

**SY 2026-2027**

# **ROCK POINT COMMUNITY SCHOOL**

## **Student and Parent Handbook**

HWY 191

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[www.rpcsaz.org](http://www.rpcsaz.org)

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# **Rock Point Community School Vision and Mission Statements**

## **Ólta' Bitsisiléí**

Tsé Nitsaa Deez'áhí Diné Bi'ólta'gi niha'álchíní  
Diné dóó Bilagáana k'ehgo óhoo'aahígíí t'áá  
ahxeelt'éego yaa nitsíkeesgo náásgóó kéyah  
nináneel'áají' yee át'éego iiná bidziilii yee neilée  
dooleel.

## **Ólta' Bindii'a'**

Bá'ólta'í t'áá altso díłzin.  
Diné t'áá altso baa ahééh hwiindzin.  
Ó'ool'jįł t'áá altso díłzin.  
Laanaanii t'áá altso bik'eh áhooníł.  
Ólta'í t'áá altso óhoo'aah yíneel'ą.  
T'áá ákwííjį ó'oo'aah.  
Azhé'é dóó Amá t'áá altsogo áłtsé na'nitin.

## **Mission Statement**

Rock Point Community School will provide  
innovative and quality education to strengthen each  
student to succeed in a global society and maintain  
their Diné language and cultural uniqueness.

## **Vision Statement**

Every teacher is respected.  
Every individual is celebrated.  
Every culture is revered.  
Every dream is achieved.  
Every student is capable of learning.  
Every day is a learning day.  
Every parent is the first teacher.

## **School Motto**

“We strive to provide balance in education while embracing cultural values”

# **Welcome and Introduction**

## **Welcome to Rock Point Community School Home of the Cougars**

Dear Students and Parents/Guardians,

Welcome to the 2026–2027 school year at Rock Point Community School (RPCS). We are excited to have you as part of our school community and look forward to a productive and successful academic year.

At RPCS, we are committed to providing a safe, supportive, and academically challenging environment for all students. Our school serves approximately 181 students from Rock Point and neighboring communities. We are fully accredited through Cognia and take pride in delivering high-quality instruction that encourages student engagement, critical thinking, and personal growth.

We are also proud of our Navajo heritage and are dedicated to preserving and promoting our cultural identity through language, traditions, and community involvement. We believe that education is a shared responsibility, and we value strong partnerships between families and the school to ensure the success of every student.

This Student and Parent Handbook is designed to provide you with important information about our school's policies, procedures, and expectations. We encourage students and families to read through the handbook carefully and refer to it throughout the school year. Should you have any questions or need further clarification, please feel free to contact the school office or schedule a meeting with the principal.

Thank you for being part of the RPCS family. We wish you a successful and enriching school year!

Sincerely,

James L. Patterson, III  
Principal  
Rock Point Community School

# **Section 1: Introduction and Foundational Information**

This handbook is intended for all students and families of Rock Point Community School (RPCS). It serves as a guide to the policies, procedures, and expectations that help ensure a safe, respectful, and supportive learning environment for everyone. The policies outlined in this handbook are designed to promote academic success, responsible citizenship, and the overall well-being of our students. By becoming familiar with the contents of this handbook, students and families will better understand their rights, responsibilities, and the standards of behavior expected at RPCS. We encourage all students and parents/guardians to review this handbook carefully and to reach out to school staff with any questions or concerns.

## **Section 1.1 Statement of Fundamental Policy**

This Student Handbook outlines the expectations, responsibilities, and behavioral standards for all students attending Rock Point Community School (RPCS). It also defines the procedures and potential consequences for violations of school rules and policies.

It is the responsibility of each student and their parent/guardian to read, understand, and adhere to the policies contained in this handbook. The handbook will be distributed at the beginning of each school year and reviewed annually.

Students who fail to comply with these policies may be subject to disciplinary action, which can range from warnings to suspension or expulsion, depending on the nature and severity of the violation. In certain cases, disciplinary action may involve coordination with external agencies such as Chinle Police Department, Indian Health Service (IHS), or Navajo Nation Social Services.

By enrolling at RPCS, students and their families acknowledge their obligation to follow all school policies and procedures as outlined in this handbook.

## **Section 1.2 Students' Rights**

Rock Point Community School (RPCS) is committed to fostering an environment that respects and upholds the rights of all students. The following rights are guaranteed to every student enrolled at RPCS. These rights support the development of responsible, engaged, and respectful members of the school community:

- **Right to a Quality Education:** Every student has the right to receive a high-quality education that promotes academic achievement, critical thinking, and personal growth.
- **Right to Privacy and Protection from Unreasonable Search and Seizure:** Students have the right to a reasonable degree of privacy and to be free from unreasonable search and seizure of their person or property, consistent with applicable laws and school safety policies.
- **Right to a Safe and Secure Environment:** All students have the right to attend a school that is free from violence, threats, and unsafe conditions, both physically and emotionally.
- **Right to Be Free from Bullying and Harassment:** Students have the right to be treated with dignity and respect. This includes freedom from bullying, hazing, harassment, or any behavior that is demeaning, discriminatory, or derogatory in nature.
- **Right to Cultural and Spiritual Expression:** Students have the right to freely express their spirituality, cultural beliefs, and traditions, provided that such expression does not infringe on the rights of others or disrupt the learning environment.
- **Right to Freedom of Speech and Expression:** Students have the right to express their opinions and ideas respectfully and responsibly. This right is protected so long as it does not disrupt the educational process, infringe on the rights of others, or compromise the safety and welfare of the school community.

- **Right to Freedom of the Press:** Students may contribute to student publications, including print and digital formats. However, all content must be accurate, non-defamatory, age-appropriate, and aligned with school guidelines. Material that is false, slanderous, obscene, or harmful will not be permitted.
- **Right to Freedom from Discrimination:** No student shall be discriminated against based on race, color, national origin, sex, disability, religion, sexual orientation, gender identity, or any other protected status as defined by applicable law and policy.
- **Right to Equity in Education:** Every student has the right to equal access to educational programs, services, extracurricular activities, and resources necessary for academic success and personal development.

RPCS is committed to upholding these rights and expects all members of the school community—students, staff, and families—to respect and support these principles.

## Section 1.3 Students' Responsibilities

With rights come responsibilities. All students at Rock Point Community School (RPCS) are expected to conduct themselves in a manner that promotes a positive, respectful, and safe learning environment. The following general responsibilities apply to every student:

- **Attend School Regularly:** Students are expected to attend all classes each school day unless they are ill or have been properly excused in accordance with school attendance policies.
- **Respect the Learning Environment:** Students must respect the right of others to learn by avoiding disruptive behavior and contributing to a focused and supportive classroom atmosphere.
- **Follow Laws and School Rules:** Students are prohibited from bringing to school any items that are illegal or dangerous, including but not limited to alcohol, drugs, tobacco, weapons, vaping products, or stolen property.
- **Comply with Policies and Procedures:** Students are responsible for knowing and following all school policies, procedures, and rules as outlined in this handbook and as communicated by school staff.
- **Respect Cultural and Religious Expression:** Students have the right to express their religion and cultural identity in a lawful and respectful manner and are expected to respect the expressions of others.
- **Practice Respectful Communication:** Students should express their opinions and ideas in a respectful and constructive manner and support the right of others to do the same.
- **Treat Others with Fairness and Respect:** Students must not engage in any form of discrimination, harassment, or exclusion based on race, gender, religion, culture, ability, or personal beliefs.
- **Take Responsibility for Academic Progress:** Students are expected to take an active role in their education by regularly checking on their academic performance—at least every four weeks—and seeking help or clarification as needed to ensure they are meeting academic expectations.

By fulfilling these responsibilities, students contribute to a positive and respectful school community where all learners can thrive.

## Section 1.4 Student Freedom of Expression

Students at the School have the right to freedom of expression that is appropriate for children in school as long as it does not disrupt the learning environment. To ensure the educational mission of the school is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

- Expression which for any reason causes or is likely to cause material and substantial disruption or interference with teaching of the school or the orderly operation and discipline of the school or school activity.
- Cursing, profanity and other vulgar or indecent language.
- Speech which is obscene to minors.

- Speech which is slanderous or libelous.
- Speech which invades the rights of other persons.
- Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law.
- Speech which could result in tort liability for the school.
- Rude and discourteous speech is inconsistent with habits and manners of civil discourse.
- Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions);
- Threats of violence or other intimidating statements.
- Abusive or harassing conduct (including speech) is sufficiently severe and pervasive to create a hostile learning environment for any student.
- Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations.
- Statements reflecting biases or prejudice in school sponsored expressive activities such as student newspapers, yearbooks, and school plays.

Students shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

## **Section 2: Enrollment and Academic Life**

### **Section 2.1 Enrollment & Withdrawal**

#### **Returning Student Registration**

Students returning to Rock Point Community School are required to complete online registration using Campus Parent (Portal) each school year. This updates important information such as home address, phone numbers, email addresses, emergency contacts, and other pertinent details.

Online registration opens June 1 and should be completed and submitted. Keeping this information current ensures effective communication and helps us provide the best support for students.

#### **New Student Enrollment**

New students to Rock Point Community School are required to complete online registration. New students from another school must provide a copy of their most recent transcript or current report card before they can be officially enrolled. The principal must approve all new enrollees by reviewing their transcripts and behavioral reports.

All new enrollees are required to submit the following documentation at the time of enrollment:

- Immunization records
- Individualized Education Program (IEP) records, if applicable
- Behavioral reports, if available
- Certificate of Indian Blood (CIB)
- Birth Certificate
- Physical Home Location/GPS Coordinates
- Transcripts (if applicable)

#### **Age Requirements for Primary Enrollment**

To enroll primary-age children for the 2026–2027 school year, your child must be five (5) years old by September 30th of the current school year.

### Transfer Students

Transfer students must have all necessary documents and transcripts at the time of enrollment.

### Student Records

Student records may be reviewed and evaluated in the principal's office. These records are only released with parental consent to officials or other school districts where the student seeks or intends to enroll. They may be released with written consent.

If you have questions about enrollment or registration, please contact the school registrar.

### Early Childhood Program – Growing in Beauty Home Visitation

RPCS offers the Growing in Beauty Home Visitation Program for children ages 0 to 3 years old. This program supports early childhood development and school readiness through culturally responsive, in-home services.

For more information about this program and how it can support your family, please contact parent educator.

### Child Custody

Under the Family Educational Rights and Privacy Act (FERPA), the natural parent(s) of a student are recognized as the legal guardians. In cases where legal guardianship is contested or custody has been awarded solely to one parent or guardian, it is the responsibility of that parent or guardian to provide the school with official documentation verifying legal custody.

Student records and information will not be released to any individual other than the legal guardian without prior written consent. Exceptions are made only when law enforcement officers or authorized representatives from Social Services or Child Protective Services present signed legal documentation.

### Withdrawal from School

If a student withdraws from Rock Point Community School (RPCS), the parent or guardian must complete an official withdrawal form. All school property, including textbooks and equipment, must be returned prior to withdrawal. Student records will not be released or transferred to another school until all financial obligations to RPCS have been satisfied.

## **Section 2.2 Parental Rights Regarding Student Educational Records**

Under the Family Educational Rights and Privacy Act (FERPA), parents and legal guardians are granted specific rights concerning their child's educational records. These rights include:

- **Right to Review Records:** Parents/guardians have the right to inspect and review their child's educational records during regular school hours upon request.
- **Right to Request Amendments:** If a parent/guardian believes that information in their child's records is inaccurate, misleading, or violates the student's privacy rights, they have the right to request that the school amend the records.
- **Right to File a Complaint:** Parents/guardians may file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.
- **Access to Governing Board Policies:** Copies of the Governing Board policies concerning student records are available upon request from the personnel office.

- Right to Review Only Their Child's Records: Parents/guardians may review records pertaining only to their own child(ren); they are not permitted access to information about other students.
- Access to Counseling Records: Counseling records maintained by school counselors are considered part of the student's educational record and may be reviewed by parents/guardians, unless the records are considered "sole possession records" used only by the counselor and not shared with others.

## Section 2.3 Student Attendance Policy

Purpose: The purpose of this policy is to establish clear guidelines regarding student attendance, absences, and make-up work for the 2026-2027 school year. Regular attendance is essential for academic success, and this policy outlines the expectations and procedures for managing absences.

### Attendance Requirements

- The school year for 2026-2027 consists of approximately one hundred eighty-two (182) days of school.
- All students are required to attend classes when school is in session.
- Absences may be excused for the following reasons:
  - Illness
  - Doctor's appointments

### Notification Procedures for Absences

When a student is absent, the parent/guardian must:

- Notify school personnel in the Elementary or Secondary front office. If the student has siblings at both levels, both offices must be notified.
- Provide a note signed by the parent/guardian, performing medicine man, or doctor that explains the reason for the student's absence.

### Exempt Absences

The following absences are exempt from the attendance policy:

- Participation in school sports, field trips, or activities
- Bereavement (immediate family only)
- Religious ceremonies
- Overnight hospitalization (excludes hospital visits)

### Intervention for Excessive Absences

Excessive absences will require intervention from the parent liaison and school administration. The following steps will be taken based on the number of days absent:

- 2 Days Absent:
  - Parent notification by phone call from the school's Elementary or Secondary Main Office.
- 4 Days Absent:
  - Parent notification by phone call from the school's Elementary or Secondary Main Office.
  - A letter will be sent home.
  - The school liaison may conduct a home visit for a welfare check and may refer the student to Social Services.
- 8 Days Absent:
  - Required parent conference with the school Principal.

- 10 Days Absent:
  - Parent notification/letter sent home.
  - Home visits.
  - Parent conference.
  - Attendance contracts.
  - Loss of credit in classes.
  - Attendance committee hearing.
  - Recommendation for counseling.
- 10+ Days Absent:
  - Parent notification/letter sent home.
  - Parent conference.
  - Home visits.
  - Attendance contracts.
  - Loss of credit in classes.
  - Attendance committee hearing.
  - Recommendation for counseling.
  - Contact Chinle Social Services.
  - Parents may be charged with educational neglect.
  - Students may be retained in their grade level based on the outcome of the attendance committee hearing, regardless of grades.

#### Make-Up Work Policy

It is the responsibility of students to meet with their teachers to obtain make-up work when they are absent. Upon returning to school, students are given twice the number of days they were absent to turn in all assignments, unless special arrangements have been made.

- 1 Day Absent: 2 days to complete make-up work.
- 2 Days Absent: 4 days to complete make-up work.
- 3 Days Absent: 6 days to complete make-up work.

If the absent student does not obtain their make-up work and has passed the deadline to submit assignments, those assignments will be recorded as zeros. Students may meet with their teachers after school for tutoring and extra help in completing make-up assignments.

#### Code of Federal Regulations

25 CFR § 36.31 (c) states, a student who has not participated in a minimum of 160 instructional days per academic term or 80 instructional days per semester without a written excused absence shall not be promoted. Promotion decisions may be reviewed by the school board or committee on a case-by-case basis.

- 10 Consecutive Days Absent: Automatic withdrawal from school.

#### Arizona State Truancy Law

A.R.S. §15-802 requires that a person having custody of a child between six (6) and sixteen (16) years of age must send the child to school full time when the school is in session, unless statutorily excused. Failure to ensure that a child attend school is a criminal offense and subjected to a fine of up to \$500 plus surcharges and a possible jail sentence of up to 30 days.

A.R.S. §13-3613 and 13-3612 require parent(s)/guardian(s) to not commit any act which causes, encourages or contributes to a child's dependency. A dependent child is one who, among other acts, refuses to attend school. Contributing to the Dependency of a Minor is a criminal offense, which carries a fine of up to \$2500 and a possible jail sentence of up to six (6) months in jail.

Pursuant to school policy, the school will notify the parent(s)/guardian(s) upon determining that the minor child is absent from school without permission. The parent(s)/guardian(s) must contact the school within twenty-four (24) hours of the notice regarding the unexcused absence and inform the appropriate school personnel of the reason for the absence.

The school's attendance department must determine if the excuse is valid and acceptable. The attendance department may require further documentation to substantiate the reason for the absence. Students and parents must understand that school attendance is not a matter of choice, but a legal requirement.

### Navajo Nation Truancy Law

Title 10 Subsection §502 Compulsory School Attendance –Generally §118 Education in Navajo schools shall be compulsory as to children between the ages of five (5) and eighteen (18) years as prescribed and defined in 10 NNC §118 of the Navajo Nation Education Policies.

Title 10 Subsection §503 Application of State Laws and Navajo Nation Laws §118 The Navajo Nation Council consents to the application of state compulsory school attendance laws to the Indian of the Navajo Nation and their enforcement on Indian lands of the Navajo Nation wherever an established public school district lies or extends within the Navajo Nation. In addition, 10 NNC §118 of the Navajo Education Policies regarding compulsory attendance shall apply to all Navajo minors between ages five (5) and eighteen (18) and to all persons having care and custody of such minors who are within the civil and criminal jurisdiction of the Navajo Nation.

Source: <https://www.navajonationcouncil.org/wp-content/uploads/2021/04/V0020.pdf>

### Incomplete Work

A grade of Incomplete will be issued if you have been absent at the end of the grading period and have not completed all required work by the end of the grading period due to an excused absence. You will have five school days after the end of the grading period to complete all the required work and turn it in to the teacher.

### Appealing 10-day absence

You must call the school principal or parent liaison and make an appointment with the attendance committee. The committee consists of staff selected by the building administrator, which is subject to change as needed.

The SPED Coordinator may also be invited in some instances. Please bring with you any documentation, (medical or otherwise), that explains the legitimate reasons for your child's excessive absences. The attendance committee will review each case independently and determine whether the credits will be re-established.

### Tardy Policy

Students coming to school after 8:00 AM must first get a tardy slip from the office specialist. Parents and students are responsible for arriving at school before 8:00 AM After 10:00 AM a student is counted absent for the morning. At the Secondary level, a student is considered tardy when he/she arrives to class after the tardy bell. 3 Tardies = 1 absence, which counts against the students' attendance for each class.

Unexcused tardiness to a specific class recorded during one nine (9) week period:

| # of Tardies    | Consequence             |
|-----------------|-------------------------|
| 1 <sup>st</sup> | Front Office documented |

|                       |                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------|
| <b>2<sup>nd</sup></b> | NASIS documentation, Conference                                                           |
| <b>3<sup>rd</sup></b> | NASIS documentation, Refer to Parent Liaison for intervention/ In School Suspension (ISS) |
| <b>4 +</b>            | NASIS documentation, Parent Conference, Adverse attendance accumulation on record.        |

## Section 2.4 Grading

The school year is divided into four (4) grading periods. Progress Reports are given at the completion of each five-week grading period. A district parent conference is on the school calendar. However, a parent may schedule a separate conference with the teacher to discuss a student's classroom performance.

### Grading Scale

Students shall receive grades based upon a four (4) point scale as follows:

| <b>Grade</b> | <b>Description</b> | <b>Percentage Scale</b> | <b>Credit Co-Efficient</b> |
|--------------|--------------------|-------------------------|----------------------------|
| <b>A</b>     | Excellent          | 90% or above            | 4                          |
| <b>B</b>     | Above Average      | 80-89%                  | 3                          |
| <b>C</b>     | Average            | 70-79%                  | 2                          |
| <b>D</b>     | Below Average      | 60- 69%                 | 1                          |
| <b>F</b>     | Failing            | 59% or below            | 0                          |

### Incomplete Grades

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

### Semester Grades

Semester Grades shall be comprised of the following:

$$(35\%) \text{ Quarter 1} + (35\%) \text{ Quarter 2} + (20\%) \text{ Final Exam} + (10\%) \text{ Midterm Exam} = \text{Semester Grade}$$

Students with 95% or higher for averaged Quarter 1+ Quarter 2 + Midterm Exam are exempt from taking the final exam for the class. Students will receive an automatic 100% for the class to be calculated at 20% for their semester grade.

### Honor Roll

Award assemblies will be held to honor students with high academic achievement. Students may qualify for the following recognition awards:

Honor Roll      3.25-4.0

Students may also receive awards for Perfect Attendance, Citizenship, and Student of the Month.

### Late Work Policy

Students are required to turn work in on time. However, if a student turns work in after the due date, the following reductions will be applied to the work:

| <b>Days Late</b>   | <b>Reduction</b>        |
|--------------------|-------------------------|
| 1 School Day Late  | Grade is reduced by 10% |
| 2 School Days Late | Grade is reduced by 20% |
| 3 School Days Late | Grade is reduced by 30% |
| 4 School Days Late | Grade is reduced by 40% |
| 5 School Days Late | Grade is reduced by 50% |

## **Section 2.5 Report Cards**

Report cards are posted every nine (9) weeks throughout the school year and accessible through Campus Student and Campus Parent. Parent/teacher conferences are scheduled to coincide with every grading period at which parents/guardians will receive their child's report cards.

## **Section 2.6 Parent Teacher Conference**

Parent teacher conferences may be arranged by the administration, counselors, teachers or parents. Parent conferences are scheduled during the school year for communication between the teachers and parents regarding student's progress. Please refer to the school calendar for quarterly parent/teacher conferences.

A parent can request a parent conference at any time through a phone call or a written note to the school. However, drop-ins for a conference are discouraged since teachers have teaching duties to perform, and it is difficult for them to leave their class without disrupting the learning process for all students. However, parents may sit and observe their child's elementary classroom. This is not permitted at the secondary level. Please check in with the front office for a visitor's badge prior to visiting your child's classroom.

## **Section 2.7 Parent Engagement**

The school encourages parental involvement in the school. The school has an active parent volunteer initiative and provides accommodation for parent use. Parents are encouraged to contact the Family Partnership Coordinator for more information or to be involved.

## **Section 2.8 Curriculum & Assessments**

Rock Point Community School's curriculum is aligned to the Common Core State Standards. The state-referenced summative instrument used to measure student achievement is the BIE ELA/Math assessment for grades 3-12. The district assessment used to measure progress is the NWEA for grades K-12. Students will also take a standardized science assessment, practice ACT for grades 8-11 and ASVAB for 12th graders.

## **Section 2.9 Textbooks**

Textbooks and e-books are used as resources for the classroom to teach the goals set by the Common Core Standards. There are other resources from which a teacher may choose to utilize for student learning. Hands-on science materials, math manipulative, and class sets of literature books are examples of supplementary materials used in the classrooms. Students are responsible for returning textbooks that are issued by the school. If a textbook is damaged or lost, the student is responsible for replacement costs.

## **Section 2.10 Tutorial Services**

Students needing additional assistance with their class work will be kept after school for tutorial services. Students who need additional help with the content areas will receive supplemental services after school. The after-school tutoring is offered from 3:30 – 5:15 PM Monday through Thursday. Students, parents and/or teachers may refer students to participating in the program. Parents may obtain information either from the teacher, principal and/or After-School Coordinator.

## Section 2.11 Promotion or Retention

### Promotion

The 5th Grade Rite of Passage ceremony will be planned and coordinated by the Rock Point Elementary School 5th grade teachers. The ceremony assembly will be limited to one hour in duration. Kindergarten Promotion Ceremony will be planned and coordinated by the kindergarten teachers. The ceremony will be limited to one hour in duration. The principal must approve all ceremonies and assemblies.

### Retention

Retention of students is a process that is followed when the professional staff determines it to be in the best interest of the student. If a parent or legal guardian chooses not to accept a decision of the principal, the parent or legal guardian may request in writing that the Superintendent review the principal's decision. Poor performance in any of the following criteria will validate being sent home to inform parents of possible retention. A final decision on an individual basis by the teachers and the principal will be determined considering the following items:

- Grade point average, with emphasis on math, language arts, reading
- Attendance
- Yearly growth in reading, math, language arts
- If a 3rd grade student doesn't meet reading expectations, he or she may be retained.

The teachers will communicate to parents their student's progress and their attempts to help the students through interventions and instruction differentiations. Documentation will include, but not limited to, parent conferences, letters and/or notifications sent home.

## Section 2.12 Course of Study & Promotion Requirements

### Required Junior High Course of Study

#### **Required For 7th Grade**

|                                    |                         |
|------------------------------------|-------------------------|
| Math                               | 2 Semesters = 1 Credit  |
| English Language Arts - Literature | 2 Semesters = 1 Credit  |
| English Language Arts - Writing    | 2 Semesters = 1 Credit  |
| Life Science                       | 2 Semesters = 1 Credit  |
| Social Studies – American History  | 2 Semesters = 1 Credit  |
| Traditional Cooking                | 1 Semester = .5 Credits |
| Elective                           | 1 Semester = .5 Credits |

#### **Required For 8th Grade**

|                                    |                         |
|------------------------------------|-------------------------|
| Math – Pre-Algebra                 | 2 Semesters = 1 Credit  |
| English Language Arts - Literature | 2 Semesters = 1 Credit  |
| English Language Arts - Writing    | 2 Semesters = 1 Credit  |
| Physical Science                   | 2 Semesters = 1 Credit  |
| Social Studies – Civics            | 2 Semesters = 1 Credit  |
| Traditional Sewing                 | 1 Semester = .5 Credits |
| Intro To Navajo                    | 1 Semester = .5 Credits |
| Elective                           | 1 Semester = .5 Credits |

#### **Other Electives For 7th And 8th Grade**

|                       |                          |
|-----------------------|--------------------------|
| Physical Education    | 2 Semester = 1 Credit    |
| Computer Applications | 1 Semester = .5 Credits  |
| Keyboarding           | 1 Semester = .5 Credits  |
| Reading Intervention  | 1 Semester = .25 Credits |

|                               |                         |
|-------------------------------|-------------------------|
| Navajo Studies                | 1 Semester = .5 Credits |
| Foundations Of Navajo Culture | 1 Semester = .5 Credits |
| Art – Ceramics                | 1 Semester = .5 Credits |
| Art – Beginning Drawing       | 1 Semester = .5 Credits |

### 8th Grade Promotion Requirements

The Eighth-grade promotion will be planned and coordinated by the Rock Point Secondary School 8th grade teachers/sponsors. The promotion ceremony must be approved by the principal.

- In order for a student to be promoted to the next level, he/she is required to have completed and passed with **12 credits**.
  - Four semesters of Math, English Language Arts (Literature and Writing), Science, Social Studies.
  - Four semesters of Navajo Studies and other electives.
  - Less than 10 absences per semester.
- **Traditional Clothing** is required during an Eighth-grade promotion ceremony and will not be replaced by any other material; therefore, 8th grade students take one semester of Navajo sewing to prepare their traditional attire to participate in the promotion ceremony. Students are able to keep their clothing after the ceremony. Students who do not complete their project will not be able to participate in the promotion. Students will also be required to deliver a speech in Navajo, which includes the introduction of their clans.

### Required High School Course of Study

|                                                                       |                        |
|-----------------------------------------------------------------------|------------------------|
| <b>English</b>                                                        | <b>4 Credits</b>       |
| World Literature                                                      | 2 Semesters = 1 Credit |
| American Literature I                                                 | 2 Semesters = 1 Credit |
| American Literature II                                                | 2 Semesters = 1 Credit |
| Native American Literature/English Elective or AP American Literature | 2 Semesters = 1 Credit |
| <b>Math</b>                                                           | <b>4 Credits</b>       |
| Algebra I                                                             | 2 Semesters = 1 Credit |
| Geometry                                                              | 2 Semesters = 1 Credit |
| Algebra II/Trigonometry                                               | 2 Semesters = 1 Credit |
| Pre-Calculus Or AP Calculus                                           | 2 Semesters = 1 Credit |
| <b>Science</b>                                                        | <b>4 Credits</b>       |
| Earth Science/AP Physics                                              | 2 Semesters = 1 Credit |
| Biology                                                               | 2 semesters = 1 Credit |
| Chemistry                                                             | 2 Semesters = 1 Credit |
| Physics/Ap Chemistry                                                  | 2 Semesters = 1 Credit |
| <b>Social Studies</b>                                                 | <b>3.5 Credits</b>     |
| Navajo/Arizona History                                                | 1 Semester = .5 Credit |
| World History                                                         | 2 Semesters = 1 Credit |
| American History/American History I                                   | 2 Semesters = 1 Credit |
| American History II                                                   | 2 Semesters = 1 Credit |
| American Government/Economics / AP American History                   | 2 Semesters = 1 Credit |
| <b>PE</b>                                                             | <b>.5 Credits</b>      |
| Physical Education                                                    | 1 Semester = .5 Credit |
| <b>Health</b>                                                         | <b>.5 Credits</b>      |
| Health                                                                | 1 Semester = .5 Credit |
| <b>CTE/Fine Arts</b>                                                  | <b>1 Credit</b>        |
| Art (Graphic Art, Ceramics, Painting)                                 | 2 Semesters = 1 Credit |

|                                |                         |
|--------------------------------|-------------------------|
| Woodshop                       | 2 Semesters = 1 Credit  |
| Computer Applications          | 2 Semesters = 1 Credit  |
| <b>Navajo Language/Studies</b> | <b>4 Credits</b>        |
| Navajo Language I              | 2 Semesters = 1 Credit  |
| Navajo Language II             | 2 Semesters = 1 Credit  |
| Navajo Government              | 1 Semester = .5 Credit  |
| Navajo Literature              | 1 Semester = .5 Credit  |
| Navajo Agriculture             | 1 Semester = .5 Credit  |
| Navajo Advanced Cooking        | 1 Semester = .5 Credit  |
| <b>Electives</b>               | <b>2.5 Credits</b>      |
| Reading/Math/ELA Intervention  | 1 Semester = .25 Credit |
| Coding                         | 2 Semesters = 1 Credit  |
| Women's Literature             | 1 Semester = .5 Credit  |
| Apex Online Courses            | 1 Semester = .5 Credit  |
| Office/Library/ Teacher Aides  | 1 Semester = .5 Credit  |
| Advanced Welding               | 1 Semester = .5 Credit  |
| Welding                        | 2 Semesters = 1 Credit  |
| Ap Computer Principles         | 2 Semesters = 1 Credit  |
| Native American Literature     | 1 Semester = .5 Credit  |
| Advanced Coding                | 2 Semester = 1 Credit   |
| Journalism                     | 1 Semester = .5 Credit  |
| Advanced Painting              | 1 Semester = .5 Credit  |
| Digital Photography            | 1 Semester = .5 Credit  |

### High School Graduation Requirements

Students of Rock Point Community School are supported in passing all courses during the school year and any form of remedial courses that are needed to take are recommended throughout the school year. If a student has enough elective classes during the year, he/she will take mandatory courses that require core credits. During the process of the school year, the student may be reassigned to a certain class until he/she has met the required passing grade from that class. A student can use the APEX program for credit recovery and/or enrichment in order to reach the graduation requirements. If that student does not meet the required grade, their graduation status will be affected. Rock Point students are required to have 24 credits, pass the civics exam and take the ACT in order to graduate. The course of study chart explains the specific requirements needed to participate in high school graduation at RPCS.

- **Graduation Caps and Gowns:** School approved caps and gowns are required regalia during the high school graduation when participating in the event. Students are responsible for purchasing their caps and gowns through the academic advisor. No other types of hats / head coverings (baseball caps/ cowboy hats) are allowed during the commencement ceremony.
- **Not Meeting Requirements:** Graduating/Promotional student shall not be able to participate in any form of promotional ceremony if he/she has not met the requirements needed to go towards the next level of academics. If he/she has not met the expected needs to be able to go to the next level of education, then he/she will not graduate. No diploma will be issued, until they have completed all necessary requirements and all fees are paid.
- **Valedictorian/ Salutatorian:** Students will qualify for Valedictorian and/or Salutatorian based on their GPA (minimum 3.2 or above). Should a tie occur, attendance will be considered. Thereafter, school and community service learning projects may be considered. The student must be enrolled at RPCS for a minimum of 4 semesters to qualify.

### Checklist for Retaining a Secondary Student

- As early as possible in the school year, the teacher(s) should notify the administration of his/her concerns about the student. Once this is done, the steps outlined below should be followed.

- The teacher(s) should be able to discuss what he/she has done to date, including interventions, use of or obtaining additional assessment data, communications with parents relative to child's performance to date
- A Student Intervention Meeting (SIM), will be scheduled with the parent /guardian, to present evidence of action taken to date.
- Administration, counselor, teacher(s), student, and parents, need to develop a formal plan of action which addresses the student's need.
- The overall goal of the academic plan is to bring the student to grade level or at least to a functioning level with accommodations
- A working file on the student may be started, which will include the following: actions taken, appropriate baseline data about the student, and dates of any other pertinent information
- A copy of these steps should be placed in the working file and initiated by the administration as each step is completed
- Credit Requirements by Grade Level

| YEAR             | CREDITS    |
|------------------|------------|
| <b>SOPHOMORE</b> | 6 Credits  |
| <b>JUNIOR</b>    | 12 Credits |
| <b>SENIOR</b>    | 18 Credits |

- Administration, counselor and teacher(s) will revisit the plan within 4-6 weeks of its implementation and complete the following:
  - A decision should be made to refer the student to the Child Study Team (CST), if necessary.
  - If the child is referred to the CST, the parents should be notified prior to the meeting as well as notified of the results.
  - allow the CST Team process to unfold
  - CST will revisit the child's status within 3-6 weeks
  - communicate the results/status of the plan with the parent
  - If a student is referred to the SPED department, all documents will be sent to the SPED department
- Continue to expand/revise interventions as needed throughout the year.
- Possibility of retention discussed with parent in writing, which includes an invitation to parents to confer regarding the possibility of retention and/or attending summer school, Saturday School, or the extended school year program.
- Narrative comments on progress reports must reflect child's performance accurately.
- A decision regarding retention must be made at the end of the current school year.
  - The decision should be in writing to the parents
  - A contingency plan for reconsidering retention can be made with a final decision reached prior to the first day of the upcoming school year and should be in writing and a part of the written notification to parents regarding the decision

## Section 2.13 Bell Schedules

### ELEMENTARY BELL SCHEDULES

| Elementary <u>Regular</u> Bell Schedule |                           |             |
|-----------------------------------------|---------------------------|-------------|
| Time                                    | Monday – Friday           | Minutes     |
| 8:00 AM – 11:00 AM                      | AM Instructional          | 180 minutes |
| 11:00 AM – 12:00 PM                     | Lunch (non-instructional) | 60 minutes  |
| 12:00 PM – 3:15 PM                      | PM Instructional          | 195 minutes |

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**Total Instructional Time: 375 minutes**

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**Elementary Late Start Bell Schedule**

| <b>Time</b>                                  | <b>Monday – Friday</b>    | <b>Minutes</b> |
|----------------------------------------------|---------------------------|----------------|
| 10:00 AM – 11:30 AM                          | AM Instructional          | 90 minutes     |
| 11:30 AM – 12:30 PM                          | Lunch (non-instructional) | 60 minutes     |
| 12:30 PM – 3:15 PM                           | PM Instructional          | 165 minutes    |
| <b>Total Instructional Time: 255 minutes</b> |                           |                |

**Elementary Early Release Bell Schedule**

| <b>Time</b>                                  | <b>Monday – Friday</b>    | <b>Minutes</b> |
|----------------------------------------------|---------------------------|----------------|
| 8:00 AM – 10:45 AM                           | AM Instructional          | 165 minutes    |
| 10:45 AM – 11:15 AM                          | Lunch (non-instructional) | 60 minutes     |
| 12:10 PM – 1:30 PM                           | PM Instructional          | 80 minutes     |
| <b>Total Instructional Time: 245 Minutes</b> |                           |                |

**SECONDARY BELL SCHEDULES****Secondary Regular Bell Schedule**

| <b>Time</b>                                  | <b>Monday – Friday</b>     | <b>Minutes</b> |
|----------------------------------------------|----------------------------|----------------|
| 8:00 AM – 8:52 AM                            | Period 1                   | 52 minutes     |
| 8:55 AM – 9:47 AM                            | Period 2                   | 52 minutes     |
| 9:50 AM – 10:42 AM                           | Period 3                   | 52 minutes     |
| 10:45 AM – 11:37 AM                          | Period 4                   | 52 minutes     |
| 11:40 AM – 12:04 PM                          | JH Lunch / HS Intervention | 24 minutes     |
| 12:07 PM – 12:31 PM                          | HS Lunch / JH Intervention | 24 minutes     |
| 12:35 PM – 1:27 PM                           | Period 5                   | 52 minutes     |
| 1:30 PM – 2:22 PM                            | Period 6                   | 52 minutes     |
| 2:25 PM – 3:17 PM                            | Period 7                   | 52 minutes     |
| <b>Total Instructional Time: 388 minutes</b> |                            |                |

**JUNIOR HIGH SPECIAL BELL SCHEDULES****Junior High Late Start Bell Schedule**

| <b>Time</b>         | <b>Monday – Friday</b> | <b>Minutes</b> |
|---------------------|------------------------|----------------|
| 10:00 AM – 10:41 AM | Period 1               | 41 minutes     |
| 10:44 AM – 11:25 AM | Period 2               | 41 minutes     |
| 11:28 AM – 12:09 PM | Period 3               | 41 minutes     |
| 12:12 PM – 12:32 PM | Lunch                  | 20 minutes     |
| 12:35 PM – 1:16 PM  | Period 4               | 41 minutes     |
| 1:19 PM – 2:00 PM   | Period 5               | 41 minutes     |
| 2:03 PM – 2:44 PM   | Period 6               | 41 minutes     |
| 2:47 PM – 3:38 PM   | Period 7               | 41 minutes     |

**Total Instructional Time: 287 minutes**

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**Junior High Testing Bell Schedule**

| Time                                         | Monday – Friday | Minutes     |
|----------------------------------------------|-----------------|-------------|
| 8:00 AM – 9:57 AM                            | Testing         | 117 minutes |
| 10:00 AM – 10:40 AM                          | Period 1        | 40 minutes  |
| 10:43 AM – 11:23 AM                          | Period 2        | 40 minutes  |
| 11:26 AM – 12:06 PM                          | Period 3        | 40 minutes  |
| 12:09 PM – 12:29 PM                          | Lunch           | 20 minutes  |
| 12:32 PM – 1:12 PM                           | Period 4        | 40 minutes  |
| 1:15 PM – 1:55 PM                            | Period 5        | 40 minutes  |
| 1:58 PM – 2:38 PM                            | Period 6        | 40 minutes  |
| 2:41 PM – 3:21 PM                            | Period 7        | 40 minutes  |
| <b>Total Instructional Time: 397 minutes</b> |                 |             |

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**Junior High Early Release Bell Schedule**

| Time                                         | Monday – Friday | Minutes    |
|----------------------------------------------|-----------------|------------|
| 8:00 AM - 8:41 AM                            | Period 1        | 41 minutes |
| 8:44 AM - 9:25 AM                            | Period 2        | 41 minutes |
| 9:28 AM - 10:09 AM                           | Period 3        | 41 minutes |
| 10:12 AM - 10:32 AM                          | Lunch           | 20 minutes |
| 10:35 AM - 11:16 AM                          | Period 4        | 41 minutes |
| 11:19 AM - 12:00 PM                          | Period 5        | 41 minutes |
| 12:03 PM - 12:44 PM                          | Period 6        | 41 minutes |
| 12:47 PM - 1:28 PM                           | Period 7        | 41 minutes |
| <b>Total Instructional Time: 287 minutes</b> |                 |            |

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**HIGH SCHOOL SPECIAL BELL SCHEDULES**

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**High School Late Start Bell Schedule**

| Time                                         | Monday – Friday | Minutes    |
|----------------------------------------------|-----------------|------------|
| 10:00 AM – 10:41 AM                          | Period 1        | 41 minutes |
| 10:44 AM – 11:25 AM                          | Period 2        | 41 minutes |
| 11:28 AM – 12:09 PM                          | Period 3        | 41 minutes |
| 12:12 PM – 12:53 PM                          | Period 4        | 41 minutes |
| 12:56 PM – 1:16 PM                           | Lunch           | 20 minutes |
| 1:19 PM – 2:00 PM                            | Period 5        | 41 minutes |
| 2:03 PM – 2:44 PM                            | Period 6        | 41 minutes |
| 2:47 PM – 3:28 PM                            | Period 7        | 41 minutes |
| <b>Total Instructional Time: 287 minutes</b> |                 |            |

---

**High School Testing Bell Schedule**

| Time                | Monday – Friday | Minutes     |
|---------------------|-----------------|-------------|
| 8:00 AM – 9:57 AM   | Testing         | 117 minutes |
| 10:00 AM – 10:40 AM | Period 1        | 40 minutes  |
| 10:43 AM – 11:23 AM | Period 2        | 40 minutes  |
| 11:26 AM – 12:06 PM | Period 3        | 40 minutes  |
| 12:09 PM – 12:49 PM | Period 4        | 40 minutes  |
| 12:52 PM – 1:12 PM  | Lunch           | 20 minutes  |
| 1:15 PM – 1:55 PM   | Period 5        | 40 minutes  |

|                                              |          |            |
|----------------------------------------------|----------|------------|
| 1:58 PM – 2:38 PM                            | Period 6 | 40 minutes |
| 2:41 PM – 3:21 PM                            | Period 7 | 40 minutes |
| <b>Total Instructional Time: 397 minutes</b> |          |            |

| <b>High School Early Release Bell Schedule</b> |                        |                |
|------------------------------------------------|------------------------|----------------|
| <b>Time</b>                                    | <b>Monday – Friday</b> | <b>Minutes</b> |
| 8:00 AM - 8:41 AM                              | Period 1               | 41 minutes     |
| 8:44 AM - 9:25 AM                              | Period 2               | 41 minutes     |
| 9:28 AM - 10:09 AM                             | Period 3               | 41 minutes     |
| 10:12 AM - 10:53 AM                            | Period 4               | 41 minutes     |
| 10:56 AM - 11:16 AM                            | Lunch                  | 20 minutes     |
| 11:19 AM - 12:00 PM                            | Period 5               | 41 minutes     |
| 12:03 PM - 12:44 PM                            | Period 6               | 41 minutes     |
| 12:47 PM - 1:28 PM                             | Period 7               | 41 minutes     |
| <b>Total Instructional Time: 287 minutes</b>   |                        |                |

## **Section 3 Student Behavior and Discipline**

### **Section 3.1 General Rules**

To ensure a safe, respectful, and productive learning environment, all students at Rock Point Community School (RPCS) are expected to follow these rules while on campus and during school-sponsored activities:

- **Attendance Monitoring:** Routine attendance checks will be conducted by school staff. Regular attendance is essential to academic success and required by school policy and law.
- **Classroom Conduct:** Students must follow all classroom rules and expectations established by their teachers. Disruptive or disrespectful behavior is not permitted.
- **Prohibited Substances:** The possession, use, distribution, or sale of drugs, alcohol, tobacco, e-cigarettes, or other controlled substances is strictly prohibited. Violations will result in immediate notification of law enforcement and parents/guardians.
- **Hall Pass Requirement:** Students must carry a valid hall pass at all times when outside of their assigned class during instructional hours.
- **Visitor Check-In Procedures:** All visitors must sign in and out at the security checkpoint at Gate 1 and at the appropriate front office (Elementary, Secondary, or Administration). Visitors must wear a visitor's pass while on campus.
- **Vandalism and Property Damage:** Vandalism, graffiti, theft, or any intentional damage to school property will not be tolerated. Students and their parents/guardians will be held financially responsible. Law enforcement may be contacted based on the severity of the offense.
- **Prohibited Recreational Items:** Roller skates, "skater shoes" (wheeled shoes), roller blades, and skateboards are not permitted on campus for health and safety reasons.
- **Accidents and Injuries:** All injuries or accidents must be reported immediately to a staff member. In cases of severe injury (e.g., trauma, broken bones, or extreme pain), notify the nearest RPCS staff member without delay.
- **Search and Seizure Policy:** Students and visiting students may be subject to searches and seizures when there is reasonable suspicion of illegal activity. All searches require approval from the building principal and must comply with legal guidelines.
- **Afterschool Program Check-In:** Students participating in afterschool activities, including sports, must report directly to their designated teacher, coach, or supervisor by 3:20 PM

- **Language and Conduct:** The use of profanity, vulgar, or offensive language is strictly prohibited on campus and at school-related events.
- **Drug Testing Based on Reasonable Suspicion:** Any student under reasonable suspicion of drug use may be required to submit to a drug test in accordance with school policy and procedures.

## Section 3.2 Student Dress Code

Rock Point Community School (RPCS) believes that student attire should reflect a sense of personal pride, respect for the educational environment, and concern for the safety and well-being of others. The purpose of this dress code is to support a positive school climate that promotes learning, maintains order, and ensures the health and safety of all students.

Students are expected to dress in a manner that is appropriate for an academic setting, free from disruption or distraction, and respectful of cultural, educational, and safety considerations. The following guidelines outline what is and is not acceptable regarding student dress and grooming:

General Expectations:

1. **Sagging Prohibited:** Pants must be worn at the waist. Sagging—wearing pants below the waistline to expose undergarments—is not permitted.
2. **Length of Skirts, Dresses, and Shorts:** All skirts, dresses, and shorts must be no shorter than the top of the knee. Exceptions may be made for athletic uniforms worn during practice or competition, as determined by school administration.
3. **Revealing Clothing Not Allowed:** Clothing that is excessively revealing is prohibited. This includes, but is not limited to:
  - a. Bare midriffs
  - b. Halter tops
  - c. Strapless tops (except traditional/cultural attire)
  - d. Spaghetti straps
  - e. Low-cut tops
  - f. Low-rise pants
  - g. See-through or sheer fabrics
  - h. Oversized armholes or sleeveless tops that expose undergarments
4. **Leggings and Tights:** Leggings, yoga pants, or similar tight-fitting garments may only be worn with a top or tunic that extends to at least mid-thigh and fully covers the buttocks.
5. **Spandex Restrictions:** Spandex or similar form-fitting material is not permitted unless part of an approved athletic uniform during a school-sanctioned activity.
6. **Prohibited Messages and Symbols:** Clothing, accessories, or jewelry displaying or suggesting the following are strictly prohibited:
  - a. Drugs, alcohol, tobacco, or any controlled substances
  - b. Sexual content or nudity
  - c. Satanic or occult references
  - d. Racist, sexist, or otherwise discriminatory language or imagery
  - e. Profanity or vulgarity
  - f. Gang affiliation or imagery (e.g., “8-Ball,” “South Side,” “Low Rider,” “Homie”)
  - g. Long, baggy shorts associated with gang culture
7. **Jewelry and Body Adornment:** Jewelry or accessories that may pose a safety risk or distraction are not allowed. This includes:
  - a. Facial piercings (nose, eyebrow, lip, etc.)
  - b. Body studs or excessive earrings

- c. Visible tattoos (must be covered)
- d. Jewelry with spikes, chains, or sharp objects
- 8. **Prohibited Accessories:** The following items are not allowed on campus due to safety and security concerns:
  - a. Bandanas
  - b. Chains (on wallets, belts, or clothing)
  - c. Shoestrings, gloves, or wristbands used as gang identifiers
  - d. Look-alike gang-related apparel
- 9. **Gang-Related Clothing Prohibited:** Gang-related personalization of any sort—on clothing, accessories, or body—is prohibited. "Prison garb" styles (solid-color matching shirt and pants, untucked cotton shirts, and baggy fit) are not allowed.
- 10. **Footwear Requirements:** Footwear must be worn at all times. The following are prohibited:
  - a. Open-toed shoes during physical activity (i.e. crocs)
  - b. Heels or wedges exceeding two inches
  - c. House slippers
  - d. Boots with spurs
  - e. Steel-toe shoes or boots may be permitted in vocational courses with staff approval.
- 11. **Headgear and Sunglasses:** No hats, caps, cowboy hats, beanies, hoods, or sunglasses may be worn inside any school building.
  - a. Hats or caps may only be worn outdoors with the brim facing forward.
  - b. Protective gear (hard hats, helmets, safety glasses) may be worn when required for instruction.
- 12. **Belt Safety:** Belts must be properly fastened and worn through belt loops. Belt ends may not hang or drag.
- 13. **Hair and Grooming:** Hairstyles that disrupt the educational environment are not allowed. This includes excessive hair coloring or styles (e.g., unnatural dyes, spikes) that draw undue attention.
- 14. **Wearable Technology:** Devices such as Apple Watches or smartwatches with active Wi-Fi capabilities that allow access to communication, video, or music are not permitted to be worn during school hours as part of daily attire.

### Enforcement

Students who violate the dress code will be required to change into appropriate attire. Repeated violations may result in disciplinary action as outlined in the student discipline policy. Final decisions regarding the appropriateness of attire will be made by school administration.

## Section 3.3 Grooming/Personal Hygiene

- 1. Acceptable personal hygiene (shower, brush teeth, etc.) is the student's responsibility.
- 2. Students with hair lice or nits are not allowed in school. Students with hair lice or nits are to notify their teachers. It is the parents' responsibility to treat their child(ren) for such infestation.
- 3. It is each student's responsibility to inform the teacher or principal of illness/injury.

## Section 3.4 Social Interaction

Students are expected to behave and conduct themselves in an appropriate manner on campus and in public. Inappropriate behavior, such as cursing, throwing hand gestures, and indecent or excessive displays of affection (petting, kissing), are prohibited. School staff are expected to counsel students who are not adhering to these rules.

For information, a clanship chart will be displayed to inform all students and staff of the clan system.

### GANG ACTIVITY - ZERO TOLERANCE

Security will be notified immediately if the behaviors that have been associated with gang activity or membership, especially violence, threats, intimidation, bullying, fighting and disrespect will not be tolerated on or near school property or in activities associated with the school. Prohibited gang-like appearance is described as, but not limited to, bandanas, extra sagging belts, hats that are gang tagged, hair nets, and shoelaces of specific colors, jewelry and tattoos. Prohibited gang-like activity is described as but not limited to monikers (gang nicknames), gang style writing/graffiti, tagging, hand signs (flashing), gang slang, mad dogging (intimidating stare down), recruiting, and students walking in large intimidating groups. All of the above will be dealt with according to board policy.

## **Section 3.5 Anti-Bullying Policy**

The School Board of Rock Point Community School is committed to protecting students and employees from bullying, harassment, or discrimination for any reasons and of any type. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination as defined herein is prohibited.

The standard of this policy constitutes a specific, focused, coordinated, integrated and a culturally sensitive system of support for all students, staff, and community agencies that will improve relations within each school. It is designed to ensure that the school has staff that have been trained and are supported in their efforts to provide awareness, intervention and training in prevention, and to follow up when incidents are reported or occur.

### **DEFINITIONS**

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or demeaning gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion.
- Rumor or spreading falsehoods.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property.

- Has the effect of substantially interfering with a student's educational performance, or employee's work performance or either's opportunities, or benefits:
- Has the effect of substantially negatively impacting a student's or employee's emotional or mental wellbeing.
- Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

**Cyber-stalking/Cyber-Bullying** is defined as the willful and repeated harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, and texting on cell phones, social websites (e.g., Snapchat, Facebook, X, etc.), chat rooms, "texting", instant messaging, or video voyeurism. Bullying, Cyber- bullying, and/or Harassment also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - Incitement or coercion.
  - Accessing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Rock Point Community School system; or
  - Acting in a manner that has an effort substantially similar to the effect of bullying, harassment or discrimination.

Bullying, Cyber-bullying, Harassment, and Discrimination (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived; sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender-identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by a board member, school employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by Rock Point Community School., For federal requirements when these acts are against Federally protected categories, refer to Policy 4001.1.

**Accused** is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or any other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the school who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

**Complainant** is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or any other person who formally or informally makes a report of bullying, orally or in writing.

**Victim** is defined as any school employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the school, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Rock Point Community School.

## EXPECTATIONS

The Rock Point Community School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities.

The school prohibits the bullying of any student or school employee:

1. During any educational program or activity conducted by Rock Point Community School;
2. During any school-related or school-sponsored program or activity or on a Rock Point Community School bus.
3. Through the use of any electronic device or data while on school grounds or on a Rock Point Community School bus. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a Rock Point Community School bus.
5. While the school does not assume any liability for incidents that occur at a bus stop or en-route to and from school, a student or a witness may file a complaint with the school principal or facility manager. The school will investigate and/or provide assistance as is deemed appropriate, which may include disciplinary action.
6. An incident of alleged bullying (cyber-bullying or other) may occur off campus and may entail threats of acts to occur during school hours. If a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Plan).

Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy.

#### STAKEHOLDER RESPONSIBILITY

**Prevention:** In collaboration with other school departments, will collaborate with school-based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote protective factors within each school by ensuring that each staff member and student is enlightened on bullying prevention. This will create a climate within the school that fosters the safety of children and the belief that adults are there to protect and help them. Additionally, students and staff (including, but not limited to, school-based employees, administrators, area personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating and intervening when issues of bullying arise.

**Parent Participation and Partnership:** The principal, in collaboration with other school departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The school offers parent training and education.

**Accountability:** The Superintendent, other school administrators, and their staff, share accountability for implementation of student counseling and other services. These administrators will take steps to ensure that services are fully integrated with their instructional components at school and are pursued with equal effort in policy and practice.

Training for stakeholders on identifying, preventing and responding to bullying will be conducted. At the beginning of each school year, the school principal/designee and or appropriate school administrator shall provide awareness of this

policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a student through appropriate references in this document, RPCS Personnel Policies and Procedures, the school website, and through other reasonable means.

**Disciplinary sanctions** (consequences) and due processes for students who commits an act of bullying under this policy.

1. Concluding whether a particular action or incident constitutes a violation of this policy requires determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.
2. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, Student Handbook, and this Policy.
3. All steps necessary to protect the victim from further violations of this policy will be taken.

### REPORTING AN ACT OF BULLYING

All complaints of bullying or infractions stated in the Student Handbook shall be reported in a written format to the school principal.

Students may report complaints of bullying to any school employee, faculty or staff. All school employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students, to the principal/designee or appropriate school administrator.

Any other member of the school community who has credible information that an act of bullying has taken place may file a written report of bullying, whether as victim or witness.

Any student and/or the parent on student's behalf may report in writing to a school official. Complaints should be filed as soon as possible after the alleged incident and have it noted on the NASIS, within 15 school days of the last act of alleged bullying. Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.

Any person who promptly reports in good faith an act of bullying to the appropriate school official and makes this report in compliance with the procedures set forth in the school policy are immune from a cause of action for damages arising out of the faith complaint or report of bullying and will not affect the complainant or reporter's future grades, learning environment, or work assignments within the school.

Administrators/principal/designee(s) shall document in writing and/or via NASIS all complaints regarding bullying, as with all infractions of this document, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

Anonymous reports may be made.

### BULLYING COMPLAINTS AND RESOLUTIONS

The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school- related activity.

The person who witnesses the incident shall document all complaints in NASIS to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in Protecting Students from Harassment and Hate Crime: A Guide for Schools Part II (1999).

If the complaint is about the principal or a staff member's direct supervisor, then the Superintendent or appropriate school administrator shall be asked to address the complaint using the RPCS Personnel Policies and Procedures.

An Informal Resolution may be instituted where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. Each party's agreement to Informal Resolution must be in writing.

1. The incident and the resolution must be documented on the appropriate data system.
2. If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) school days after the informal meeting and submitted to the principal or appropriate school supervisor.

A Formal Resolution is when the alleged victim/complainant/employee or parent(s), on behalf of the student, files a written complaint with the principal, designee or appropriate school administrator.

1. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
2. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in NASIS.

#### INVESTIGATION REQUIREMENTS FOR REPORTED ACTS OF BULLYING UNDER THIS POLICY

The procedures for investigating school-based bullying must include the principal/designee in the case of student-to-student bullying.

The principal/designee or appropriate school administrator shall begin a thorough investigation with the alleged and accused within two (2) school days of receiving a notification of complaint.

During the investigation, the principal/designee or appropriate school administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirement of applicable policies.

1. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim to be interviewed together.
2. At no time during the investigation will the name of the complainant be related by the investigator.
3. In general, student complainants and/or alleged victims will continue attending school and pursue their studies while the investigation is conducted, and the complaint is pending resolution. Any legal order of a court will prevail.
4. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate school administrator may also discuss the complaint with any school employee, the parent of the alleged victim, the parent of the accused, if one or both are minors (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuses.

Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate school administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline Policy.

The principal/designee or appropriate school administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems including but not limited to the Native American Student Information System (NASIS).

No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint. If it occurs, it will result in further disciplinary action.

### INTERVENTIONS

School-based intervention and assistance will be determined and may include, but is not limited to:

1. Counseling and support to address the needs of the victims of bullying,
2. Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
3. Intervention which includes assistance and support provided to parents.
4. Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

Students and parents may request counseling services with the school counselor or principal to develop strategies to cope with the effects of bullying.

Any investigations and interventions shall be recorded on NASIS.

### PROCESS FOR REFERRAL TO LAW ENFORCEMENT

If the act is outside the scope of the school, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in NASIS.

While the school does not assume any liability for incidences that must be referred to law enforcement, it encourages the provision of assistance and interventions as the principal/designee deems appropriate, including the use of the school security officer and other personnel. The principal/designee shall use NASIS to log all reports and interventions.

### APPEALS PROCESS

Appeal procedure for bullying by a student will follow the steps outlined in the Due Process section 1.43 - "Right to Appeal Unfair Penalties."

### CONFIDENTIALITY

To the greatest extent possible, all complaints will be treated as confidential and in accordance with RPCS Policy; the Family Educational rights and Privacy Act (FERPA); the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable law, such as the Arizona State Department of Education anti-bullying policy.

Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.

The identity of the persons involved of the reported act shall be protected to the extent possible.

### RETALIATION PROHIBITED

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

#### ADDITIONAL REFERRAL

In all cases, the school reserves the right to refer the results of its own investigation to the State Attorney for possible criminal charges, whether or not the school takes any other actions.

#### PRECLUSION

This policy should not be interpreted as preventing a victim or accused from seeking redress under any other available law, either civil or criminal.

#### SEVERABILITY

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

### **Section 3.6 Student Discipline**

In the administration of this School Policy, the student's best interest shall be the primary objective of this policy and given priority in consideration of reprimand.

Sanctions to be applied may include loss of privileges, community service, detention, in-school suspension, suspension and/or expulsion. Law enforcement agencies will be called where Tribal, State and/or Federal Statutes may have been violated.

1. Security will be notified as needed regarding school discipline.
2. The School Principal/Designee, or Superintendent, will address all disciplinary infractions.
3. More than one violation occurring at one time will result in more serious disciplinary actions and disciplinary actions will be determined by the Administrator.
4. All infractions requiring disciplinary actions are cumulative and may result in raising disciplinary actions to the next level.
5. Administration maintains the prerogative to administer disciplinary action at any level based on the severity of the violation and mitigating circumstances.

Appropriate behavior is a prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies always. Each employee of the school is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter "parents") and the school is essential to positive, effective student discipline. To facilitate and further this cooperation, the school will:

1. Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
2. Develop and distribute to parents clearly stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. The school will assist parents whenever possible by recommending services and agencies that may be of assistance in correcting unacceptable student behavior. However, ultimately parents must assume responsibility for the conduct of their children.

The following infractions are considered unacceptable and a cause for disciplinary action. Campus security and/or Law Enforcement may be notified. The following infractions are also broad in scope and call for the administration and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the students and School. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

1. Infractions Against Public Order
  - a. Public nuisance
    - i. Explosives
    - ii. Making bomb threats
    - iii. Setting off false fire alarms
  - b. Loitering/trespassing
  - c. Disorderly conduct
    - i. Disturbing a school meeting, activity or school event
    - ii. Vulgar or obscene language, gestures or ethnic slurs
    - iii. Arson or attempted arson
    - iv. Fighting
    - v. threatening violence or attempting violence
    - vi. Possession and/or use of a weapon or dangerous instrumentality
2. Infractions Against Authority
  - a. Insubordination
  - b. Obstructing an investigative process
  - c. Insult or verbal abuse of faculty or staff members
  - d. Assault of faculty or staff members
  - e. Giving false identification or information
  - f. Resisting authority
  - g. Forgery
  - h. Violation of School rules
3. Destruction of School Property
  - a. Vandalism
  - b. Theft/graffiti/larceny
  - c. Arson
4. Infractions Against Others
  - a. Endangerment
  - b. Creating a hazardous or physically offensive condition
  - c. Harassment, threats, verbal abuse
  - d. Slander / Libel
  - e. Extortion
  - f. Physical assault
  - g. Improper sexual advances
  - h. Fighting
  - i. Hazing
  - j. Electronic / digital bullying / hazing / stalking
  - k. Substance and Alcohol Abuse – The School is a Drug-Free Zone
5. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Navajo, Arizona and/or federal law; narcotic drugs, harmful drugs, hypnotic

drugs, opiates, cocaine, marijuana, alcohol-based substances, vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.

- a. Being Under the Influence of a Controlled Substance as Defined Above.
- b. Use or Possession of Tobacco Products of All Descriptions (Except for Therapeutic Traditional Purposes, Pre-Approved in Writing by Superintendent and Recognized Medicine Person).
- c. Sexual or Physical Abuse of Students
- d. Statutory Rape
- e. Sexual Harassment or Sexual Intimidation

## **Section 3.7 Permissible Penalties**

The categories of penalties that may be imposed for violations of student discipline rules include, but are not limited to the following:

- Category 1: Verbal warning
- Category 2: Written warning/notification to parents
- Category 3: Detention and In-school suspension (length contingent on infraction)
- Category 4: Out-of-school short-term suspension (not to exceed ten (10) days)
- Category 5: Long-term suspension (greater than ten (10) days)
- Category 6: Expulsion

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are sports activities, field trips, Student Council, clubs, other School activities, social contact and other extracurricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a student's first violation could merit a lighter penalty than the subsequent violations. A school employee should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and a short-term suspension.

## **Section 3.8 Imposition of Discipline**

Any staff person with responsibility to supervise students may impose the discipline described in Category 1 of Section 1.41. Supervisors may impose discipline described in Category 2 of Section 1.41. Only the Principal, Principal's designee, the Superintendent or the Superintendent designee, may impose Categories 3 and 4 discipline. Only the Superintendent or designee may impose Category 5 discipline as set forth in Section 1.41. Only the Board, upon recommendation of the Superintendent, may impose expulsion as described in Category 6 of Section 1.41. Principal Reports of lesser disciplinary action imposed by other staff persons will be forwarded to the principal or designee.

## **Section 3.9 General Due Process Rights**

1. **Student Discipline That Does Not Involve Suspension and/or Expulsion**
  - a. For minor disciplinary offenses where the penalty is less than a suspension or expulsion, the accused student has the right to an oral or written notice (at the discretion of the school) of the reasons for the discipline to be imposed. The student has a right to meet with the principal and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.

- b. After the student has had an informal opportunity to discuss the matter with the principal and/or his/her designee, the discipline will be imposed. The decision of the principal and/or his/her designee is final.
- c. The discipline shall be recorded in the student's file.
- d. The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is imposed on the student. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the principal. In such exigent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the principal and an opportunity to be heard.

**2. Discipline Which Involves Short-Term Suspension of 5 Days or Less**

- a. If the intended discipline to be imposed against a student involves a short-term suspension of five (5) days or less, the student shall receive written notice of the intended discipline before imposition.
- b. A student may, within three (3) school days of the written notice, appeal the intended discipline to the principal/designee. If no appeal request is received in the principal's office during that time period, the intended discipline will be imposed at the school's discretion and at a time established by the school. If an appeal is made within the required time, the Principal or Principal's designee will hold an informal meeting with the student within five (5) school days of the notice of appeal. The date, time and place of the meeting shall be at the discretion of the Principal or Principal's designee.
- c. At this informal meeting, students shall be allowed to present his/her position on the matter, and the principal will review the student's record and any and all pertinent information, including, but not limited to, statements or positions of all known parties pertaining to the reasons surrounding the discipline. The student has the right to have present at the hearing the student's parents or guardians, or designee, and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
- d. The student shall also have the right to produce and have produced witnesses on the student's behalf and to confront and examine all witnesses. The Principal or Principal's designee shall within three (3) school days of the informal meeting issue his/her written findings and conclusions on the matter. The principal may:
  - i. Modify or dismiss the proposed disciplinary action or
  - ii. Impose the proposed disciplinary action. The decision of the principal shall be final.

**3. Long-Term Suspension**

- a. When the intended discipline involves a long-term suspension of five to ten (5 - 10) days from the school, the student of concerned has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein):
- b. At least three (3) days prior to the time set for a formal hearing on the suspension, the school shall provide said student and/or his parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the school deposits such notice in the U.S. mail to the parties' address of record on file at the school or, in the alternative and at the school's sole discretion, by actual delivery to the parties or to the parties' last known address. Said written notice shall consist of notice of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the school intends to use at the suspension hearing.
- c. Within five (5) days of mailing or delivering the notice of intent to impose long-term suspension, there shall be a hearing in front of the Superintendent or his/her designee. The principal, or his/her designee, recommending the long-term suspension shall represent the school in presenting the school's case against the student. The student has a right to be represented by his/her parents or legal guardians or, at the student's and student's parent's or guardian's sole expense, to be represented by legal counsel or a legal advocate. The school may also be assisted by legal counsel. At the student's or student's parent's or legal

guardian's request, and at the sole discretion of the school, said hearing may be delayed. The student, at the school's discretion and without hearing, may be removed from the school during any such delay.

- i. The hearing shall be recorded, and a copy of the recording shall be retained for three (3) years following the closure of that current school year.
- ii. The school, through the principal or designee recommending said discipline, shall present all testimony and evidence, including witnesses and documentary evidence against the student. The student and/or his/her representative shall have a right to cross-examine each witness introduced by the principal.
- iii. After the school has presented its case, the student through his/her parent and/or legal guardian and/or his/her legal representative shall have a right to present witnesses and testimony and documentary evidence on the student's behalf. The school through the staff member or designee shall have the right to cross-examine the student's witnesses.
- iv. The hearing will be confidential. All students' names and/or student witnesses that may testify at such a hearing shall be kept confidential. It is the intent of the school to maintain and protect the privacy of its students and student testimony will not be made public. Likewise, student's names and any public documents shall be referred to by a number or an alias so as to protect the confidentiality of the student.
- v. If, after reviewing all the evidence and testimony, the Superintendent's decision is to impose a long-term suspension, the Superintendent shall make his/her decision in writing and provide findings of facts and reasons for his/her decision. The decision of the Superintendent is final.

#### **4. Expulsion**

When the expulsion of a student from school is recommended, the following procedure shall be followed:

- a. At least three (3) days prior to the time set for a formal hearing on the expulsion, the school shall provide said student and/or his parents and/or legal guardians written notice of intent to impose expulsion. Notice shall be deemed given at the time the school deposits such notice in the U.S. mail to the parties' address of record on file at the school or, in the alternative and at the school's sole discretion, by actual delivery to the parties or to the parties' last known address. Said written notice shall consist of notice of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of all pertinent documents or exhibits that the school intends to use at the expulsion hearing.
- b. Within five (5) days of mailing or delivering the notice of intent to impose expulsion, a hearing shall be held before the School Hearing Committee. The principal or his/her designee, recommending the expulsion shall represent the school in presenting the school's case against the student. The student has a right to be represented by his/her parents or legal guardians or, at the student's and student's parent's or guardian's sole expense, to be represented by legal counsel or a legal advocate. The school may also be assisted by legal counsel. At the student's or student's parent's or legal guardian's request, and at the sole discretion of the school, said hearing may be delayed. The student, at the school's discretion and without a hearing, may be removed from the school during any such delay.
- c. The hearing shall be recorded, and a copy of the recording shall be retained for three (3) years following the closure of that current school year.
- d. The school, through the principal or designee recommending said expulsion, shall present all testimony and evidence, including witnesses and documentary evidence against the student. The student and/or his/her representative shall have a right to cross-examine each witness introduced by the principal.
- e. After the School has presented its case, the student through his/her parent and/or legal guardian and/or his/her legal representative shall have a right to present witnesses and testimony and documentary evidence on the student's behalf. The school through the staff member or designee shall have the right to cross-examine the student's witnesses.

- f. The hearing will be confidential. All students' names and/or student witnesses that may testify at such a hearing shall be kept confidential. It is the intent of the school to maintain and protect the privacy of its students and student testimony will not be made public. Likewise, student's names and any public documents shall be referred to by a number or an alias so as to protect the confidentiality of the student.
- g. If after reviewing all the evidence and testimony the Hearing Committee's decision is to recommend expulsion, the Hearing Committee shall make its decision in writing and provide findings of facts and reasons for its decision.
- h. The Hearing Committee's decision in writing must be submitted to the Superintendent within five (5) school days of the conclusion of the hearing. The Superintendent shall review the written decision and may do the following: (a) affirm the Hearing Committee's decision and refer to the Board; (b) reject the Hearing Committee's decision; (c) modify the Hearing Committee's decision and impose lesser discipline on the student pursuant to the procedures for said lesser discipline. The Superintendent must make his/her determination within three (3) school days of receiving the Hearing Committee's decision.
- i. If the Superintendent affirms the Hearing Committee's recommendation for expulsion, then the Superintendent's recommendation and the written decision of the Hearing Committee shall be delivered to the Board for consideration at its next scheduled meeting and mailed to the student and his/her parents and/or legal guardians.
  - i. The mailing to the student and his/her parents/legal guardians shall include a statement setting forth the student's right to appeal this decision. This notice shall be mailed to the student and parents/legal guardians' address of record at the school and within three (3) school days of the Hearing Committee's submission of the decision to the Superintendent.
- j. If the student chooses to appeal the recommendation for expulsion, the student may appeal the recommendation to the Board. Said appeal must be in writing and delivered to the Board at the School office within five (5) days of the mailing of the Hearing Committee's recommendation on the long-term suspension or expulsion. The letter shall describe in detail the reasons for the objections to the Hearing Committee's recommendation.
- k. Once the Board has received the recommendation and/or request for an appeal, the Board has a right to do the following:
  - i. Review the recommendation based upon the record presented and written documents presented at the hearing.
  - ii. To hold a new hearing on the matter.
  - iii. If after reviewing the record, or after holding a new hearing, the Board has a right to do the following:
    - 1. The Board can affirm the Hearing Committee's recommendation and order the expulsion.
    - 2. ii. The Board can reject the Hearing Committee's recommendation.
    - 3. The Board can modify the Hearing Committee's recommendation and impose lesser discipline on the student.
  - iv. The decision of the Board is final.
- l. The Hearing Committee shall be composed of a panel of three (3) staff members and two (2) alternates that are impartial to the case. The two (2) alternates may participate in the hearing; however, the decision shall be by majority vote of the five (5) designated panel members or of the three (3) members designated to hear this matter. At the beginning of each school year, supervisors shall recommend prospective panel members to the principal. The panel members shall be appointed by the principal at the beginning of each proceeding. The superintendent is the chairperson who shall preside or who shall designate another panel member to preside at the hearings and all meetings. After the selection of the Hearing Committee, the Hearing Committee shall meet before the hearing to review its duties. Staff members will recuse themselves from the Hearing Committee if there is a conflict of interest on a student's disciplinary case.

## **5. Emergency Suspension**

- a. In a situation where exigent circumstances require the immediate removal from campus of a student, the school may impose an immediate, emergency suspension of a student prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the principal or his/her designee or by the Superintendent or his/her designee. Emergency removal of a student from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety and welfare of the student or others on campus. Emergency removal of the student from campus is not in and of itself considered disciplinary action, but simply a means to protect the health, safety and welfare of the student or others.
- b. The student suspended in an emergency situation shall be readmitted to the school as soon as the emergency has passed. Additionally, the student suspended on an emergency basis has the right to a due process hearing on the suspension within 3 days of the emergency suspension. Which due process hearing applies depends upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less discipline policy shall apply. If the discipline intended to be imposed is for more than 10 days, the long-term suspension policy will apply.
- c. At the time of the emergency removal, the student must be immediately informed orally by the school staff of:
  - i. The precise rule alleged to have been violated.
  - ii. The facts which constitute the violation.
  - iii. The right to a formal disciplinary hearing within 3 days from the emergency suspension; and
  - iv. The facts which justify the emergency removal.
- d. This oral notification shall be reduced to writing and mailed to the student and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full written report of the details surrounding the emergency suspension shall be provided to the Superintendent within 24 hours of the incident.

## **6. Expungement**

- a. Allegations of misconduct and information pertaining to the alleged incident shall be expunged from a student's school record in the event it is found that the student did not commit violations of laws, rules or policies as alleged.

## **Section 3.10 Discipline of Special Education Students**

All disciplinary action relating to special education students must be taken pursuant to 34 C.F.R. § 300.530 through 300.536, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Special Education Teacher and provided to the staff as needed. It shall be the duty of the Special Education Teacher of the School to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. § 300.530 through

300.536 must take place prior to the expiration of that time. It shall be the duty of the Special Education Teacher to ensure that the appropriate procedures take place in a timely manner.

Special procedures for cases involving guns, dangerous weapons and controlled substances are set forth in the above-noted CFR provisions.

## Section 3.11 Removal from School

Before a student is removed from the school, the following must be done:

1. Notify parents and/or legal guardian and agency of emergency removal by home visit or such other reasonable means available and follow such notification with written notice as soon as practical.
2. If contact with parents cannot be made, the student is not allowed to leave the school unless an alternative, appropriate placement is available.
3. If law enforcement is involved, parents will be notified.

## Section 3.12 Incident Report Procedures

### 1. Incident Report Procedures

- a. It is the obligation of every staff member to know the contents of this student handbook regarding Student Rights and Responsibilities and to correct incidents of student misconduct and behavior if deemed necessary to promote the discipline and to issue Student Discipline reports to any student observed violating this code. Incident reports will be entered into NASIS.

### 2. Incident Report Process (Written Notice of Alleged Violation)

- a. Incident reports are to be filled out by the person(s) who witness and/or report the violation(s).
- b. A staff member who witnesses the violation is to inform the student of his/her misconduct and let the student know what rule is being violated.
- c. All of the information required by the incident report form is to be filled out in NASIS.
- d. It is recommended that statements be obtained from students, particularly the statements of the student or students charged, and especially in serious situations such as fighting.
- e. If a student wishes to contest the facts on an incident report, the student has three (3) days to appeal the incident report to the principal in writing.
- f. It is the responsibility of the principal or designee to review and evaluate the incident report with the student and determine if the incident report will be changed or stand as written. If the incident report stands, it will be processed to the principal and student file. If the incident report is modified, the modified incident report will be processed to the principal and student file. The decision of the principal or designee is final.
- g. A copy of the incident report will be distributed as follows:
  - i. Office/Superintendent/Principal (a copy goes into the student file folder)
  - ii. Teacher
  - iii. Parent/student
- h. Parent will be notified of incident report by phone or email.
- i. Duplication of incident reports for the same violation is not permitted and will be screened by the principal before filing in student folder.
- j. All appeals will be sent to the principal or for filing in the student folder and an explanation will be sent with the copy to the parent.
- k. The principal or designee reserves the right to determine the validity of improperly filled out incident reports and will make that decision before filing conclusions.

### 3. Search and Seizure Policy

- a. Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students and staff.

- b. School employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. Any school employee making a search or seizure will follow these guidelines:
  - i. General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the school, staff, or students' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.
  - ii. Illegal items (firearms, weapons, drugs, alcohol, cigarettes, tobacco products, e-cigarettes, vapes) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.
  - iii. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
  - iv. A student's person may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items, items that may interfere with School purposes, or which may constitute evidence of the violation of a school rule.
  - v. Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion to believe the health, safety, and/or welfare of students might be in jeopardy, or when there is reasonable suspicion to believe that a search will reveal evidence of the violation of a school rule.

#### **4. K-9 Administrative Searches**

- a. Request: All school searches require a letter of request from the Superintendent of Rock Point Community School (RPCS) to the Navajo Nation Police Department three (3) weeks prior to the actual search date. The letter should be addressed and sent to the attention of the Chief of Police with the following information:
  - i. Identify which school to be searched.
  - ii. Brief description of the school facility (i.e. two stories, 50 classrooms, and 450 students).
  - iii. A narrative outlining any reasons for the request to search (i.e., odor of burnt marijuana emitting from the restrooms, Confidential information, evidence of drug sales or abuse, and/or drug arrests).
  - iv. Acknowledging that any prosecution resulting from the search will be the responsibility of RPCS and the Navajo Nation Police Department.
- b. Search Parameters
  - i. Canine team School Searches will be administrative searches only, conducted at the request of and in conjunction with school personnel.
  - ii. Searches will not be conducted in a lock down status or unaccompanied by school personnel.
  - iii. The search areas will be limited to:
    - 1. The school facility
    - 2. Objects in the classroom
    - 3. Lockers
    - 4. Parking lots and vehicles within those lots will not be searched without a search warrant. (Horton v. Goose Creek)
    - 5. The Fifty Circuit Court ruled that dog's sniffing of students' person was a search under the fourth Amendment. Canine searches of students' person could not be justified without reasonable suspicion.
- c. Student Searches

- i. Such searches will be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to marijuana, cocaine, heroin and crack cocaine.
  - ii. Searches will occur at random intervals, determined by the Superintendent.
  - iii. Parents and students will be notified of the police through its inclusion in the school student handbook.
  - iv. All searches will be authorized only by the Superintendent or designee.
  - v. All searches will be conducted in the presence of the Superintendent and the School Principal. Every reasonable effort will be made to ensure that searches are conducted outside the view of students and staff.
  - vi. Individuals will not be subject to bodily searches by dogs.
  - vii. While students may be in the building during the search, they will be excluded from any area where the search is being conducted.
  - viii. Only the canine handler will determine what constitutes an illegal substance alert by the dog.
  - ix. If search findings indicate the presence of illegal substances, the drugs will be turned over to police.
  - x. In addition to any law enforcement action that may occur, students who allegedly have violated school policies will be subject to appropriate disciplinary action, in accordance with applicable school policies.
- d. Evidence/Contraband/Prosecution
  - i. Any evidence, contraband and/or prosecution resulting from the police canine drug search will be the responsibility of the Navajo Nation Police Department.

**5. Student Interrogation – Arrest**

- a. While the student is within the care or custody of the school, it is the responsibility of the school to make an effort to act on behalf of the parents, “loco parentis” with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar Navajo or federal statute.
- b. When a student is taken into custody (arrested) the arresting officer shall be requested by the school to notify the student’s parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, the School personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Personnel of the School shall cooperate with the police. When an arrest is formally made, the school and its employees no longer exercise jurisdiction or control of the student.

**6. Student Grievances**

- a. Any student who has a grievance with a school staff member, absent a disciplinary matter, shall raise his/her grievance with the school official most directly involved with the circumstances giving rise to the grievance. If such an informal resolution is unsuccessful, then the student shall make an appointment to see the Superintendent for a resolution for the grievance. The decision of the Superintendent is final.
- b. Grievance procedures may not be used by the student for disciplinary actions. Disciplinary procedures and appeals are addressed under Student Discipline.

## **Section 3.13 Student Cell Phone Policy**

Students are not permitted to bring cell phones to Rock Point Community School (Section of the Student Handbook). Moreover, other personal electronic devices are also not permitted on school grounds.

The following is the cell phone procedures for students who do bring a cell phone to school:

1. **Upon entry:** RPCS will provide cell phone pouches for the students to store their cell phones during the day. The cell phones will be available at the front of the building. The students will sign for the pouch. In front of the staff member who hands them the pouch, they will put the cell phone into the pouch and seal it. The cell phone is to remain inside of the pouch until dismissal time. The pouches will remain in their school bag for the entire day.
2. **Dismissal:** Students must come to the front of the building to unseal their pouch. Before they can unseal their pouch, they must sign it back in. We ask that priority be given to those students who are riding the 3:30 PM bus home. Students who are staying after school should wait until 3:25 PM to have their pouches unsealed.
3. **Communication:** Parents/guardians who need to communicate with their children should contact the main office. Students who need to communicate with their parents/guardians should come to the main office to receive permission to call them. The student will use the phone in the main office.

### Consequences

Students who do not comply with this policy will have the cell phone confiscated; parent-principal conference and the parent must pick up the cell phone for the first offense. A second offense will result in a three-day suspension. A third offense will result in a three to nine-day suspension. Any further offense will result in a nine-day suspension.

## Section 3.14 Violations and Consequences Chart

The following schedule describes some possible infractions and the types of disciplinary action that will be taken. In each instance a minimum and a maximum action is listed. School officials will consider the previous behavior record of the student before any action is taken. Repeated behavioral offences may receive disciplinary action of the maximum listed. Such factors as the length of time since their last problem, attitude, etc. will be considered before any action is taken.

| INFRACTIONS                                                                                                                                                                          | CONSEQUENCES                                                                              |                                                                                                                                |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
|                                                                                                                                                                                      | 1st Offense                                                                               | 2nd Offense                                                                                                                    | 3rd Offense                                               |
| 1. Alcohol, drugs, and drug paraphernalia: Possession, selling, transferring, distributing or being under the influence of any illegal substance (This includes positive drug tests) | 5-7 Days Out of School Suspension (OSS) / Police Referral / Counseling Referral           | 7-9 Days OSS / Police Referral                                                                                                 | Recommendation for Expulsion to School Board              |
| 2. Computer/Internet Violation: Knowingly accessing program or the internet which violates the Internet User Agreement                                                               | Loss of Privileges until Apology Letter with parent(s)/guardian(s) signature is submitted | Loss of Privileges for 2 or more school days after Digital Citizenship essay with parent(s)/guardian(s) signature is submitted | Permanent Loss of Privileges for remainder of school year |
| 3. Defiance of Authority/Insubordination: Refusing to comply with school policies, teacher directions, or disobeying staff members directives                                        | Parent / Administrative Conference                                                        | 1-3 Days of In School Suspension (ISS)/OSS Counseling Referral                                                                 | 3-9 Days OSS / Expulsion                                  |
| 4. Violation of Cell Phone policy.                                                                                                                                                   | Parent / Administrative Conference                                                        | 1-3 Days ISS/OSS Counseling Referral                                                                                           | 3-9 Days OSS / Expulsion                                  |
| 5. Disruptive: Engaging or encouraging any conduct that disrupts any school,                                                                                                         | Parent / Administrative Conference                                                        | 1-3 Days ISS/OSS Counseling Referral                                                                                           | 3-9 Days OSS / Expulsion                                  |

|                                                                                                                                                                                                                                                                                                   |                                                                 |                                              |                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|----------------------------------------------|
| function, educational process or activity                                                                                                                                                                                                                                                         |                                                                 |                                              |                                              |
| 6. Ditching/Truancy: Unauthorized failure to show up for any part of the school day                                                                                                                                                                                                               | Parent/ Administrative Conference<br>Counseling Referral        | 1-3 Days ISS/OSS                             | Social Services Referral                     |
| 7. Dress Code Violation: Wearing of inappropriate attire to school                                                                                                                                                                                                                                | Confiscation/ Change of clothes                                 | 1-3 Days ISS/OSS                             | 3-9 Days OSS                                 |
| 8. Emergency Alarms and Fire Control: Tampering with fire extinguishers/fire alarms Falsely reporting emergencies, pulling a fire alarm, call button                                                                                                                                              | 1-3 Days ISS/OSS                                                | 5-9 Days OSS                                 | Local law enforcement will be notified       |
| 9. Endangering and/ or threatening the health and safety of others                                                                                                                                                                                                                                | 3-9 Days OSS or Expulsion Counseling Referral                   | Recommendation to School Board for Expulsion | Recommendation to School Board for Expulsion |
| 10. Weapons                                                                                                                                                                                                                                                                                       | 3-9 Days OSS or Expulsion Counseling Referral                   | Recommendation to School Board for Expulsion | Recommendation to School Board for Expulsion |
| 11. Endangering self (i.e. suicidal ideations, cutting, self-harm)                                                                                                                                                                                                                                | Medical / Counseling Referral Parent/ Administrative Conference | Referral / Placement to Treatment Program    | Placement into Treatment program             |
| 12. Extortion: Unjust use of force or authority to force people to pay money or behave in a certain way.                                                                                                                                                                                          | Parent / Administrative Conference                              | 1-3 Days ISS/OSS                             | 3-9 Days OSS                                 |
| 13. Fighting/Assault/ Threats/Battery: including but not limited to, comments, jokes, teasing, taunting, encouragement, or provocation. Physically or in writing threaten, abuse or engage in any confrontation (including horseplay) with another students, school employee, or any other person | 5-7 Days OSS / Police Referral/ Counseling Referral             | 7-9 Days OSS / Police Referral               | Recommendation to School Board for Expulsion |
| 14. Bullying (name calling, pushing/ shoving, cyber bullying, gossiping, etc.)                                                                                                                                                                                                                    | Parent/ Administrative Conference<br>Counseling Referral        | 1-5 Days ISS/OSS                             | 1-9 Days OSS / Expulsion                     |
| 15. Forbidden Items (toys, games, plastic swords/guns, lasers, Skateboards, Roller blades, Scooters, etc.)                                                                                                                                                                                        | Parent / Administrative Conference and Confiscation             | 1-5 Days ISS/OSS                             | 1-9 Days of OSS / Expulsion                  |
| 16. Forgery/Cheating/Plagiarism (Cyber-wise, refer to Computer/Internet Violation)                                                                                                                                                                                                                | Disqualification of assignment, Administrative Conference       | 3 Days ISS                                   | 5 Days ISS / Repeat Class                    |
| 17. Gambling                                                                                                                                                                                                                                                                                      | Administrative Conference<br>Counseling Referral                | 3-5 Days OSS                                 | 5-9 Days OSS                                 |
| 18. Gang Activity: Gang related dress code violation, hand gestures, graffiti, jargon, or drawings on notebooks and papers.                                                                                                                                                                       | 5-7 Days OSS<br>Counseling Referral                             | 7-9 Days OSS                                 | Recommendation to School Board for Expulsion |
| 19. Harassment / Sexual: Any unwelcome verbal or written remarks, or unwanted physical contact                                                                                                                                                                                                    | 3-5 Days ISS/OSS, Counseling Referral                           | 3-5 Days OSS                                 | 5-9 Days OSS / Expulsion                     |

|                                                                                                                                                                               |                                              |                                       |                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------|--------------------------------------------|
| 20. Profanity/Obscenity: Written, verbal, music or use of obscene gestures                                                                                                    | Parent / Administrative Conference           | 1-3 Days ISS/OSS Counseling Referral  | 1-9 Days OSS                               |
| 21. Theft: Taking items that don't belong to you without permission                                                                                                           | Administrative Conference, Return of item(s) | 3 Days of ISS/OSS / Parent Conference | 1-9 Days OSS / Police referral / Expulsion |
| 22. Tobacco/Cigarette/Lighters/Matches: Including but not limited to possession of lighters, matches, and all related smokeless tobacco, e-cigarettes and vapor               | 1-5 Days OSS / Police Referral               | 5-7 Days OSS / Police Referral        | 1-9 Days OSS/ Police Referral / Expulsion  |
| 23. Unauthorized Entry: Gaining or attempting to gain, forceful or unauthorized entry or occupation of school buildings, grounds or places. This includes possession of keys. | Parent / Administrative Conference           | 3 Days ISS/OSS, Parent Conference     | 5-9 Days OSS / Police referral / Expulsion |
| 24. Vandalism/Destruction of School Property: Damaging, breaking, or tagging school property                                                                                  | Parent / Administrative Conference           | 1-5 Days OSS, Police referral         | 5-9 Days OSS, Police referral / Expulsion  |
| 25. Public display of affection: Kissing, excessive hugging, inappropriate touching, and other sexual behaviors.                                                              | Parent / Administrative Conference           | 1-3 Days ISS/OSS                      | 5-9 Days ISS/OSS                           |
| 26. Unauthorized cell phone usage                                                                                                                                             | Parent / Administrative Conference           | 1-3 Days ISS/OSS                      | 5-9 Days ISS/OSS                           |

## **Section 4: School Safety and Emergency Procedures**

### **Section 4.1 Safety**

Students will obey all safety signs and rules posted on and around school campus. For reasons pertaining to student safety and property damage, Rock Point Community School does not permit students to throw snowballs or rocks on school property. Students who throw snowballs/rocks will be reported to the principal's office, and consequences will be implemented as needed.

Students will adhere to the policies established for pandemic/health (i.e. COVID 19) testing, health clearance, and personal contact perimeters. Any breach of the established plan will result the student being removed from campus, or school sanctioned event. The school may request that the student be cleared up by a designated health authority prior to returning to campus.

Under certain circumstances, staff may be required to escort or release students to external health care providers / law enforcement, or social services. In such instances every effort will be made to reach the parent/guardian.

After a service provider has received the student, the agency will assume Locus in Parentis for that child.

(ARS Title 8 – Child Safety: 8821: D: A child may be taken into temporary custody without a court order by a peace officer, a child welfare investigator or a child safety worker if temporary custody is clearly necessary to protect the child because exigent circumstances exist.)

## Section 4.2 Bus Safety and Rules

Bus transportation is provided as a convenience and privilege to students. All regulations and procedures of the school apply while you are being transported in school vehicles. The bus driver has the authority to take necessary steps to ensure the safety of all passengers. At any time when the school provides bus transportation, students shall:

**1. Student expected behavior on school buses:**

- a. Adhere to the posted bus rules.
- b. Be ready to board the bus on time.
- c. Stand twelve (12) feet away from the road where the bus stops.
- d. Wait until the bus comes to a complete stop to board the bus.
- e. Assist in keeping the bus safe and clean at all times.
- f. Stay seated at all times.
- g. Never stick hands, arms, or any part of the body out of the windows.
- h. Never experiment or tamper with the bus or any of its equipment.
- i. Keep personal possessions out of the aisle.
- j. Never throw anything on the bus or out the window.
- k. Remain in seats until the bus comes to a complete stop and not engage in disorderly behavior and obscene language. Students may be assigned seats if they misbehave, or it is otherwise necessary.
- l. Be courteous to fellow students, staff, and bus drivers.
- m. Do not smoke or chew tobacco (any tobacco) or e-cigarettes/vape in a school bus.
- n. Do not damage the school bus. Damage by a student to the bus will be paid for by the student and/or the student's parents.
- o. Students are to ride their assigned bus to and from the school every day. A student will only be excused from riding the bus if the student provides and turns into the school office, by 12Noon, a written note or phone call from the student's parent requesting that the student be excused from riding the bus that day and providing a reason for the change. Each note must be written, signed and dated by the parent. Telephone requests for bus changes are discouraged for the safety and welfare of the students.
- p. Inappropriate behavior on the bus may result in your loss of bus privileges.
- q. No food or drinks are allowed on the bus.
- r. Students are discouraged from bringing personal devices onto the bus. (RPCS is not responsible for theft, lost or damaged items).
- s. Items causing any disruption will be confiscated.

**2. Parents expected behavior for awaiting student drop off:**

- a. It is the parent's responsibility to ensure that they are home, or an adult is home when their children are dropped off after school. If the child is under age 18, it is the responsibility of the parent to make arrangements with the school.
- b. If there is no one home, the student will be returned to the school, and it is the parent's responsibility to pick up their child at the school.
- c. If the parent fails to pick up the student 3 consecutive times, the student will be referred to Navajo Nation Social Services.

**3. 5:30 PM Bus:** Only students that are listed on the 5:30 PM Bus List will have the privilege to ride the late bus. Bus drivers should have a 5:30 PM bus listing daily, for students to ride the late bus which leaves at 5:30 PM

**4. Change of Bus Assignments:** Parent or guardians are not allowed to request for their child(ren) to get off at another location without a written and signed permission or a phone call from parents who can be verified. Parents need to contact the Parent Liaison and/or Office Specialist for their child(ren) to ride a different bus ahead of time. Only in cases of EMERGENCIES, will students ride a different bus. Parents need to make

plans for proper supervision in cases they are not home. If there is doubt about your safety in getting off at a new location, the bus driver will bring you back to school and your parents/guardians will be notified.

**5. Consequences of Breaking Bus Rules:**

- a. 1st Offense - The bus driver will give you a warning. A written report may be completed and turned into the Facilities Manager and School Principal.
- b. 2nd Offense - Student and parent are required to have a conference with the School Principal.
- c. 3rd Offense - A written notice will be sent to your parents indicating that you will be suspended from riding the bus for a specific amount of time depending upon the infraction.

The Facilities Manager may be reached at (928)659-4607 to answer any questions or concerns that may arise.

## **Section 4.3 Property Damage**

Any damage to school property caused by a student will be the responsibility of the student and the student's parents. Security and Principal/designee will be notified. The student and parent shall pay fifty percent (50%) of any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school and transportation will not be provided until the debt is cleared. Disciplinary action will apply to incidents of property damage. Law enforcement will be notified.

## **Section 4.4 Personal Items**

The school, nor the school personnel, are not responsible for lost, stolen, and/or damaged personal property.

Students may not possess the following items on school property nor at school events:

1. Laser pointers, hand-held gaming devices or other electronic devices of distraction.
2. Personal iPads / tablets, cellphones.
3. Drugs, drug paraphernalia, alcoholic beverages, narcotics, inhalants, cigarette lighters, matches, tobacco products, vaping products, and look-a-likes.
4. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, caps, etc.
5. Dice (except when used under a teacher's supervision for educational purposes).
6. Weapons, look-a-like weapons, guns, laser pointers, sharp objects and/or other items designed or easily used to cause physical harm.
7. Medications, both prescription and non-prescription, including eye drops must be turned in to the Nurse's office. (see Health Services for more information).
8. Animals, pets, etc. are not allowed, excluding American with Disabilities Act (ADA) requirements.
9. Water guns, water balloons, eggs, aerosol sprays, nail polish and remover, shaving cream, excessive body spray / cologne
10. Pornography in any form
11. Candy sprays, powdered Kool-Aid, whipped cream, seeds, nuts, etc.
12. Super Glue or any type of adhesive
13. Any type of trading cards and/ or toys (Pokémon, Face cards, fidget spinners, etc.)
14. Any type of ear buds / headphones may not be used during class time without permission.

## **Section 4.5 Emergency Procedures**

Rock Point Community School has developed and implemented a manual and procedures for when a "crisis" occurs within the school. The School Administration has taken steps to train all supervisors in how to manage the crisis. Crisis Drills, such as lock downs and evacuations, are practiced by staff and students throughout the school year. These drills

help prepare staff and students if a dangerous situation should occur within the school. This includes conducting drills with staff and students to simulate real life situations.

### LOCK DOWN

Lock Down means that the students will be in a classroom and the doors will be locked so that no one can leave or enter. All windows must be covered so no one can see into the classroom.

### EVACUATION DRILLS

Evacuation means students and staff will be moved outside of the school building to a designated area. The drill will be observed by school Crisis Management Team and evaluated for its timeliness and effectiveness. Outside agencies, such as the police and fire departments may also be included in the drills.

Students must respond quickly and quietly and remain with their teacher until given further instructions on how to proceed. Emergency evacuation plans may be found in each room on campus. Failure to follow emergency procedures may result in a student receiving disciplinary action.

### FIRE EVACUATION

Fire Evacuations are held monthly. It is important that students follow the fire regulations and go to the exits as quickly and orderly as possible, from their room to their assigned outside areas as soon as the alarm is sounded. Each class will exit the building at the appropriate distance from the building. In each room has a map indicating the exit route from the room. All students and staff who are regularly in the building should memorize the exit routes from all the classrooms. Students are to follow all staff instructions while a fire drill is in effect.

During lunch, if a FIRE or EMERGENCY alarms are sounded, all students will immediately WALK to the nearest exit and to the designated relocation point. Please wait quietly for directions from the teachers on duty. (Don't worry about your lunch tray.)

### EMERGENCY SCHOOL ANNOUNCEMENT

If it becomes necessary to reach students or parents/ guardians for emergency information, in addition to school communication methods, the following radio stations will broadcast school announcements as a special bulletin:

| Radio Stations:      | Telephone #: | Airtime:      |
|----------------------|--------------|---------------|
| • KTNN (Window Rock) | 928-871-2582 | 6:00 AM       |
| • KRMH (Red Mesa)    | 928-656-4200 | After 8:00 AM |

### FIRE EMERGENCY EVACUATION PLAN

The facility department staff are responsible for developing a written building evacuation plan and informing staff and residents of that plan. In case of fire, the fire evacuation plan exists to prevent confusion and accidents. The general procedures for evacuation from the building are as follows:

1. The building shall be evacuated immediately.
2. Students and staff should not run or scream or otherwise act in a manner that may create or exacerbate panic or fear.
3. All students and staff members must evacuate the buildings immediately and in an orderly manner (single file).
4. A designated student or staff member will hold doors open until the building is completely evacuated.
5. Students will be accounted for outside the building to assure all they are out.
6. No one will stop retrieving personal belongings. The building will be evacuated immediately.

7. Everyone is to report to a designated area with shoes and appropriate clothing (if possible).
8. Students and staff may not re-enter a building until a member of the fire safety team instructs them to do so.
9. Bus evacuation drills will be conducted three (3) times per year and may occur off campus.

Fire drills are conducted once a month. The administrator conducting the fire drill will ensure that security or designer goes from room to room to ensure that all staff, students and visitors have evacuated the building.

The staff shall report any safety issues or problems to their supervisor. The supervisor shall provide the said reports to the Facility Manager and ensure that corrective action is taken. A fire drill report shall be filled out by each Department Supervisor after each fire drill and turned into the Superintendent

**NOTE: Tampering with fire alarm and sprinkler system are federal offenses, and proper authorities will be notified.**

## **Section 4.6 Check-Out Procedures**

Parents or legal guardians of students must designate those people who are authorized to check out their children on the student check out forms. Designees **MUST** be 18 years of age or older and should be prepared to show proper identification. No phone calls or notes will be accepted for check out authorization.

Students will not be checked out to a person who appears to be under the influence of alcohol or drugs. Security on duty will be notified immediately. No other check-out restrictions will be enforced against parents/guardians, unless they are ordered by Social Services, law enforcement or court order. The school reserves the right to deny a check-out if, in the school's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Registrar to hold a meeting with the principal, the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

## **Section 5: School Health**

### **Section 5.1 Health Policies**

#### **General**

Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s). Students may be referred to the Clinic. The school does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances. In the event of an illness or injury during the school day, students will be taken home to their parent(s) regarding such illness or injury.

Students who are injured will be treated by the school medical staff for immediate triage and transported to a medical facility if necessary. In cases where students are transported, parents will be required to pick up their child at the medical facility. Please note that parents assume responsibility for all costs incurred at the medical facility and/or for additional services.

#### **Harm or Threat to Self**

If a staff member believes, or a student reports to a staff member that a student may be depressed or may do harm to himself/herself or has threatened to do harm to himself/herself, the staff member shall immediately contact the Principal and Counselor/Nurse who will then contact the Counseling Services with Indian Health Services at (928)674-7377 and make appropriate referral. Thereafter the Superintendent will be informed of the incident and be kept abreast of the

situation. In cases of self- mutilation (tattoos, excessive body piercing, rub-scratching into skin with erasers, fingernails or others), the school will undertake immediate intervention and make immediate referral for assistance. Additionally, such acts or assisting, encouraging or performing such acts on or by other students, are prohibited and will subject the student to discipline.

### Medication

If a student is placed on a special medication by a licensed physician or Public Health Service, the medication will be registered with the school Health Aide, who will administer the prescribed medication to the students in accordance with the directions given by the treating physician.

### Dental

When a student complains of toothache, he/she will be taken home. Dental clinics only allow the parent(s) or legal guardian(s) to authorize treatment for children.

### Immunizations

All students, by Arizona State law, must have up-to-date records of immunization on file in Registrar's office. Parents of students with out-of-date records will be informed of the deficiency and they must take immediate action to bring the records up to date. Students who fail to update their records may be suspended from school until proof of proper immunization is provided. Arizona has added the Hepatitis B series and the Second MMR shot as a requirement to enter school. Since Arizona has the highest rate of infection for Hepatitis A, Rock Point Community School RECOMMENDS that all children get immunized against Hepatitis A. If your child has NOT had Chicken Pox, it is also recommended they receive the Varicella Vaccine.

## **Section 6: Services and Supports**

### **Section 6.1 Food Services**

The cafeteria provides free meals for students on campus and on some field trips. Students are counted for each meal they eat with a pin number they are provided by the food service department. While the school cafeteria provides well-balanced meals during breakfast, lunch and after-school snacks, Rock Point Community School Health program further encourages students to eat healthy and to eat what is being served in the school cafeteria. As the school is emphasizing healthy eating through its Wellness Policy, the school is disallowing the following on school campus:

1. Junk Food/ Fast food
2. Candy (hard candy, suckers, etc.)
3. Gum
4. Soda pop & Energy Drinks or other drinks besides water
5. Sunflower seed/pinon nuts
6. Chips

Parents are prohibited from bringing outside food items to the school for their child(ren) during school hours. Brought food items will be confiscated and disposed of.

### Cafeteria Rules

Students are expected to use good table manners and to behave appropriately in the dining room. Students shall assist in maintaining a clean and attractive cafeteria; thereby, students shall:

1. Report to the cafeteria for breakfast, lunch and after-school snacks.
2. Walk, not run, in the cafeteria area.
3. Sit on benches only.
4. Use appropriate table etiquette.
5. Ensure all tables, seats, and walls are in good condition.
6. Be courteous toward fellow students, staff, and visitors.
7. Not engage in horseplay or rough housing.
8. Do not take food or drinks out of the cafeteria.
9. Use dinnerware as eating utensils only.
10. Students are responsible for cleaning the area where they have eaten, or any spills they have made while in the cafeteria.

### Classroom Parties

Classroom parties are to be limited to specially recognized days and must be cleared with the principal. Teachers may have small celebrations to acknowledge student successes as they arise. Healthy nutritional snacks are encouraged.

## **Section 6.2 Computer/Internet Usage**

Rock Point Community School has a wide variety of technology devices available for student usage. Such devices include but are not limited to:

1. Desktops, All-In-One (AIO)
2. Laptops
3. Tablets
4. iPads

The use of the internet through Rock Point Community School must be in support of education and must be consistent with the educational objectives of the school. The use of computers and the internet are privileges, not a right. Inappropriate use will result in the cancellation of this privilege as well as other steps in the school's policies. Vandalism or theft of any sort will result in the loss of privileges with possibility that the user will assume the financial responsibility for repair costs or fair market value of assessed equipment determined by the RPCS IT Department.

Although RPCS has established acceptable use policies, please be aware that there may be unacceptable materials or communications on the internet that your child could access. RPCS cannot control the source of materials available. RPCS does not wish to put our children at risk and/or any danger. Questions or concerns can be brought to the principal's attention.

Be advised, the RPCS IT Technology upholds the ability to remotely monitor the live activity of all districts owned devices without notice. Such use of monitoring activity may be requested by any RPCS staff when deemed necessary and/or for investigating reasons.

Internet Use: It is important that parents and students read and discuss the acceptable use agreement; please refer to the Student Device Agreement Policy Technology-related policies and procedures that are outlined in the Student Device and Internet Use Agreement. Students and parents/guardians should refer to that document for detailed information regarding device usage, internet access, responsibilities, and applicable consequences.

### RPCS Device Login Banner

The RPCS IT Department has all district owned devices to display a login warning banner that the end user agrees to before logging in. RPCS has the right to modify the warning banner at any time when deemed necessary.

Warning banner i.e.:

This computer system is property of Rock Point Community School and is to be used by authorized users only and for educational purposes approved by RPCS IT Dept., Principal, and instructor. Any sites accessed not approved by the RPCS IT Dept, Principal, and instructor will result in temporary account lockout to the RPCS Intranet network. You are to log in with your own student account that was provided to you by the RPCS IT Dept., Principal or instructor. If you do not have an account, please inform your instructor or Principal if you have read, agreed and turned in your RPCS Internet and Intranet Acceptance Policy. Failure to log in with your own student account and/or accessing another account without the knowledge of the other user is in violation of the Rock Point Community School Internet and Intranet Acceptance Policy: School Year 2026-2027. As the result of violation(s), the account will be put on suspension and will revoke access to the school network and computers, which can lead to delays with school projects, researching and testing until the user has given the required form below to the IT Dept. to reinstate their account. Repeated offenses will result in longer durations of account deactivation, or based on the nature of the offense, permanent loss of your RPCS account. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, inspected, and disclosed to authorized sites, companies, and law enforcement personnel.

By logging on to this system, the user consents to such interception, monitoring, recording, copying, inspection, and disclosure at the discretion of authorized site or company personnel. Unauthorized or improper use of this system may result in revokes of account access, suspension, school disciplinary action and/or appropriate legal action may be taken. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. If you do not agree, log off immediately.

## **Section 6.3 Counseling Services**

The traditional counselor, principal/designee, school nurse, and teachers, are available for conferences with students. The primary concern is to help the student gain the most from the school mentally, emotionally, and socially.

Counseling is available as a resource to assist students in a variety of ways:

1. Liaison between teachers, students and parents when a problem arises.
2. Substance abuse counseling
3. Counseling on personal matters affecting school performance
4. Group counseling
5. Other necessary counseling jobs pertaining to the needs of the students

The staff welcomes visits from students and parents with concerns which may impact school life. They recognize the importance of serving students as they deal with numerous problems in their lives.

Referrals for counseling can be made by a teacher, a parent or by the student him/herself. Students may also get a pass to see Principal/designee. A parent may schedule an appointment with the counselor by calling or visiting the front office.

The counselor may call upon other resources to assist in their efforts to help a student. Among the options available are other staff, web conferences, parent conferences, referral to other school resources, and/or referral to external resources such as hospital or counseling services.

### **Section 6.4 Students with Disabilities/Section 504 of the Rehabilitation Act of 1973**

The school will provide facilities for students with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, et seq. Said facilities may only be utilized by students with disabilities as set forth in Section 504.

## **Section 6.5 Telephone**

Office phones are for school use only. The only exception to using an office phone would be in cases of emergency, and with permission from the staff.

## **Section 7: Student Involvement and Activities**

### **Section 7.1 Student Council**

The Student Council is an important part of the school. Student participation and support is necessary from each grade level to be an effective student council that represents all students. Student Council members shall follow the procedures as established in their Plan of Operation which has been submitted for approval.

The Student Council gives students an opportunity to organize in a meaningful and effective way. The purpose of the Student Council is to create good relationships between the members of the student body, staff, administration and the community and to teach leadership and develop pride in the school. Students are encouraged to support and participate in the Student Council and its activities.

### **Section 7.2 Extracurricular Activities**

The school offers a variety of extracurricular activities that include sports and clubs. Students must be academically eligible to participate in extracurricular activities and school-related/off-campus activities. The student must maintain a GPA of 2.0 and cannot have a current grade of F in any class to be considered academically eligible. Any student who does not meet these requirements during the semester will be ineligible the next semester. Students who fail a class or have 2 or more Ds in first semester or do not have a cumulative GPA of 2.0 or greater by the end of first semester are ineligible from January 1 to last day of second semester. Students who fail a class or have 2 or more Ds in second semester or do not have a cumulative GPA of 2.0 or greater by the end of second semester is ineligible from first day of first semester to December 31.

All policies and procedures are in effect while students attend school-sponsored activities whether on campus or at any other location. This policy includes students whether they are participants or spectators. Students may lose the right to attend school sponsored activities. Assemblies are also held at various times throughout the school year. All students in attendance are to abide by all policies and procedures.

### **Section 7.3 Athletics**

Athletics is an important aspect of education at Rock Point Community School as an extracurricular activity and eligibility is described above. All students will have an equal opportunity to try out and make the athletic teams. Students may participate in interscholastic athletics at the Varsity, Junior Varsity, Junior High, and Elementary levels of competition. Proof of a physical examination and parent permission form must be submitted prior to participation in practice. Information is available from the Athletic Director.

#### **Requirements to Participate in Sports**

1. Be eligible by attendance and GPA requirements
2. Have parent permission
3. Pass a physical examination

4. Meet age requirements: If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.

#### Student Athlete Responsibilities

1. If a student serves in-school suspension, the student is not allowed to participate that day.
2. If a student participates in any illegal activity, the student will be immediately removed from the team.
3. If a student misses more than two hours of classes on the day of a scheduled game, the student is not allowed to play unless prior arrangements have been made with the coach and principal. Students should not be checked out on the day of their game.
4. The day after each game, student athletes must be in class. Students cannot be tardy or miss school. If a student is late for school the day after a game, he/she is not eligible to play the next game. This rule takes precedence for back-to-back games.
5. All team members are REQUIRED to travel with the team on the school bus to scheduled AWAY GAMES to be eligible to play. Students are NOT allowed to travel in a personal vehicle.
6. Student athletes are expected to come to practice regularly and on time. If a teacher keeps a student after school, it is the student's responsibility to inform their coach. If the student goes to practice without first meeting with the teacher, the student is counted as AWOL.
7. Uniforms and equipment are issued and RETURNED to the Coaches after each game. Students are responsible for all lost or damaged uniforms.
8. Transportation to away games is approved only for eligible players, team managers, and coaches.
9. Academic Eligibility:
10. Eligibility status will be checked and signed off on a bi-weekly basis throughout the year by the Athletic Director.
11. Students must be in good standing in their classes and not have a failing grade to be eligible for sports.
  - a. The first time a student is ineligible, the student may regain eligibility by passing the failing class. The AD will check for the passing grade in NASIS.
  - b. The second time a student is ineligible, the student is ineligible for one week and may regain eligibility by passing the failing class.
  - c. The third time a student is ineligible, the student is ineligible for two weeks and may regain eligibility by passing the failing class.
  - d. The fourth time a student is ineligible, the student is off the team.

#### Eligible Students Can:

1. Practice after school and
2. Play in the athletic game during the week in which they are eligible.

## **Section 7.4 Field Trips**

Field trips may be scheduled by the school staff at various times during the school year. Students must obtain written permission and a medical treatment authorization form from their parents before they may participate in the field trip. All policies and regulations of the school are in effect while students are being transported and while attending the field trip activity off campus. Students must meet academic eligibility unless the field trip is scheduled as part of class curriculum. Students must be enrolled in grade 3 or above to participate in overnight field trips. Students in grades PreK- 2nd may not participate in overnight field trips. Students may be searched prior to attending any field trip or overnight field trip / event sponsored by the school.

## **Section 7.5 Fund Raising**

On-campus fund raising activities may be conducted by students with an approved plan of operation.

Communitywide or off-campus fund raising activities require the authorization of the principal. The principal will upload that permission on the leadership chat. Door-to-door sales/order-taking are not permitted. No students may participate in fund-raising activities during school hours without written permission from the principal.

When having bake sales or other cooked items, the students involved must have a sponsor or parents with a valid Food Handlers Permit before selling items. The Food Handlers Permit must be posted. All food should be individually wrapped.

Classes who sell items in concessions during athletic events are required to assist with cleaning the gym after the event ends.

## **Section 7.6 Courtesy at Activities**

Students and visitors to the school shall conduct themselves in a courteous manner at all school functions. This means no booing, name calling, throwing objects, inappropriate whistling, cursing or other improper behavior.

## **Section 8: Student Privacy**

### **Section 8.1 Student Directory Information**

Rock Point Community School follows state and federal law concerning directory information. This information is non-confidential information and may be publicly released without parent permission. Directory Information includes data such as:

1. Student name
2. Student picture
3. Parent or guardian name
4. Grade and school of attendance
5. Diplomas
6. Awards and honors received
7. Participation in officially recognized activities like sports and school events
8. Weight and height
9. Team number

The major purpose of releasing this information to the public about a student would be to honor that student or group of students in newspapers for accomplishments achieved at Rock Point Community School in academics, activities and sports.

IF PARENTS DO NOT WANT ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT THEIR CHILD, PARENT MAY REQUEST NON-DISCLOSURE BY SENDING A SIGNED NOTE TO THE SCHOOL. If this notification is not received, we will assume that parent permission is given to use the child's directory information as described above.

# **Appendices**

## **Appendix A: Sexual Harassment Policy**

Rock Point Community School is committed to maintaining a learning environment that is free of harassment. The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Acts of 1964, and pertinent Arizona Education Code Sections; therefore, the school strongly condemns, opposes and prohibits verbal, physical or environmental forms of sexual harassment. Sexual harassment in this policy means unwelcome sexual advances, requests for sexual favors, and other visual, or physical conduct of a sexual nature made by anyone on or from the school. If you feel you have been harassed by either a student or staff member, please talk to the principal immediately so it may be investigated and resolved.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. The Superintendent is the School's Title IX Officer and Sexual Harassment Officer. Students should be assured that they need not endure any form of sexual behavior or communication. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K through 5, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 6 through 12, the disciplinary action may include suspension and/or expulsion.

Students are informed that they should immediately report any incidents to either a teacher or the principal, /designee, if they feel they are being harassed. Any student, or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint in an informal process or may file a formal complaint with the school. Within 24 hours, staff shall report complaints of sexual harassment to the Superintendent or his/her designee who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained.

The Superintendent, or designee, shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, the school may utilize an outside investigator who shall serve as a factfinder. Upon verifying that sexual harassment occurred, Superintendent shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Superintendent, or designee, in accordance with the school's procedures.

The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, within legal constraints, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

### **Definition**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

### Types of Conduct

Types of conduct which are prohibited in the school, and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions.
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational environment.
9. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Private, personal, consensual conduct may at some point become unwelcome. Any student advised that a fellow student now believes certain conduct to be unwelcome should cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Students who participate in a consensual relationship, and who at some point wish to discontinue the relationship, should tell the other participant, either verbally or in writing, that the conduct is no longer consensual or welcome and therefore all such conduct must cease.

### Confidentiality

A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidence, where practical, and to the degree permitted by law and the school's policies, for the protection of all parties involved.

### Investigation and Action Procedures

1. After receiving a report or grievance, an individual, as designated by the principal/designee shall investigate and make written recommendation within fifteen (15) days to the principal/designee. In determining whether alleged conduct constitutes sexual harassment, the principal/designee will consider many items, including the facts of the allegation, case law, Navajo, state and federal laws, customs and regulations, the school's policy prohibiting sexual harassment and intimidation, any past behavior, any training the accused individual has received and other items as appropriate.
2. Upon receipt of a recommendation from the investigator that probable cause exists to credit the allegations of sexual harassment or intimidation, the principal/designee may act based on the report/recommendation, or the principal/designee may conduct his or her own investigation into the charges. The principal may appoint an impartial administrator to conduct the investigation.
3. Such investigation must be completed within thirty (30) days of receipt by the principal of the recommendation from the investigator.

4. Pending such an investigation, the principal or other supervisor may take any action necessary to protect the alleged victim, or other employees or students, consistent with requirements of applicable regulations and policies.
5. Consistent with the requirements of applicable regulations or policies, the principal may take such action deemed necessary and appropriate after the completion of the investigation.
6. The final disposition of the case may be by action of the superintendent if there is a recommendation for suspension or expulsion.

#### Remediation

A plan will be developed to provide student and staff victims and witnesses of harassment with counseling and other support services to help them cope with the effects of harassment or intimidation.

For further information or any concerns, you may contact the principal.

## Appendix B: Student Driving Policy

The safety and well-being of all students, staff, and visitors is a top priority. Students who choose to drive to and from school accept significant responsibility and must adhere to all school rules, state laws, and safe driving practices. This policy is designed to promote responsible behavior, reduce the risk of accidents, and maintain an orderly campus environment. By driving on campus, students agree to follow all regulations regarding parking, vehicle operation, and conduct, understanding that failure to comply may result in disciplinary action or loss of driving privileges.

1. Students must provide copies of the following to the secondary school front office:
  - a. Driver's License
  - b. Proof of Insurance (the student's name must be on the proof of insurance)
  - c. Proof of Registration
2. Students must arrive at school on time and stay for the duration of the school day.
3. Students are not allowed to transport other students, due to liability concerns.
4. Students must follow all traffic laws and safety regulations.
5. All drivers must adhere to the posted speed limit.
6. No spinning of wheels, gunning motor, sounding horn, loud music, or racing, etc.
7. Aggressive or reckless operation of motor vehicles is prohibited. Examples of reckless operation, including but not limited to:
  - a. Passing vehicles waiting to exit parking lot
  - b. Swerving or weaving through parking lot
  - c. Carelessly pulling out in front of moving vehicles
  - d. Riding in the bed of trucks
  - e. Any action that could result in personal injury or property damage
  - f. Driving on the football track/field or sidewalks
  - g. Texting and Driving
  - h. Obey stop signs
8. Students are not permitted to their vehicle during the school day unless special permission has been granted by the principal.
9. Violations of driving and parking regulations will be treated as discipline cases resulting in:
  - a. Loss of driving privileges (permanent or temporary)
  - b. After school detentions / in/out school suspension
  - c. Keys will be confiscated and vehicle owner must pick them up.

## Appendix C: School Directory

| TITLE                           | NAME                    | EMAIL                       | PHONE        |
|---------------------------------|-------------------------|-----------------------------|--------------|
| Superintendent                  | Deana Dugi              | Deana.Dugi@rpcsaz.org       | 928-659-4600 |
| Principal                       | James L. Patterson, III | James.Patterson@rpcsaz.org  | 928-659-4222 |
| Elementary Office Specialist    | Brittany Tahy           | Brittany.Tahy@rpcsaz.org    | 928-659-4264 |
| Secondary Office Specialist     | Clorinda Begay          | Clorinda.Begay@rpcsaz.org   | 928-659-4275 |
| Parent Liaison                  | Carol Ashihi            | Carol.Ashihi@rpcsaz.org     | 928-659-4611 |
| Registrar                       | Linda Bia               | Linda.Bia@rpcsaz.org        | 928-659-4609 |
| Family Partnership Coordinator  | Gloriana Benally        | Gloriana.Benally@rpcsaz.org | 928-659-4232 |
| Facilities Manager              | Andrew Sanchez          | Andrew.Sanchez@rpcsaz.org   | 928-659-4607 |
| Special Education Coordinator   | Marikit Deperio         | Marikit.DePerio@rpcsaz.org  | 928-223-3544 |
| K-12 Culture Specialist         | Jennifer Brown          | Jennifer.Brown@rpcsaz.org   | 928-223-3563 |
| Afterschool Program Coordinator | Colin Begay             | Colin.Begay@rpcsaz.org      | 928-659-4619 |
| Athletic Director               | Erick Johnson           | Erick.Johnson@rpcsaz.org    | 928-659-4612 |
| Technology Specialist           | Kyle Arthur             | Kyle.Arthur@rpcsaz.org      | 928-223-3619 |

# Appendix D: Parent and Student Acknowledgement and Receipt

## Rock Point Community School Student Handbook School Year 2026 – 2027

I, \_\_\_\_\_, have read the Rock Point Community School Parent/Student handbook, and I have had a chance to ask questions about my rights and responsibilities as a student at this school. I understand it as best as I can, and I agree to follow the School Rules and Policies as outlined in the Rock Point Community School Parent/Student Handbook.

|                     |       |       |
|---------------------|-------|-------|
| _____               | _____ | _____ |
| Student’s Signature | Date  | Grade |

I, \_\_\_\_\_ have read the Rock Point Community School Parent/Student Handbook for School Year 2026 -2027 with my child. I understand and agree to have my child, and I follow the school rules and policies as outlined in this handbook. I also agree to fully support the school rules and policies as outlined in this handbook.

|                    |       |
|--------------------|-------|
| _____              | _____ |
| Parent’s Signature | Date  |