maximum Discipline** |
|---|---|---|---|
| Aggression -<br>Aggravated assault**, physical assault*, disorderly conduct, endangerment*, fighting* | First | Parent contact/ parent conference, 1- 5 days in-school/out of school suspension per Administrator | 5-9 day in school /out of school Suspension per Administrator & Call Police |
| | Subsequent | Parent Contact/Parent conference & 1-5 days in school/out of school suspension per Administrator | 5-9 day in school/out of school Suspension per Administrator & Call Police IHS counseling for aggression or anger management. |
| Minor Aggressive Act, Verbal Assault Recklessness, verbal provocation, name calling, degrading. | First | Parent contact/Parent conference 1-5 days in school/out of school suspension. | 1- 5 days in/out of school suspension per Administrator |
| | Subsequent | Parent contact/parent conference & 1-3 days In/out of school suspension per Administrator | 5- 9 days Suspension IHS counseling for aggression or anger management. |
| *Alcohol, Tobacco, E Cigarette (vaping) & Other Drugs(see note after violation chart) Possession, Sale, Distribution, Intent to Sell, Share, Use, Under the influence of, Alcohol Violation*, Tobacco Violation*, & Drug Violation Inhalants*, Prescription**, Over-thecounter*, Illicit Drugs**, THC, Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamine, Other Illicit Drug, Unknown Drug Drug Paraphernalia, Substance represented as Illicit Drug | First | Parental contact/counsel student, confiscation of items, and at discretion of administration (depending on the infraction),- send student home/3-5 days in school/out of school suspension per Administrator. | 5-9 day in school/out of school suspension per Administrator & Call Police Referral to IHS substance abuse counseling |
| | Subsequent | Parental contact/counsel student. Automatic 5-9 day Suspension per Administrator | Expulsion & Call Police Referral to IHS substance abuse counseling and rehabilitation. |

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| Arson- intentional burning of school and of a structure or property*, of an occupied structure** | First | Parental contact/counsel student & send student home/ 5 days out of school Suspension per Administrator | Criminal Charges filed/5-9 day out of school Suspension/ Expulsion |
| | Subsequent | Parental contact/refer to authorities/ Automatic 5-9 day Suspension per Administrator | Criminal Charges filed/Expulsion |
| Attendance Policy Violation Leaving school grounds or class w/o permission, tardy, truancy, unexcused absence, other attendance violation. | First | Parent contact/ conference with student/parent. 1-5 days in school/out of school suspension. | Attendance contract, 1-5 days in school/out of school suspension, referral to outside services |
| | Subsequent | Student/Parent conference & 1-5 days in school/out of school Suspension | 5-9 days in school/out of schoolSuspension per Administrator/Expulsion |
| Defiance or Disrespect Towards Authority and Non-Compliance, Disruption | First | Student conference/Parent Conference/ student. 1-5 days in school/out of school suspension. | Call police/parent conference/5-9 days in school/out of school Suspension |
| | Subsequent | Student conference & send student home/1-5 days Suspension per Administrator | Call police/parent conference/5-9 days out of school suspension |
| Dress Code Violation | First | Change clothing | Send home to change clothing |
| | Subsequent | Change clothing & Parent Conference | Send home to change clothing |
| Ethnic Slurs; Hate Speech | First | Student conference/Parent Conference. | 1-5 days in school/out of school Suspension per Administrator w/ Parent Conference |
| | Subsequent | Parent conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school Suspension/Expulsion |
| Extortion | First | Parent notified and informed, Student conference. | Suspension out of school suspension1-5 days |
| | Subsequent | Parent contact, Student & Parent conference & send student home/1-5 days Suspension per Administrator | 5- 9 days out of school Suspension per Administrator Police may be contacted. |

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| Forgery | First | Student conference and parent notified | 1- 5 days in school or out of school-Suspension per Administrator |
| | Subsequent | 1-5 days out of school-Suspension, parent contacted | 5-9 days out of school-Suspension per Administrator |
| Gambling | First | Student conference and parent notified | 1-5 days Suspension per Administrator |
| | Subsequent | Student and Parent conference- 1-5 days in school/out of school suspension. | 5-9 days out of school-Suspension |
| Gang Association/Activity and/or Gang Clothing/Symbols | First | Parent conference, notify police & 9 days Out of school | Suspension Expulsion/notify police Parent contact |
| | Subsequent | Conference with parent/notify police & 9 days out of school-Suspension | Expulsion/notify police |
| Harassment, Threat, Intimidation Bullying*, harassment (non-sexual)*, hazing*, threat or intimidation* | First | Student conference | 1-5 days in school/out of school-Suspension |
| | Subsequent | Student conference &1- 5 days out of school -Suspension | 5-9 days out of school-Suspension |

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| Hazardous or Physically Offensive Condition (causing) | First | Student conference | 1-5 days in school/out of school-Suspension |
| | Subsequent | Parent conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school-Suspension |
| Insubordination | First | Parent Contact & Student conference | 1-5 days in school/out of school - Suspension |
| | Subsequent | Student conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school Suspension/Expulsion |
| Insult/Verbal abuse of a faculty or staff member/Disrespect | First | Student conference & Parent notified | 1-5 days Suspension |
| | Subsequent | Parent conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school -Suspension/notify police |
| Lewd behavior/Public display of affection/Pornography | First | Student conference, parent contact & 1-5 days out of school-Suspension | 5-9 days out of school-Suspension/notify police |
| | Subsequent | Parent conference &1- 5 days out of school- Suspension | 5-9 days-out of school-Suspension/notify police |
| Littering | First | Student conference | Community Service |
| | Subsequent | Parent conference | 1-5 days in school/out of school-Suspension |
| Lying | First | Student conference | 1-5 days in school/out of school-Suspension |
| | Subsequent | 1-5 days In school/out of school-Suspension | 1-5 days in school/out of school-Suspension |
| Malicious mischief | First | Student conference | Suspension |
| | Subsequent | Parent conference. 1-5 days in school/out of school-Suspension per Administrator | 5-9 days in school/out of school-Suspension |
| Obstructing an investigation | First | Student conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school-Suspension |
| | Subsequent | Parent conference / 1-5 days out of school Suspension | 5-9 days out of school -Suspension |
| Obstructing traffic, vehicular or pedestrian, parking lot violation | First | Student conference & send student home/1-5 days Suspension per Administrator | 5-9 days out of school-Suspension |
| | Subsequent | Parent conference. 1-5 days in school/out of school- Suspension per Administrator | 5-9 days in school/out of school-Suspension |
| Plagiarism, cheating | First | Student/Parent conference | Loss of assignment credit or zero on test/assignment |
| | Second | Student/Parent conference<br>1- 5 days in school/out of school-Suspension per Administrator | Student/Parent conference, Loss of assignment credit or zero on test & up to 1-5 days suspension - plus removal from affected Gifted & Talented recognition |

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| | Subsequent | Parent contact & send student home 1-5 days school/out of school- suspension per Administrator | Loss of assignment credit 5-days out of school Suspension |

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| Resisting authority | First | Student conference & send student home/ 1-5 days out of school Suspension per Administrator | 5-9 days out of school Suspension |
| | Subsequent | Suspension/notify police & 1-5 days out of school- Suspension | 5-9 days out of school-Suspension/notify police |
| School Threat Bomb Threat**, chemical or biological threat**, fire alarm misuse**, other school threat | First | Parental contact/refer to authorities & 9 days out of school-Suspension | 9 days out of school Suspension/Criminal Charges filed/Expulsion |
| | Subsequent | Parental contact/refer to authorities & 9 days Suspension | Criminal Charges filed/Expulsion |
| Sexual Offenses Sexual harassment*, sexual harassment with contact*, indecent exposure or public sexual indecency*, pornography, sexual abuse or sexual contact with a minor or child molestation**, sexual assault (rape)** | First | Parental contact/refer to authorities & send student home/ 1-5 days out of school- Suspension per Administrator | 5-9 days out of schoolSuspension/Criminal Charges filed/Expulsion |
| | Subsequent | Parental contact/refer to authorities & 9 days out of school- Suspension | Criminal Charges filed/Expulsion |
| Slander | First | Student conference | Parent conference/ 1-5 days in school/out of school Suspension |
| | Subsequent | Parent conference & send student home/ 1-5 days out of school -Suspension per Administrator | 5-9 days out of school-Suspension |
| Technology, Improper Use of Computer, network infraction, telecommunication device, other technology | First | Student conference/suspension of EIS privileges | 1-5 days inschool/outof schoolSuspension/suspension of EIS privileges |
| | Subsequent | Parent conference/Suspension/ & send student home/ 1-5 days Suspension per Administrator | 5-9 days out of school - Suspension/suspension of EIS privileges/notify police |
| Theft Armed robbery**, burglary (first degree) **, burglary or breaking and entering (second or third degree)* , extortion*, petty theft (less than $100.00 item), robbery*, theft of non-school property, theft of school property | First | Parent conference/possible 1-5 days in school/out of school-Suspension per Administrator | 5-9 days in school/out of schoolSuspension/ Parent conference/notify police |
| | Subsequent | Parent conference/possible 5-9 days in school/out of school-Suspension per Administrator | Expulsion |
| Unauthorized entry/trespass/loitering | First | Student/Parent conference/ 1-5 days in school/out of school-Suspension | Parent conference/5-9 days in school/out of school-Suspension |
| | Subsequent | Student/Parent conference/ 1-5 days out of school-Suspension | 5-9 days out of school Suspension/notify police |
| Vandalism or Criminal Damage Graffiti or tagging, vandalism of personal property*, vandalism of school property* | First | Student conference & send student home/ 1-5 days Suspension per Administrator | 5-9 days out of schoolSuspension/Expulsion/notify police |
| | Subsequent | Student conference & 5-9 days out of school-Suspension | Expulsion/notify police |
| Violation of Governing Board Policy or school rule Combustible, contraband | First | Student conference.1-5 days in school/out of school- Suspension per Administrator | 5-9 days in school/out of schoolSuspension/Expulsion |
| | Subsequent | Student conference & 5-9 days in | Expulsion |

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| | | school/out of school-Suspension | |
| Violation of a local, state or federal law | First | Parent conference & send student home/ 1-5 days in school/ out of school - Suspension per Administrator | 5-9 days in school/out of schoolSuspension/Expulsion/notify police |
| | Subsequent | Parent conference & 5-9 days Suspension | Expulsion/notify police |
| Vulgar or obscene language, gestures or symbols | First | Student conference & Warning Parent notified /1-5 days in school/out of school-Suspension | 5-9 days in school/out of school-Suspension |
| | Subsequent | Student/Parent conference & send student home/ 1-5 days out of school Suspension per Administrator | 5-9 days out of school-Suspension |
| Weapons and Dangerous Items Dangerous Items* Air gun, bb. gun, knife w/ blade less than 2.5 inches, laser pointer, letter opener, mace/pepper spray, paintball gun, pellet gun, razor blade/box cutter, simulated knife, Taser gun or stun gun, tear gas, other. Firearms** Handgun or pistol, shotgun or rifle, starter gun or pistol, destructive device (bomb or grenade), other firearms or destructive device, simulated gun/ weapon Other Weapons** Billy club, brass knuckles, knife w/ blade of at least 2.5 inches, nun chucks | First | Student conference & 5-9 days out of school-Suspension, parent contact | 5-9 days out of school - Suspension/Expulsion/notify police |
| | Subsequent | Student conference/notify police &5-9 days out of school-Suspension | Expulsion/notify police |

*Note: When reasonable suspicion exists for possible drug and alcohol offenses, including reasonable suspicion of use of illegal substances, the district/MVHS nurse aide or district security may assess students to determine whether the student appears to be under the influence of illegal substances.

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

**Alcohol** is any intoxicating element. (i.e. alcoholic beverages, other items that include alcohol content and are consumed like perfume, mouthwash, etc.)

**Assault, Physical** is (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.

**Assault, Aggravated** is an assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity.

**Bullying/Harassment** is the persistent or repeated annoying or tormenting of another. This includes provoking or antagonizing a fight. It can be physical, but more often it is verbal and includes threatening, teasing, ridicule, or writing about another person (spreading rumors).

**Cheating or Plagiarism** is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

**Computer Tampering** is altering, damaging, deleting, or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; and using a computer or computer system to threaten, alarm, harass, or cause another person to suffer substantial emotional distress.

**Dangerous Instruments/Devices** means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

**Defiance** is intentionally resisting or disregarding the authority of District personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self, when requested to do so.

**Disorderly Conduct** is any act, which substantially disrupts the orderly conduct of a school function; behavior, which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of student's staff, or others.

**Disrespect** is treating District personnel or any others with contempt or rudeness.

**Disruption/Disruptive Conduct** is creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.

**District Sponsored Event** is any event, which is sponsored, sanctioned or supervised by the District or District personnel.

**Drugs** are chemical substances, narcotics, prescription or non-prescription, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. The term drugs includes anything that looks like drugs. Over the counter no- prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Likewise, the term drug applies whether it is prescribed or non-prescribed. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Additionally, chemical substances used as an inhalant are considered drugs.

**Drug Paraphernalia** is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

**Electronic Devices** are cell phones, pagers, CD cassette players, iPods, MP3s, radios or other electronic items.

**Endangerment** is recklessly or intentionally creating a risk of injury or imminent injury or death to another.

**Expulsion** is the permanent removal of a student from school and District Expulsion requires action from the Governing Board.

**Extortion** is the act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.

**Fighting** is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

**Firearm** is (a) a weapon (including, but not limited to, a starter gun, paintball gun, a BB gun, pellet gun, air soft gun, etc.) which will, or is designed to, or may readily converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; (d) any destructive device, including explosives, incendiaries, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, or mine, or any weapon or combination of parts which will, or is designed to or may be readily converted to expel a projective by action of an explosive or other propellant.

**Forgery/Falsification** is the act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).

**Gambling** is to risk money or anything of value on the outcome of anything involving chance.

**Gang Association/Activity** includes dress code violations, hand gestures, graffiti, and jargon (clothes, symbols, signals, language, behavior and headgear)

**Gang Clothing, Symbols** is the wearing of hats, bandanas, tattoos and/or other paraphernalia, clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

**Hate Speech** is any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.

**Hazing** means, any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons against another student, and in which both of the following apply:

- the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution;
- the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

**Horseplay/Roughhousing/Disruptive Play** means rough boisterous play; outbreak of rough and noisy (includes profanity) behavior includes tackle football.

**Insubordination** is being disobedient or failing to follow the directions of authority of a school, a district staff member, or an individual placed in authority by the school or the district.

**Loitering** occurs if a person is intentionally present in or about school after a reasonable request to leave and does not have any specific legitimate reason for being there or does not have written permission to be there from anyone authorized to grant permission.

**Long Term Suspension** is a suspension from school for more than ten (10) days. Due process rights shall be extended to any student suspended.

**Organization** means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Physical Aggression** is tussles, minor confrontations, pushing and/or shoving.

**Lewd/Lascivious Behavior/ Pornography** is the use or possession of pictures, devices or electronic images that offend or disturb the educational environment.

**Profanity** is the use of inappropriate or obscene language or gestures to the extent that it disturbs the educational process or environment.

**Restitution** is providing an equivalent replacement or compensation for damages or loss of personal or district property**.**

**Robbery/Theft** is the taking, or attempting to take, any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent to either coerce surrender of property, or prevent resistance to such person taking or retaining property.

**Sale or Distribution of Alcohol** is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) alcohol on district property or at a district-sponsored event.

**Sale or Distribution of Drugs** is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) drugs on district property or at a district-sponsored event.

**School** is school grounds and also includes school sponsored and sanctioned events, within the jurisdiction of the district.

**School District Property** is any personal or real property owned or under the control of the school or district.

**School Grounds** is any real property or property under the control of the district.

**Sexual Harassment** is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.) Homophobic remarks and homophobic behaviors are a form of sexual harassment.

**Sexual Misconduct** is the use of verbal, written, electronic or physical threats/actions or any language that is sexually demeaning or offensive. This includes touching private areas, de-pantsing, pulling another's underclothing in public, or any form of sexual relations.

**Short Term Suspension** is a suspension from one (1) to ten (10) days, but not to exceed ten (10) days, from school. Students may be suspended from school by administrators, district superintendent, and/or other administrative officials granted this power by the district's governing board.

**Simulated Weapon** is an instrument displayed or represented as a weapon.

**Tardy** is failure to be at a designated location at a specified time.

**Technology/Internet Misuse** is the failure to use hardware, software, electronic devices, web pages and network for the intended educational use or in a manner that causes disruption at a campus or any district facility.

**Theft** is taking property that belongs to another. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.

**Threatening and Intimidating Behavior/Harassment** is knowingly or recklessly causing or threatening to cause (1) interference or disruption of an education institution; (2) physical injury; or (3) damage to another.

**Tobacco** refers to smoking tobacco (e.g. cigarettes, e-cigarettes, and cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist), rolling papers and matches/lighters.

- NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, building, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense.
- "Petty" offense is punishable by a fine of up to $300.

**Trespass** occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration.

**Truancy** is being absent from class or school ten percent of the school year or having five unexcused absences. **Under the Influence** occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

**Unexcused Absence** is being absent from class or school without permission.

**Vandalism** is the act of defacing or destroying any building, fixture, vegetation, or property.

**Verbal Abuse** is profanity, or any derogatory language stated publicly.

**Weapon** is (includes but is not limited to) a bomb, firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocketknife opened by a mechanical device, iron bar, brass knuckles, chains, or any incendiary devices.

**Arizona Revised Statutes References (A.R.S.)**

- Abuse, Verbal Abuse – A.R.S. § 15-507 (includes profanity) and Physical Abuse (assault) of a staff member is not permitted
- Computer Tampering – A.R.S. § 13-2316
- Disorderly Conduct – A.R.S. § 13-2904
- Expel – A.R.S. § 15-841
- Hazing – A.R.S. § 15-2301
- Loitering – A.R.S. § 13-2905
- Suspension – A.R.S. § 15-843
- Tobacco – A.R.S. § 36-798
- Trespass – A.R.S. § 15-841
- Vandalism – A.R.S. § 15-842
- Weapons – A.R.S. § 13-3102(11)

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**KUSD Wellness Policy**

**PURPOSE AND GOALS** (Adopted July 2006)

The Kayenta Unified School District recognizes that good nutrition and physical activity are essential for students to maximize their full academic potential, reach their physical and mental potential, and achieve lifelong health and well-being. A responsible approach to nutrition and physical activity promotes healthy weight maintenance and reduces the risk of many chronic diseases, including asthma, hypertension, obesity, heart disease, and Type 2 diabetes

**GOOD NUTRITION**

- Students will be encouraged to start each day with a healthy breakfast.
- All school meals will feature a variety of age-appropriate, healthy choices that are tasty, attractive and of high quality.
- School meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium.
- Students will be provided with opportunities during the school year to evaluate the quality of school meals and to provide feedback to the food services director and the superintendent.
- The District will ensure that student input regarding the quality of school meals will be used in improving food services for students.
- Daily menus and nutrition information on meals and snacks served at BMS will be readily available to students, parents, and community members, and posted in the high school cafeteria.
- Nutritious and appealing foods such as fruits, vegetables, low and non-fat dairy products and whole grain products will be available wherever food is sold or offered on the school campus during the school day.
- All snack foods sold at school will meet the criteria outlined below:

**SNACKS**:

- No more than 200 total calories per package
- No more than 35% calories from fat
- No more than 10% calories from saturated fat
- No more than 480 mg sodium
- No more than 35% sugar by weight
- Excludes fruits, vegetables, nuts, seeds, and nut butters

**BEVERAGES**:

- 100% fruit and vegetable juice, limited to 12 oz. portion size
- Fat-free and 1% milk, 8-16 oz. portion size
- Water and flavored water without added sugar, unlimited portion size
- Caffeine free except flavored milk
- Carbonated water and carbonated 100% fruit juice with USDA approval

**EATING AS A POSITIVE EXPERIENCE**

- Adequate serving space will be provided, and efficient methods of service will be used to ensure students have access to school meals with a minimum amount of waiting time.
- Adequate seating will be available to accommodate all students served during each meal period.
- Adequate supervision will be provided in the dining area.
- Students will eat meals in designated dining areas only.
- The dining area will be clean, orderly and inviting.

**PHYSICAL ACTIVITY**

- All students will earn one credit of PE to graduate.
- PE electives are offered for students who have earned their required PE credit.
- All students and staff are encouraged to be physically active during the school day.

**LIFELONG HEALTH AND WELLBEING**

- All students will earn credit in health in order to graduate

BMS teachers and students will be encouraged to participate in exercise activities by taking fitness breaks and tallying the number of miles walked throughout the school year.

## JI © STUDENT RIGHTS AND

## RESPONSIBILITIES

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

Attendants upon the rights established for each student have certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this District.

Students who have reached the age of eighteen (18) years possess the full rights of adults and may authorize school matters previously handled by their parents.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required. Adopted: date of Manual adoption

LEGAL REF.:

A.R.S. 15-341

15-841

15-842

15-843

15-844

CROSS REF.:

JICEC - Freedom of Expression

JKD - Student Suspension

JKE - Expulsion of Students

JLI - Student Safety

REGULATION

## STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all- inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

**Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

**Responsibilities:**

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.

- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

EXHIBIT

## HAZING

**(File with a school administrator, the administrator's supervisor, or a professional staff member)**

**Additional pages may be attached if more space is needed.**

**Please print:**

Name_____ Date _____

Address_____

Telephone_____ During the hours of _____

Another phone where you can be reached_____

E-mail address _____

**Report/Complaint:**

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

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If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

| Name | Address | Telephone Number |
|---|---|---|
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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_____

**I certify that this information is correct to the best of my knowledge.**

_____ _____

Student Date

_____ _____

Administrator or professional staff member Date initial complaint received

receiving initial complaint

*The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.*

EXHIBIT

## HAZING

**(To be displayed in school buildings and placed in student handbooks)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

### Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

### Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING**

**COMPLAINT FORM**

**(To be filed with any School District employee who will forward this document to the principal or the principal's designee)**

Please print:

Name _____ Date _____
Address _____

Telephone _____ Another phone where you can be reached _____
During the hours of _____ E-mail address _____
I wish to complain against:

Name of person(s)
_____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

_____
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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

| Name | Address | Telephone Number |
|---|---|---|
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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_____

**I certify this information is correct to the best of my knowledge.**

Signature of Complainant: _____ Date: _____

Document received by: _____ Date: _____

Investigating official: _____ Date: _____

EXHIBIT

## STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

**(To be displayed in school buildings and in student handbooks)**

The Governing Board of the Kayenta School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

***Bullying*****:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly though another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

***Cyberbullying*****:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

***Harassment*****:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

***Intimidation*****:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

EXHIBIT

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES COMPLAINT FORM

**(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor) *Additional pages may be attached if more space is needed*.**

**Please print:**

Name _____ Date _____

Address _____Telephone _____

Another phone where you can be reached _____

During the hours of _____ E-mail address _____

**I wish to complain against:**

Name of person, school (department), program, or activity

_____
_____
_____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note all relevant dates, times, and places*.

_____
_____
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_____

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

| Name | Address | Telephone Number |
|---|---|---|

_____
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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**I certify that this information is correct to the best of my knowledge.**

_____ _____

Signature of Complainant Date Signed

_____ _____

Administrator or professional staff member Date initial complaint received

receiving initial complaint

*The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.*

**JII-EB ©**

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

**(To be displayed in school buildings and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

# IJNDB-E ©

EXHIBIT

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES

## USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

**Terms and Conditions**

***Acceptable use.*** Each user must:

A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
C. Abide by all copyright and trademark laws and regulations.
D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
F. Not use the network in any way that would disrupt the use of the network by others.
G. Not use the EIS for commercial purposes.
H. Follow the District's code of conduct.
I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

A. Maintain supervision of students using the EIS.
B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
C. Take responsibility for assigned personal and District accounts, including password protection.
D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

***Personal responsibility.*** I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization*.

***Network etiquette.*** I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

1. *Be polite and use appropriate language*. I will not send, or encourage others to send, abusive messages.
2. *Respect privacy*. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
3. *Avoid disruptions*. I will not use the network in any way that would disrupt use of the systems by others.
4. *Observe the following considerations*:
    a. Be brief.
    b. Strive to use correct spelling and make messages easy to understand.
    c. Use short and descriptive titles for articles.

d. Post only to known groups or persons.

**Services**

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature_____ Date _____
(Student or employee)

School_____ Grade (if a student _____

**Note that this agreement applies to both students and employees.**

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

**Parent or Guardian Cosigner**

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

## Kayenta Unified School District School Year 2026-2027 Local Field Trip Authorization

**Local Field Trip**

During the course of the school year, your child's class may take several field trips in the Kayenta area. This may be a nature hike, a walk to a presentation at a local business, watching the homecoming parade, taking part in litter cleanup activities, science trips or reward trips to a local restaurant. In order to participate and to avoid sending home numerous permission slips, we want to send one home that is good for the current school year. (Any trip outside of Kayenta will still require a separate permission slip.) If you have any questions, please contact your child's teacher or the principal at (928) 697-2203.

## Kayenta Unified School District: Baker Middle School School Year 2026-2027

### PARENT/GUARDIAN RESPONSIBILITY, ACKNOWLEDGEMENT and AUTHORIZATION

### Local Field Trip

**Local Field Trip Authorization**

I give my permission for my child to participate in field trips off the campus of Kayenta Unified School, but within the confines of the Kayenta area.

Should it become necessary, I also authorize transportation to a medical facility and medical treatment of my child by a qualified and licensed medical doctor or dentist in the event of a medical condition which, in the opinion of the physician, dentist, may endanger my child's life, adversely affect my child's health, cause disfigurement, physical impairment, or undue discomfort if treatment is delayed. This authority is granted only after a reasonable effort has been made to contact parents or guardians by telephone.

**********

Your signature indicates **authorization for the Local Field Trip** as stated above.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature:_____ Date: _____

**Refusal Option Only:** I **do not** wish to provide broad permission for all **local field trips**. **Please send home separate permission slips for each event.**

Parent's Signature: _____ Date: _____

# Kayenta Unified School District SY 2026-2027
# Compact of Shared Responsibilities
# (RETURN TO BAKER MIDDLE SCHOOL)

## PARENT/GUARDIAN AGREEMENT

- As a parent of a student at BMS, I want my child to reach his/her full academic potential; therefore, I will do the following to support my child's learning:
- Have on-going communication with my child's school; including attending parent-teacher conferences, accessing ParentVue; participate in parent engagement opportunities.
- See that my child attends school regularly and arrives on time and is picked up on time, ready for learning.
- Ensure my child has needed school supplies.
- Support the school staff and respect cultural differences of others.
- Establish a time and place for homework and check it regularly.
- Monitor television and movie viewing, as well as electronic access.
- Make positive use of extracurricular time.

Parent/Guardian Signature_____Date: _____

## STUDENT AGREEMENT

As a student at BMS, it is important that I do the best that I can; therefore I will do the following:

- Come to school each day on time with my homework completed and have the supplies that I need.
- Always work to the best of my ability.
- Believe that I can learn and I will learn.
- Obey all school rules, routines and procedures.
- Show respect for my school, myself, other students and staff members.
- Be considerate of cultural differences.

Student Signature_____Date: _____

## SCHOOL AGREEMENT

As staff at BMS, the entire school staff will share the responsibility for improved student achievement; therefore we will do the following:

- Hold parent/teacher conferences.
- Send frequent reports to parents on their child's progress and regularly update the on-line grade book (Parent Vue).
- Provide opportunities for parents to volunteer and participate in their child's classroom and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, their parents and the diverse culture of the school.

Teacher Signature_____Date: _____

**It is the student's responsibility to return the forms, completed and signed by both the student and the parent/guardian and returned to the BMS front office to be kept on file for future reference.**

## Kayenta Unified School District School Year 2026-2027
## Baker Middle School Parent/Student Handbook Agreement Form

The Baker Middle School Parent-Student handbook serves as a reference guide for school staff members, parents and students. Its purpose is to familiarize students and their parents or guardians with Baker Middle School's philosophical approach and school policies to discipline, as well as conduct expectations for students. The handbook includes a clear description of inappropriate student conduct and a corresponding range of consequences that could be imposed in those cases where misconduct may occur. The listing of misconduct and consequences is to acquaint students and their parents or guardians with the scope of disciplinary action possible and relevant to the range and severity of the offense. The most effective approach to student conduct, however, is through the collaborative efforts of the student, his or her parents or guardians and school staff members.

State law requires that the district ensure that parents and students receive information on expectations of conduct as well as disciplinary procedures; this handbook is being distributed to every KUSD student.

### We acknowledge receiving and reading the 2026-2027 Student/Parent Handbook including:

- Discipline stated on **pages 21-24**
- Student Rights and Responsibilities Policy on **pages 29-31**
- Hazing Policy on **pages 32-35**
- Student Violence/Harassment/Intimidation/Bullying Policy on **pages 36-39**
- Student Concerns, Complaints, and Grievances on **pages 40-42**
- Electronic Information Services Agreement on **pages 43-44**
- Local Fieldtrip Authorization Form on **page 45**
- 2026-2027 Parent-Student-Teacher Compact of shared Responsibilities on **page 46**
- 2026-2027 Student-Parent Handbook Agreement on **Page 47**

My child(ren) and I, agree to abide by all school and District policies and procedures outlined in the handbook. I understand that there are consequences that will result if my child violates the District's Discipline Policy or Electronic Services Agreement in a way that may impact and/or disrupt the educational services described in the Parent/Student Handbook. (Please include your e-mail address if you wish to receive educational information from Baker Middle School.)

**Complete and return to Baker Middle School Office Staff or Home Room Teacher**

Student's Printed Name: _____

Homeroom Teacher:_____Grade:_____

Student's Signature: _____

Parent's Signature: _____