

Student/Parent Handbook 2019 – 2020 School Year



Many Farms Community School, Inc.

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2020

Governing Board President, Sharon Gorman

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**Acknowledgement
Of
Many Farms Community School, Inc.
Student and Parent Handbook**

The Student and Parent Handbook are recommendations from Parents, Governing Board, and Administration, and Staff.

Certification

We certify that the Student-Parent Handbook was presented at a Special scheduled board meeting at Many Farms Community School Inc. Which a quorum was presented and passed on a vote of 3 in favor 0 opposed 0 abstained.

Diana Brown
Governing Board President

August 7, 2019
Date

Francisco Contreras
Governing Board Vice-President

8-8-19
Date

Jay R. Ney
Governing Board Secretary

8/7/19
Date

Prudy M. Monahan
Governing Board Member

8-8-19
Date

Mission Statement

Many Farms Community School's mission is to offer students the opportunity to achieve in an engaging, inspiring, and challenging environment.

Philosophy of Education

Many Farms Community School, Inc. strives to be an excelling tribal grant school. Academics and Diné culture are incorporated to achieve excellence by highly-effective staff who share high expectations for all students.

Vision Statement

Many Farms Community School strives for academic success while preserving Dine teachings and values.

CONFIDENTIALITY OF STUDENTS' RECORD

Many Farms Community School, Inc. students records office maintains a file of each student to protect the privacy of students and keep records confidential in compliance with Family Education Rights and Privacy Act (FERPA). FERPA is a Federal Law that that protects the privacy of student education records. These records are kept in a locked file cabinet except when accessed by authorized School or Residential personnel, counselors, and administrators.

NORTH CENTRAL ACCREDITATION (NCA)

The North Central Accreditation provides the frame work the whole staff in short and long term planning. Under the leadership of our Executive Director/Principal and Governing Board of Many Farms Community School, Inc., we implemented the requirements of North Central Accreditation. Many Farms Community School, Inc. has been accredited and will continue to meet all standards at all requirement levels.

Many Farms Community School, Inc.

Many Farms Community School, Inc. is a drug-free school. We set high standards for all members of the school community. All students are expected to conduct themselves in a responsible manner consistent with school standards. Appropriate standards of conduct apply to all curricular, co-curricular, extracurricular activities that occur under the governance of this school. These activities include, but are not limited to, bus transportation, athletic events, field trips, contests, and residential life and travel – on foot or by vehicle- between the home and school.

NON-DISCRIMINATORY POLICY

It is the policy of MFCS, Inc. to prohibit discrimination and harassment in any program or activity, and to provide equal access to all students regardless of gender, race, creed, sexual orientation, nationality, religion, physical and/or mental disability.

School Motto

"Together We Learn & Succeed"

SUCCESSFUL STUDENTS

- Read daily
- Expand their academic vocabulary
- Attend school and participate daily
- Parent Involvement and Support
- Respectful, Responsible, and Safe

At Many Farms Community School, Inc. we offer the following Student assistance programs:

Academics

After school Tutoring
Computer Labs
Enrichment
Library
Accelerated Reader
Math/Reading
Intervention
Gifted & Talented
Summer School & Enrichment
ESY-SPED Students
Field Trips

Bilingual

Bilingual-Immersion Program
Navajo Language/Culture

Health Services

Dental sealants
Health screening
Teen Clinic
Fitness & Nutrition

Extra-Curricular Activities

Futures for Children
Student Leadership
Supplemental Educational Services

Parent Involvement

Parent Involvement Nights
Parent Teacher Conferences
Fall/Winter Parent Conference
Traditional/Culture Nights
Math Nights / Reading Nights

Residential

Residential Program (1st-8th grade students)
After school Tutoring & 1 hour study hall
15 minute reading
Fun Recreational Activities
Integrated Activities-guidance session, open computer lab
Diversity and Variety of Other Activities
Traditional/Culture Nights
Field Trips
Access to Technology

FACE Program

Early Childhood Education
Home-based Services
Adult Education
Monthly Family Circle
Child Find

Other Resource Contacts

Kayenta IHS:

(928) 697-4000

Fax: 928-697-4145

Sage Memorial Hospital:

(928) 755-3411/4500

Fax: 928-755-4677

Program for Self-Reliance:

(928) 674-5085

Fax: 928-674-8465

Department of Economic Security:

(928) 674-8325

Safe Ride Services:

1-800-797-7433/674-3731

Tsaile Health Center:

(928)-724-3600

Fax: 928-724-3005

Many Farms Boy and Girls Club

(928)781-3302

Apache County District:

(928)-674-8398

MVD:

(928)-674-5655/5910

Public Safety

928-674-2111

Fire Department

928-781-6235

Poison Control

800-362-0101

IHS (Hospital):

1-800-734-0446

Chinle Hospital:

(928)-674-7001

Fax: 928-674-7372

Ft. Defiance IHS:

(928) 729-8000

Fax: 928-729-8019

NOTE: FOR OTHER EMERGENCY NUMBERS REFER TO COOP/EOP PLAN. CONTACT SCHOOL SAFETY DEPARTMENT OR PRINCIPAL.

ACADEMICS

A. GRADING SYSTEM

Kindergarten: Students will receive a report card.

The grading scale is as follows:

E- Excellent

S- Satisfactory

NI- Needs Improvement

First through Eighth Grade: Students will receive a report card.

The grading scale is as follows:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

Parents concerned about their child's grades should immediately contact the office to make an appointment with teacher to find out how to help the child improve academic performance.

B. REPORT CARDS

Report cards will be issued to each student after every nine-week grading period. Parents or legal guardians are highly encouraged to attend Parent Teacher Conferences. The dates for the end of each grading period are:

1st Grading Period

2nd Grading Period

3rd Grading Period

4th Grading Period

C. HOMEWORK

The purpose of Homework is to practice previously taught concepts from class time.

The development of study skills and self-discipline are important to a quality educational process.

10 minutes maximum per grade level assigned for homework. (Example: Kindergarten= 10 minutes, 4th Grade= 50 minutes, 7th grade 80 minutes, etc.)

D. HONOR ROLL /AWARDS

1. Principal's Honor Roll= GPA 4.0
2. Honor Roll= GPA 3.5-3.9
3. Quarterly Perfect Attendance= No absence or tardies
4. Perfect Attendance= No absence or tardies at the end of the year

E. GRADE CHECKS:

At the start of each quarter grade checks are conducted every three weeks on a timely and consistent basis. If a student receives a D or F, in any class-the student will be ineligible to participate in any school activities or sports. Students will be notified by the teacher who placed the student on grade check, or by athletic director or coach. Once the student has raised the grade, he/she then is reinstated. Grades turned in after the grade check deadline is voided for that grade check. Parents who are concerned about grades should immediately contact the teacher to find out how to help the child improve performance.

G. ELL STUDENT INSTRUCTION

Based on the results of the Arizona English Language Learner Assessment (AZELLA), some students will be identified as English Language Learners (ELL). All ELL students will be afforded the opportunity to be instructed by certified SEI instructors. The parent or legal guardian has the right to accept or reject these services using the school's ELL documentation, which is completed each school year. Students can exit the program by having a passing score on the AZELLA. (Check Navajo Immersion accommodation/modification.)

H. PARENT/TEACHER CONFERENCES

Many Farms Community School, Inc. has parent/teacher conferences. Check the school calendar for the day(s) scheduled for your child's parent teacher conferences. Parents must attend these scheduled conferences.

I. COUNSELING

The counselor provides guidance lessons to all students. They instruct students on bully prevention, peer mediation, career awareness, appropriate social skills, and other topics. In addition, they do both group and individual counseling sessions and assist parents with information regarding student academics. If you have any concerns or issues that you would like addressed, please feel free to talk with the school academic counselor. If the school cannot provide specialized services, students will be referred to the local health center for individualized counseling.

J. PROMOTION REQUIREMENTS

The school is dedicated to the continuous development of each student. The Principal and/or teachers will base promotion from year to year upon Arizona Common Core standards for each core subject area established. In addition to these standards, test scores, grades, attendance, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

K-8th: Social and academic promotion will be addressed on an individual basis.

Recommendations for students to promote within the school year will go before a review committee which will include principal, counselor, teachers, parents, and student. Decision will be made at the review.

K. RETENTION

Kindergarten -8th grade

Students with two (2) or more grades of "F" in core subject on the final report card will be retained. According to Arizona State Law, those who exceed a total of eighteen (18) excused or unexcused absences in one school year will be retained. However, under certain circumstances such as hospitalization etc., a 504 plan will be enacted. Parents or legal guardians will need to provide appropriate documentation from a doctor or professional personnel for verification. The verification needs to be submitted promptly or before the end of each quarter.

The overall academic performance will be reviewed by the teacher and principal to determine retention. Standardized test may be considered for final promotion and/or retention. The student's achievement and cognitive ability are important, but physical and social characteristics will also be considered.

L. SUMMER SCHOOL

The purpose of Many Farms Community School Inc., Summer School Program is to provide remedial instruction to students in Kindergarten through eighth grade in the areas of reading and mathematics so they will succeed at the next grade level and pass the Arizona State Standards/Common Core State Standards assessment. The program is intended to provide support to students based on teacher recommendation, in areas of need for a period of four weeks in the month of June.

Many Farms Community School, Inc., will not accept students into the Summer School Program that need credit recovery, improve grades, attendance or promotional purposes.

Students must reside locally in order to attend the Summer School Program. Parents/guardians will have the option to not allow their child to attend Summer School without penalty but the parental/ guardian decision will be documented in student's folder.

M. RESPONSE TO INTERVENTION

Response to Intervention (RTI) is defined as an assessment and intervention process for systemically monitoring student progress and making decisions about the need for instructional modifications or increasingly intensified services using progress monitoring data. RTI is the practice of providing high-quality instruction/intervention matched to all student needs and using learning rate over time and level of performance to make important educational decisions to guide instruction for students through a three-tiered model. RTI will be utilized for the needs of the student for Reading and Math.

M. 8TH GRADE PROMOTION CEREMONY

MFCS Inc. believes that we are part of the ongoing community school education process. ~~Therefore~~, for grades Kindergarten and 8th grade, we do not conduct a formal promotion ceremony. Ceremonies are reserved for the 12th grade graduating class.

The year-end informal celebration is at the discretion of 8th Grade sponsor(s), students and parents. The question of whether to hold an informal celebration should be discussed and planned at the beginning of the school year.

N. STANDARDIZED TESTS

The Arizona Department of Education has established standards for most subjects, and it has learning expectations for students at all grade levels. Every Student needs to master these state standards because they are the basis for standardized testing. The Partnership Assessment of Readiness for College and Careers (PARCC) will test students in the 3rd through 8th Grades in addition to NWEA. Students who are required to take the PARCC test, should attain a score of "meets" or "exceeds" in all tested areas. FACE through 2nd Grade students also takes-NWEA. Other non-standardized assessments used at Many Farms Community School Inc. are AIMSWEB, DIBELS NEXT, AZELLA Accelerated Reader, Compass Learning, STAR Math and STAR Reading.

MANY FARMS COMMUNITY SCHOOL, INC DOES NOT ALLOW EARLY CHECKOUTS AND ABSENCES DURING IMPORTANT TESTING TIMES THROUGHOUT THE SCHOOL YEAR.

ATTENDANCE

School attendance is very important. Children are required by Arizona state and Navajo Nation law to attend school. Students who are absent miss out on educational, social, and physical development. However, a sick child who is in school will also miss out, and if the child is contagious it can be harmful to other students. If your child is running a fever, or has a contagious illness, please keep him/her at home.

Students who have excessive absences may be subject to the following: disciplinary actions, parent notification, home visit; referral to tribal juvenile authorities, and/or social services ref. Title 10 N.N.C. §118, 17 N.N.C. §222 and 223 and A.R.S. §15-802. Any Navajo minor residing in the Navajo Nation who violates the provisions of this section shall be subject to the jurisdiction of the Family Courts of the Navajo Nation.

All excused or unexcused absents are counted towards 18 days overall attendance within the year which allows 9 days per semester. Any absences reaching 9 days in a semester will require parents and students to sign an attendance contract.

When you are absent you need to:

1. Bring a note from your parent or legal guardian and/or doctor's statement explaining the reason for being absent. If the absence is excused, you will be allowed to make up missing assignments.
2. When you arrive at school, you must go to the attendance office and obtain an admit slip before reporting to class.

If a student is absent for 10 consecutive unexcused absences for a semester, **he/she will be dropped from school and will be considered for re-enrollment for the following school year.** Parents and students are responsible for their daily attendance.

A. Early Checkouts

All student checkouts must be done by authorized adults (21 years or older) in the front office using the proper checkout form. **School personnel will verify the identity of authorized adults for checkouts.**

A checkout slip must be obtained from the school personnel. Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the office. Permission to leave the school grounds will be granted only upon written request of the parent/guardian.

B. TYPES OF ABSENCES

- **Excused Absences:** The following will be considered excused absences: illness/doctor's appointment/clinic visit; death in the family-Immediate family which includes siblings, parents, and grandparents; ceremony for student; school activity; inclement weather; etc. Family emergencies will be taken into consideration with proper documentation. Ex: Immediate family members in hospital, etc.
- **Unexcused Absences:** The Arizona Department of Education states, if an absence occurs relating to any term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Ex.: when a child comes to school with no documentation of absences; babysitting, missed the bus, or going to town, tardiness, suspension, etc.

Attendance is based upon the student being **present every day** for the entire school year, without absences or checkouts. School activities during instructional time are considered present. Attendance is a statutory requirement and school funding cannot be used for recognition and reward.

Any and all pre-approved student activities are excused if the following conditions exist: 1) the time is part of the school's approved course of study; 2) time includes instruction; 3) time distinguished from lunch and recess, which are statutorily excluded for instructional time for at least common school students; and 4) school maintained a record of attendance.

D. Tardies

It is important to be responsible and "on-time" when arriving to school and going to all of your classes. Loss of instructional time results in loss of learning and in the amount of instructional hours required by the state of Arizona. **A student is considered tardy after 8:15 am.**

All students should be at school no later than 8:00am.

Disciplinary actions for tardiness will follow the discipline outlined in Section A: Offenses and Consequences.

E. Check-outs

A student who is checked out before 9:00 am will result in all day absent. If a student is checked out before 1:30 pm the student will be considered absent a half day. Check out after 2:00 pm will be considered a full day. This check out status applies to all students.

F. Makeup Opportunities

It is the student's responsibility to ask for makeup work for any absences which includes school sponsored student travel and other excused absences previously mentioned in Section B. Types of Absences. Make up work will be completed within (2) days of return from an absence.

ENROLLMENT AND WITHDRAWAL

A. Open Enrollment Policy

Many Farms Community School, Inc. has an open enrollment policy. All new enrolled students will be required to follow MFCS background check. Student background checks are evaluated by school register, teachers and Principal.

Enrollment:

For new student enrollment, the required documents are needed before student can be enrolled:

1. Enrollment Packet
2. Withdrawal from previous school attended.
3. Report card/transcript from previous school attended
4. Updated immunization record
5. Original birth certificate and certificate of Indian Blood.
6. Legal Guardianship, Custody Paper, or Power of Attorney. (Power of Attorney must cover the school year student is enrolling.)

For returning students:

1. Enrollment Packet
2. Updated Immunization
3. Legal Guardianship, Custody Paper, or Power of Attorney. (Power of Attorney must cover the school year student is enrolling.)

Documents not submitted will delay enrollment.

B. Resident Students

Students who are residents of the community shall be enrolled in the appropriate grade based upon age, prior school achievement and the completion of a school enrollment packet. An enrollment packet is not complete until all appropriate documentation is provided, including but not limited to evidence of the student's age, residence, and immunization records. Homeless children may be admitted pending receipt of these documents. (Update with residential and registrar)

C. Non-Resident Students

Students who are not residents of the community may be enrolled under the school's open enrollment policies if the student meets all other admission requirements and there is sufficient capacity at the grade level and location where the student seeks to enroll.

D. Exception

A pupil who has been expelled by any school in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions. Schools have the right to conduct a background check of any disciplinary action, academic status, and attendance.

E. Withdrawal

Legal parent/guardian must complete a withdrawal form in the Attendance office to withdraw a child from school. An administrator's signature is required before withdrawal is completed. All textbooks and school equipment must be returned and all school debts paid in full before the withdrawal process is complete.

All school materials or library books loaned to the student must be returned. **Items that are lost or damaged must be paid for before school records will be forwarded to the new school.**

F. Entry Age to Kindergarten for MFCS Inc.

The entry age to school at Many Farms Community School Inc. **will be age five (5) on or before September 1st of the current school year.**

G. New or Transferring Eighth Grade Enrollment for MFCS Inc.

A new enrolling eighth grader at Many Farms Community School Inc. can be (14) on or before September 1st of the current school year. Alternative consideration, will be at the discretion of the Enrollment Committee.

H. STUDENT RECORDS

The distribution of student records is limited by the Family Education Rights and Privacy Act (FERPA). The school will only disclose personally identifiable student records in accordance with that law. If you do not want Many Farms Community School Inc. to disclose directory information from your child's education records without your prior written consent, you must notify the school.

MFCS Inc. has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing (Parents are responsible for updating contact information with the registrar.)
- Weight and height of members for athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or school attended

EXTRA-CURRICULAR PROGRAMS/ATHLETICS

A. PROGRAMS/ACTIVITIES

Many Farms Community School Inc. offers a variety of interscholastic athletic programs for students.

Extracurricular programs are:

- (1) Class activities that extend beyond the class or school day.
- (2) Activities for which no credit is earned in meeting promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the school. Such activities will be established and designed to offer student worthwhile athletics and leisure time interests, wholesome recreational and social activity, and an opportunity to develop skills in leadership, teamwork and cooperation for these activities.
- (3) School Sports are available. Students must have sports physicals before practicing/ participating.

Students participating in extra-curricular activities must meet grade check requirements and follow all school rules. Activities differ from year to year and qualifications are varied.

B. SCHOOL ACTIVITIES AND FIELD TRIPS

At times, your child may have the opportunity to participate in a student activity or field trip. Each student must have parent permission and an emergency release form which must be signed by the parent prior to leaving. Phone permission is not acceptable. Students will remain with their teacher and/or coach at the point of departure, for the duration of the trip, and return with their class/team, unless other prior arrangements have been made with approval from the Principal. Students must demonstrate good behavior and be in good academic standing.

The Principal may remove a student from a school sponsored activity if the student is not in compliance with the K-8 Student Handbook.

C. STUDENT COUNCIL

Our school has a student council that provides leadership and vision for the student body. The student council members come together on a regular basis to discuss a wide variety of issues. They learn the foundation of our democratic system by participating in an active student government. They vote on issues that have a direct impact on student population.

The student council consist of a: President, Vice President, Secretary, Treasurer, and Sergeant at Arms. The members are voted into office by the student body. All students, staff, parents, and the community are welcome to attend the meetings.

Upon accepting the position, the student council member will review and sign an agreement outlining respective roles and responsibilities. Members are to ensure that all responsibilities are met and maintain with their grades, attendance and behavior.

All clubs or organizations must follow the student council handbook to fundraise during the school year. And all fundraising must be approved by the student council.

D. LIBRARY

The library is an exciting, adventurous place. Students are encouraged to draw from its wealth of materials as much as possible.

1. Students need to use quiet voices and be respectful of others when using the library.
2. Students must have permission from their classroom teacher when using the library. Often, teachers will schedule time for their students to be in the library during open library times.
3. Students should return materials to the library as soon as they are finished reading them to allow others to check them out.
4. Students who do not return books on time will not be allowed to check out additional books.
5. Students will be expected to pay for any lost or damaged book or bar code.
6. Students are expected to read and share what they read with their families.

EXCEPTIONAL STUDENT SERVICES (ESS) SPED

Some students may qualify as "Gifted" or have another Exceptional Student Services (ESS) designation. The Many Farms Community School, Inc. ESS department insures that these students receive support and guidance as they attend school. Students are assessed by the school psychologist or another certified test administrator before qualifying for the program. Meetings are conducted with parents / legal guardians to determine appropriate supports and placement. If you have any questions or concerns, feel free to call 928-781-6221 Ext 279 or Ext. 265.

GENERAL INFORMATION

A. PERSONAL ELECTRONIC DEVICES

Cell Phones, IPODS, IPADS, Readers, Laptops, MP3's, any other music devices or communication devices:

Personal electronic devices such as cell phones, IPODS, IPADS, Readers, and Laptops, MP3's, any music devices or communication devices are allowed on School premises. This allowed and limited use of personal electronic devices is a privilege and not a right. Electronic devices will be checked in at the front office for safe-keeping and returned at the end of the day. Abuse of this privilege may result in the confiscation of a device as set forth below:

School staff will not conduct any searches or investigations for lost or stolen electronic items regardless of cost or amount. The school is not responsible for replacing lost, stolen or damaged electronic items.

If a student uses any personal electronic devices during prohibited periods, the following disciplinary procedure shall apply:

First Offense: Item will be confiscated and will be released to the student at the end of the day and only after the student meets with the Principal or School Resource Officer.

Second Offense: Item will be confiscated and will only be be released to the parent after a parent conference occurs with the Principal or School Resource Officer.

Third Offense: (1) Item will be confiscated, (2) item will only be released to the parent after a parent conference occurs with the Principal, and (3) parent shadowing is required.

Fourth Offense: The offense will be considered a fourth offense violation under Offense A-3 and discipline will be imposed accordingly. See Student Conduct and Discipline, Section E on Discipline Offenses and Consequences.

B. BLEACHER SAFETY

For everyone's safety, bleacher rules must be followed.

- Sitting, no standing. (Remain seated at all times unless entering/exiting.)
- Walking, no running & pushing (Always walk safely and carefully to/from your seat.)
- Keep Hands and feet to yourself, no horse playing or tripping
- Follow all staff directions

D. RESTROOMS

Students need to enter and exit restrooms in a timely manner. Loitering or visiting isn't allowed. Keep them clean and graffiti free.

F. LOST AND FOUND

Lost and found items are turned in to the nurse's office.

G. SCHOOL CANCELLATIONS/DELAYS/EARLY DISMISSAL

In some cases school may be **CANCELLED, DELAYED, DISMISSED EARLY** due to adverse weather (snow and/or rain). For adverse weather you may refer to one of the following sources for school closures or delayed schedule information:

☐KTNN RADIO

☐WWW.KOB.COM

☐KRQE

☐KOAT

☐KOBF

☐Contact the school's front office for early dismissal announcements.

H. HALL PASSES

Any student out of class during regular class time must have a classroom hall pass. It is the student's responsibility to have a hall pass.

I. SCHOOL TEXTBOOKS AND LIBRARY BOOKS

All students will have required textbooks furnished by the school. **Students and their parents shall be held responsible for proper care of books and school property.** Books must be kept clean and unmarked.

Parents and students are responsible for lost textbooks and will be expected to pay for lost or damaged textbook.

J. STUDENT INTERNET ACCESS

The internet is a valuable tool for student research and learning. However, there are many sites on the internet that can be harmful or even dangerous to students. For that reason, students must have the *Guidelines of the Acceptance Use Policy for Internet Access* form completed by their parents or legal guardians and on file with the school before they are allowed internet access. In addition, staff members are responsible to monitor students whenever they access the internet. Internet access is a privilege and will be revoked if abused.

K. PARENT/GUARDIAN/VISITORS

Parents or legal guardians are welcome to visit the school. Many Farms Community School Inc. requires that all visitors to our school buildings must report to the office, sign in for clearance, and acquire a visitor's pass. All visitors, parents, and community members must be respectful.

Visitors may be asked to leave or be escorted off the school grounds if there is a safety or security issue.

L. STUDENT VISITORS

Student visitors are allowed only after school hours, but must check into the front office first and obtain a visitor's pass. All student visitors must follow school rules.

M. CLOSED CAMPUS

Many Farms Community School Inc. is a closed campus. Students are not allowed to leave campus unless properly checked out in the main office by parent/legal guardian.

N. SCHOOL BREAKFAST AND LUNCH

MFCS Inc. provides breakfast and lunch free of charge for all students.

STUDENT HEALTH SERVICES

A. HEALTH - NURSE'S OFFICE

A school nurse is available in the event of injuries or emergencies on School premises. The school nurse is also assigned at the Residential Hall Sunday through Thursday evenings to assist students.

Students who feel ill will receive a Nurse's pass from their teacher and be sent or escorted to the Nurse's office. When a student is too sick to return to class, the parents will be notified to pick up their child. It is the parent's responsibility to take their child to a clinic, doctor, or other qualified medical provider, if needed.

PLEASE DO NOT SEND CHILDREN WHO ARE SICK TO SCHOOL OR RESIDENTIAL.

If a student is injured on the school grounds, the teacher(s) and school staff on duty are responsible for:

1. Making sure that the school nurse is notified and summoned if the student should not be moved; or
2. Making sure that the student is escorted to the Nurse's Office if the injury is minor.

B. ARIZONA SCHOOL IMMUNIZATION REQUIREMENTS

- Students must have proof of all required immunizations, or valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from the schools or online at www.azdhs.gov/phs/immun/idr-forms
- Vaccine dose must include the date and name of doctor or clinic.

- The statutes and rules governing school immunization requirements are: Arizona Revised Statutes 15-871-874; Arizona Administrative Code, R9-6-701-708.
- Homeless students are allowed a 5-day grace period to submit proof of immunization records.
- The immunization record for each vaccine does must include the complete date and the doctor or clinic name.

C. SCHOOL HEALTH FORM

The school health form is filed in your child's school health record in the nurse's office for medical information, allergy information, and medication information and for notification purposes. In case of any illness or injuries which require us to notify parents in case of an emergency, the information on this form will be used to contact the student's parent or legal guardian. These forms are renewed and updated every year by parent/guardian.

D. HEAD LICE

The school nurse will check Kindergarten thru 8th grade classes for head lice as needed. Students who frequently have lice will be checked on a regular basis. The following procedures will be followed in the event a student is suspected or found to have lice:

• Student is sent to the nurse.
• If student is found to have live lice, the parent/guardian will be notified to pick up child.
• The returning student must return with their parent/guardian and be re-checked by the nurse or designee before returning to the classroom and/or residential.
• Referrals may be made to I.H.S. Clinics for medication treatments supplies. If student is continuously found to have head lice, they may be referred to Social Services.

E. STUDENT MEDICATIONS

All medications must immediately be turned in to the nurse's office. The only exception to this policy is a student who has written permission on file with the school nurse from his/her parent or legal guardian and/or medical doctor to carry an inhaler for asthma. All medications must be in their original pharmacy containers, and the nurse will give medications to students as indicated. Do not send any medication to school with your child!

F. Hygiene

Hygiene of student is responsibility of parents. Students should be sent to school clean and groomed appropriately as to not distract the learning environment. This includes: washed, teeth brushed, hair kempt, clothes cleaned, clean socks, etc. Students who come to school frequently with poor hygiene will be referred to the (NEED INPUT ON WHAT CAN BE OFFERED AT MFCS). If poor hygiene continues after intervention(s), student will be referred to Social Services.

STUDENT / SCHOOL SAFETY

SCHOOL SECURITY/SAFETY

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparation to respond effectively to such situations. Should we have a major disaster during school hours, your child/children will be cared for at this school. Our school has a detailed disaster plan which has been formulated to respond to a major catastrophe. In addition to regularly conducted fire drills, the schools will participate in regular emergency response drills. The detailed emergency response plans can be obtained from the principal and school resource officer.

A. PLAYGROUND

Playground rules provide safety and security for all students. Teachers will periodically and consistently instruct their students on how to use the playground. It is important that students get involved in an activity, game, or sport while on the playground.

General Rules:
1. Show respect for yourself and others.
2. Do not throw anything (i.e. sand, rubber chips, mud, rocks, weeds, bugs, etc.)
3. Stay outside until recess is over.
4. Go to the bathroom before you go outside.
5. No tag games.
6. Walk on concrete areas.
7. No food or beverages on the playground.

B. FIRE DRILL AND LOCKDOWN DRILLS

The school will conduct fire drills and lock-down drills.

C. FIRE DRILLS

A loud alarm or bell will signal a fire drill. A fire evacuation plan posted in each room will show the directions to go. If students aren't in class, then they must leave the building at the nearest exit and go to their designated outside assembly area. The teacher is responsible to take roll and control traffic.

The following fire drill procedures should be followed:
• Leave all personal items in classroom and leave the doors unlocked.
• Follow teacher and exit in a quiet and orderly manner thru the assigned exit and to the assigned "safe" evacuation area.
• If outside of classroom during evacuation, exit the nearest unblocked exit and locate class in pre-designated area.
• No student or staff member is to remain in the building during a fire drill.

LOCK DOWN

Standard lockdown procedures will be followed. Under certain emergency circumstances a lock down may occur. During a lock down, no one is allowed to enter or leave until all clear is given. The Principal, or principal's designee, is in charge of the total school operation and becomes the Incident Commander. Teachers will move students to safe locations and lock their doors.

Parents/Guardians will not be allowed to check out a student during a lock down. A lock down is ordered for the safety and well-being of students, staff, and any adult in the building during the emergency circumstance.

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparation to respond effectively to such situation. Should we have a major disaster during school hours, your child will be cared for at the school. Our school has a detailed disaster plan which has been formulated to respond to a major catastrophe.

In any case of a lock down, students and staff will remain in their classrooms. All doors and gates will be locked. Students will not be allowed to leave the classroom. Parents are encouraged not to telephone the school. Telephone lines may be needed for emergency communication. Students will be released to their parent, guardian, or responsible adult listed as emergency contact.

PARENTS

A. Parent Involvement

Parent involvement is critical to a child's education. Students tend to be more involved with his or her own education when parents are involved. Since parents are truly their child's first and most influential teacher, the school needs to build on this foundation. The school encourages open communication between parents and school personnel to strengthen and foster this relationship. In addition to the regularly scheduled parent teacher conferences, parents are encouraged to communicate with their child and teacher(s).

Parents are encouraged to review student's homework each night and ensure that the student is well- rested and prepared for school the next day.

The School welcome parents as volunteers for school activities. Parents may contact the parent coordinator for information on volunteering. Parent volunteers must obtain fingerprinting and must be approved by the school's Executive/Principal before being allowed to participate in the volunteer program.

B. Parent Rights and Responsibilities

Parent's Rights:

1. Parents have the right to be informed of their minor child's academic performance and social behavior.
2. Parents have the right to be informed of school regulations.
3. Parents have the right to visit the school.
4. Parents have the right to expect that the school will fulfill its responsibility for the educational, social, and general welfare of their child.
5. Parents have the right to expect courtesy from all school employees.
6. Parents have the right to check out their child from school when they feel it is in the best interest of their child.

Parent's Responsibilities and Duties of:

1. To encourage and help guide their child in following all school rules and regulations.
2. Parents have the responsibility to cooperate and be courteous with school officials in resolving problem situations involving their child.
3. To participate in the school's Parent Teacher Conferences and school activities.
4. Schedule daily homework time, review it regularly, & discuss what their child has learned.
5. Encourage their child to read.
6. Keep in contact with the school by school visits, phone calls, letters, and attendance at parent-teacher conferences
7. Maintain high expectations of their child by praising his/her achievement at school; providing a warm, caring home; emphasizing school; and encouraging academic success.
8. Make sure their child is in school daily.
9. Encourage their child to be responsible for his/her actions.
10. Keep their child's school records up-to-date.
11. Participate in parent-teacher activities throughout the year.

C. Parent Teacher Organization

While all parents are expected to be involved in their children's' education, some parents may wish to volunteer their time to more structured school parent organizations. Parents may participate in fund raising and other school activities through such organizations. Furthermore, through these organizations, parents may provide formal feedback on school programs. Information about these and other organizations will be provided at the beginning of each school year, or maybe available from the parent coordinator.

Open communication for parents and students shall begin with teachers as an initial contact. If further discussion or resolution is needed, please follow the following lines of communication:

- Teacher & Student
- Teacher & Parent & Student
- Parent & Student & Teacher & Counselor
- Parent & Student & Teacher & Administrator

SUPPORT SERVICES

FOOD SERVICE

Under the **National School Lunch Program** the school cafeteria serves breakfast and lunch to **all** students from Monday through Friday. Dinner is **ONLY** served to residential hall students. Balanced meals are prepared for students each day to meet essential nutritional building block for growth and sustenance. Daily meal scanners are used for student count for school reimbursement.

The school food and nutrition programs strive to make a significant contribution in providing nutritious meals to maintain a healthy school environment. Program procedures assure the production and service of high quality and safe foods to all students and ability to learn by supporting healthy eating. All guidelines for reimbursable school meals shall be according to regulations and guidance issued by the Child Nutrition Program and USDA.

ALL STAFF AND COMMUNITY MEMBERS WILL NEED TO PURCHASE BREAKFAST, LUNCH AND DINNER. Meal tickets will need to be obtained at the Business Office.

Cost of Meals: Breakfast-\$2.00 Lunch-\$3.00

CAFETERIA HOURS

Breakfast (Day Students)	7:00 AM-8:00 AM
Lunch	11:00 PM-1:00 PM
Dinner (Residential students Only)	5:00 PM-5:30 PM
Sunday Dinner	5:00 PM-5:30 PM

Cafeteria Rules:

- Students should wait patiently while in line, no pushing.
- Walk, don't run
- Eat without playing.
- Do not take food from other students' trays or share food items.
- Do not take cafeteria served food out of the cafeteria.
- Pick up all food debris, napkins, and trash around eating area.
- Take pride in keeping the cafeteria, restrooms, and grounds clean.

MESA VIEW RESIDENTIAL PROGRAM MISSION STATEMENT

The mission of the Many Farms Community School, Inc. Residential is to provide a home living atmosphere to promote self-sufficiency by giving students the opportunity to attain academic, personal, social cultural/spiritual growth and a positive self-image.

Residential Goals

1. Reading-all students will improve in reading in order to perform at or above grade level
2. Math- all students will improve in math computation and problems solving skills
3. Discipline- Drug abuse and violence incident reports will be reduced annually
4. Technology- all students and staff will improve technology use and application.

Residential Personnel

- Direct students to follow normal fire drill procedures unless Principal or Support Service Director alters route.
- Take Residential Hall student rosters.
- Close doors and turn off lights
- When outside building account for all students. Inform Principal and Support Services Director immediately if a student(s) is/are missing
- If students are evacuated to a relocation center, stay with students. Take roll call again when you arrive at relocation center.

Relocation Center

Listed below is the primary site close to school. The secondary site is located further away from school (in case of Community wide emergency).

Primary Location Center

Many Farms High School
Many Farms, AZ 86538
Phone #: (928)781-6226-6227
SRO/Security Officer

Secondary Relocation Center

Rough Rock High School
Rough Rock, AZ 86503
Phone: (928) 728-3703

Other: Many Farms Emergency Contacts:

Security	Many Farms Community School Inc.	(928) 781-6221 ext. 242
Maintenance	Many Farms Community School Inc.	(928) 781-6221 ext. 217
Custodian	Many Farms Community School Inc.	(928)781-6221 ext. 379
High School Principal	Many Farms High School	(928)781-6226/6227
High School Security	Many Farms High School	(928)781-6226/6227
School Resource Officer	Many Farms Community School Inc.	(928)781-6221 ext. 242

A.) Residential Eligibility

Students who reside within Many Farms Community School, Inc. boundaries are eligible to live in the residential hall while attending school. Students living farthest distance from Many Farms Community School, Inc. will be given first priority. Eligibility is contingent upon screening process that requires the following:

a.) All new and returning students must be officially enrolled with Many Farms Community School, Inc.
b.) Have good attendance and are required to attend classes daily Monday- Friday for the school year
c.) Student involved in a one-time alcohol/drug usage and/or cause physical harm to another student from previous school year MAYBE CONSIDERED for enrollment if they have a pre- conference with the Support Service Director. Students will agree to and sign a behavior contract to be considered for enrollment.
d.) Residential students will be considered based upon age appropriate: Special approval will be given if there are any extenuating circumstances.

B). Academic Support Services for Residential Students

The residential staff will conduct classroom visits daily for all residential students who are in their family group. Tutoring and homework assistance are scheduled afterschool, Monday through Thursday, at designated areas throughout the residential hall. Students may be kept by their tutoring teachers for tutoring. Parents/legal guardians are encouraged to participate by assisting with tutoring from 4:00 p.m. to 8:00 p.m., Monday through

Thursday nights. Students have access to the computers for homework and other researches, providing the child has a student internet use Policy Form on file in the residential.

C). Residential Student Code of Conduct

The residential staff members recognize that appropriate behavior is essential to maintaining a safe and healthy environment for students and staff. Each student must conduct him/herself in a manner consistent with rules, regulations, and policies. The residential staff members also recognize situational safety and welfare of the students is a priority and may necessitate removal of a student from the residential hall. The Residential staff will implement the Many Farms Community School, Inc. best school rules.

D). Discipline Procedure and Disciplinary Action

The residential personnel will follow School Student / Parent Handbook for all situations.

E). Computer Usage

Mesa View Residential Hall has a computer lab with internet access and personal email or the benefit of both staff and students. Use of this network is a privilege, not a right and will only be permitted after both the user and parent/guardians have signed a copy of our "Acceptable Use Policy". The agreement restricts the use of the network to educational purposes, residential business, and personal, non-commercial email. Non-compliance with regulations regarding network use will result in consequences from a reprimand to more severe measure such as denial of access and suspension of internet privileges. Residential staff will be accountable for student activity on computers.

F). Locker Searches/Dorm Room Searches

The student lockers/dorm rooms are school property, and remain at all times under the control of the school; students are expected to assume full responsibility for the security of their lockers/dorm rooms. School authorities for any reason may conduct periodic general inspections of lockers or dorm rooms at any time without notice, without student consents, and without a search warrant.

G). Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such finds will be turned over to the proper legal authorities for ultimate disposition.

H). Residential Students

All residential Hall students possess the right of privacy as well as freedom from unreasonable search and seizure guaranteed by the Fourth Amendment of the U.S Constitution. However, the school has the responsibility to ensure the safety and welfare of all students. A search of a student is authorized only if the administrator conducting the search has a reasonable cause to believe that the school rules has been violated and that the search would produce evidence of the offense. Items seized during searches may or may not be returned depending upon the nature of the item, the item shall be disposed of at the discretion of the supervisor.

I). Residential Hall Operation/Visitor(s) and Policies

Residential Hall service hours are from Sunday, 4:00 p.m. to Friday, 5:00 p.m. Residential staff will be available during these hours. Visiting hours are between 3:30 p.m. to 8:00 p.m., Sunday – Thursday. Friday bus drop off will be at the prearranged set location. Parent/legal guardian must arrange for any changes regarding student drop off. Monday bus transportation is available for residential students. If necessary, they will catch the bus from one of the designated bus stop near their resident. The Residential Hall buses will pick up students from Blue Gap Store, Cottonwood – Old Gorman Store, Chinle Bashas, Lukachukai Mustang Store, and Round Rock Store. The bus will wait at these designated places for fifteen minutes. If your child(ren) misses the bus, you as a parent/legal guardian will be responsible for bringing your child(ren) back to school.

J). Residential Student Check-in/Out Procedures

Parents must walk their child into the Residential Hall and release their child to Residential Assistants. Parents/Legal Guardians are required to sign the check-in card. If there is no school due to holiday, the Residential Hall will open at 4:00 p.m. on Monday. **DO NOT DROP OFF YOUR CHILD(REN) BEFORE 4:00 P.M., AS THEY WILL BE UNSUPERVISED.**

K. Residential Hall Daily Schedule

MORNING

Wake up Call	6:00 a.m.
Morning Exercise & Personal Hygiene	6:15 a.m. – 6:30 a.m.
Morning Chores	6:30 a.m. – 7:00 p.m.
Breakfast	7:00 a.m. – 7:30 a.m.
Student report back to dorm	7:30 a.m.
Escort Students to Academic	7:55 a.m.

AFTERNOON

After School Tutoring Programs	3:30 p.m. – 5:00 p.m.
Return from Class	3:20 p.m. – 3:35 p.m.
15 minute Reading	3:45 p.m. – 4:00 p.m.
Study Hour	4:00 p.m. – 5:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.
Guidance Lessons	6:00 p.m. – 6:30 p.m.
Wing Activity	6:30 p.m. – 7:30 p.m.
Leisure Time and Social Activities	7:30 p.m. – 8:30 p.m.
Self-Care /Bed Time and Lights out	8:30 p.m. – 9:00 p.m.

EARLY RELEASE SCHEDULE

Students load bus at Academic Building	12:30 p.m.
Dorm closed on Friday	

SCHOOL RESOURCE OFFICER (SRO)

The SRO or Violence Prevention Specialist educates students, staff, and parents on a variety of topics (Bully prevention, drug awareness, gang awareness, stranger danger, domestic violence, alcoholism, etc.) to help maintain safe and drug free schools. SRO will provide grade appropriate workshops and presentations of these safety topics. The SRO is present during bus arrivals and departures at the front of the school, breakfast and lunch in the cafeteria, and during recess on the playground. Students, staff, and parents should develop good relations with the SRO, and they should report serious problems to the SRO. The SRO is here to protect and serve.

When a student makes an infraction while under supervision, the teacher should follow their Classroom Management Plan. A Classroom Management Plan, which is initiated by students, outlines appropriate behaviors and inappropriate behaviors with consequences. The teacher will follow Classroom Management Plan and make parent contact after the last classroom infraction. Repeated and continuous infractions will then involve the Counselor and/or SRO.

SCHOOL TRANSPORTATION

A. BUS RULES

Many Farms Community School Inc. provides bus transportation for students. The bus will **ONLY** pick up students on the **MAIN BUS ROUTE**. Riding the school bus is a privilege. **BE EARLY AND ON TIME FOR THE BUS**. The primary responsibility of the school bus driver is to make sure students arrive and depart safely. Students must follow the directions of the school bus driver. The rule also applies to residential students.

B. BUS SAFETY PROCEDURES

The following are bus safety procedures that all students are expected to follow:

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and belongings on your lap or put them under the seat or on the luggage rack.
4. Keep the aisle clear.
5. Only speak to the driver in cases of emergency.
6. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud talking or yelling.
7. Never stick hands, arms, head, or feet out of the windows of the bus.
8. Keep the windows closed.
9. Do not throw anything within the bus or out of a window.
10. The emergency door or exit controls are used only in case of emergency.
11. Video recording (using any electronic device such as cell phones, iPads, iPods) is prohibited.

C. TRANSPORTATION/BUS CHANGES

Only a faxed or written note signed by the parent or legal guardian can change a student's assigned bus. Bus changes must be made **BY 2:00 PM**. The Office Support Staff will write a bus change and give it to the bus drivers. Parents or legal guardians who would like to pick up their children will have to pick them up before 3:30 or bus departure.

D. ACCIDENT OR OTHER EMERGENCY

The following are procedures to follow in case of an accident or other emergency:

1. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
2. Stay in the bus unless otherwise directed by the driver.
3. If you have to leave the bus, stay in a group and obey the driver's instructions.
4. Do not expose yourself or other's to needless hazard.

E. PARKING LOT DROP OFFS

Students must be dropped off in the designated area. Observe all posted signs and speed limits. Do not drop students off in the bus loading and unloading zones.

STUDENTS RIGHTS & RESPONSIBILITIES

RIGHTS

A “right” is something that belongs to you and cannot be taken away. Your classmates and teachers have the same rights.

YOU HAVE A RIGHT TO BE EDUCATED.

This means your school's instructional staff understands that students have differing learning styles, and will provide various activities. It also means that others do not have the right to disturb your learning.

YOU HAVE A RIGHT TO A SAFE SCHOOL.

This means that your school should provide safe classrooms, equipment, and rules to insure your safety at school.

YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL.

This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the school.

YOU HAVE A RIGHT TO BE AN INDIVIDUAL AT SCHOOL.

This means you should be treated fairly within the school rules.

YOU HAVE THE RIGHT TO WORK WITHOUT BEING BOTHERED.

This means that others should not bother you as you responsibly make good use of your time.

YOU HAVE A RIGHT TO EXPRESS YOURSELF.

This means that you may talk freely about your ideas and feelings when appropriate.

YOU HAVE A RIGHT TO TELL YOUR SIDE OF THE STORY.

This means that you may tell your side of the story when accused of breaking a rule (due process).

RESPONSIBILITIES

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself.

YOU HAVE A RESPONSIBILITY TO COME TO SCHOOL.

Students are at school every day, on time, unless you are sick or excused. It is the law.

YOU HAVE A RESPONSIBILITY TO TAKE CARE OF PROPERTY.

This means that you take care of school property and respect the property of others.

YOU HAVE THE RESPONSIBILITY TO OBEY SCHOOL RULES.

This means observing all safety school wide, playground, classroom, and bus rules.

YOU HAVE A RESPONSIBILITY TO COMPLETE YOUR CLASSROOM ASSIGNMENTS.

This means to do your best with your class assignments and homework, and hand them in on time.

YOU HAVE A RESPONSIBILITY TO TAKE MESSAGES HOME.

This means that it is important for you to take all school messages to your parents.

YOU HAVE A RESPONSIBILITY TO HELP MAKE SCHOOL A GOOD PLACE TO BE.

This means being thoughtful, respectful, and courteous to others.

YOU HAVE THE RESPONSIBILITY TO RESPECT THE RIGHTS OF OTHERS.

You cannot use your rights to take another's rights

STUDENT CONDUCT AND DISCIPLINE

A. DISCIPLINE PHILOSOPHY

The discipline philosophy is to create a caring, safe, and drug-free environment in which all students have the opportunity to learn. The goal of FACE-8 Schools is to have students become Trustworthy, Respectful, Responsible, Fair, Caring, and practice Citizenship.

B. DISCIPLINE PROCEDURES

The following school-wide discipline procedures have been created to provide consistency in the implementation of discipline policies.

- 1) Prior to giving consequences for misbehavior, the student will have reviewed the rule (policy) with the teacher and understand the consequence for not complying with the rule (policy).
- 2) For all minor offenses (A and B) such as disruption, disobedience, and disrespect; the school will use the policy set in place.
- 3) Major C offenses require a staff member to complete the disciplinary referral form and is handled through the Principal or designated personnel MFCS, will use the consequences stated for all C offenses.

C. STUDENT DUE PROCESS RIGHTS AND PROCEDURES

Every student enrolled at MFCS Inc. has **due process** rights. This means that you have the right to make a statement (in writing or verbally) and have it listened to or read by an adult. You have the right to be treated fairly and equitably. If you feel you haven't been given due process, or you weren't treated fairly, report it to an adult. You have the right to file a complaint regarding your constitutional rights, discrimination, harassment, or personal safety. Discipline process and procedures will apply to ALL students, according to the school and federal protocols.

D. DRESS CODE

Many Farms Community School Inc. must provide a positive and safe learning environment for all learners. Students are required to dress appropriately so as not to distract other students or disrupt learning. Ultimately, the school administrator will determine whether a student has a dress code violation. The dress code encourages students to dress in a manner that is clean, neat, modest, and professional. Students should always remember that they are proud representatives of their families, clans, school, and the community. Students should dress neatly and appropriately, recognizing that everyone feels more at ease when properly dressed and groomed. To uphold the image of the school as a place of business, the following dress policy has been adopted:

1. Shoes must be worn during the school day and at all school events. Slippers/flip flops/costume shoes/heelies are not acceptable.
2. Student's hair should be groomed in a way that does NOT impair or interfere with their vision.
3. Dress should be clean, neat and appropriate in materials and styles for a casual businesslike atmosphere. No visual distractions in dress or accessories will be permitted, such as but not limited to:
4. Short shorts/skirts – shorts/skirts must be no shorter than one inch above the knee, shorts may be no longer than one inch below the knee.
5. Halter tops/Tube tops
6. Spaghetti strap tops/dresses
7. Low cut shirts/blouses
8. Backless outfits
9. Bare midriff outfits
10. Cutoff jeans
11. Holes in Jeans above the knee (which expose skin)
12. Pajama/Lounge bottom pants
13. Nose studs, lip rings, gauges and chains
14. Baggy pants/shirts
15. Spandex (tights) and leggings are not tight and revealing
16. Skinny jeans or low-rise jeans which could be considered revealing
17. Sun glasses (not allowed indoors)

INSIGNIAS/SYMBOLS

Insignias emphasizing or relating to weapons, drugs, alcohol, tobacco, sex, nudity, or culturally offensive images/language (including but not limited to dragons, serpents, snakes, fanged beasts/creatures, skulls, skeletons, owls) will NOT be allowed in printed or visual form including patches (jewelry, backpacks, T-shirts, etc.).

GANG RELATED DRESS

Dress or markings, which could be interpreted as gang related, will NOT be tolerated including, but not limited to: bandannas, tattoos, hats, chains, mesh gloves, hair nets, baggy clothes, long solid color belts that hang out, or other wearing of two or more t-shirts showing gang related colors. No shaved heads with symbols, designs, or messages. Clothing carried as an accessory will NOT be allowed.

GOTHIC RELATED DRESS

Dress or markings, which could be interpreted as gothic related, will NOT be tolerated including, but not limited to: gothic related attire, high spiked hair or unusual punk hairstyles such as horns, metal studs or spikes on clothing and backpacks, black makeup on the face with black painted fingernails.

HEAD COVERINGS

The wearing of head coverings, including hoods of sweatshirts and beanies, is not permitted in the building during the school day. Hats and beanies will be confiscated if worn in the building during the school day. A parent/guardian may have to bring sufficient clothing for the remainder of the school day. Discretion will be used by staff on hats/hoods/beanie use outdoors during cold weather. Exceptions to this policy include medical reasons with approval from the Principal.

School dress code will be enforced at all school events. Any exceptions to the dress code for special activities or health considerations must be pre-approved by the administration. A student will be considered in violation of this code if their appearance or dress has some definite impact on the discipline or educational functions of the school or offend others. The school Administration will determine if clothing in question is appropriate. If a student is found to be wearing inappropriate clothing, they will be asked to change or will be sent home. Repeated violations of the dress code will be considered insubordination and will result in disciplinary action.

E. DISCIPLINE OFFENSES AND CONSEQUENCES

The offenses listed below are based on level of seriousness - "A" and "B" offenses are the least serious and "C" offenses are the most serious. The consequences are set to fit the offenses. However, there may be times when administrators and parents modify consequences to best fit a student's unique circumstances. The following guidelines will provide a basis for dealing with most disciplinary problems. Codes are aligned with Arizona Safety Accountability for Education, as required by the Arizona School Safety and Prevention- Arizona Department of Education and according to the Navajo Nation Code (N.N.C).

GROUP A OFFENSES

GROUP A CONSEQUENCES

	First Offense	Second Offense	Third Offense	Fourth Offense	ADDITIONAL OFFENSES
A-1 Unexcused Tardies - Arriving at school after the scheduled tardy time.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
A-2 Unexcused Absences - When student has an excessive amount of absences greater than 10 days and does not have an acceptable excuse (Legal Reference Title 10 N.N.C. §118 and ARS 8201).	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
A-3 Computer or Internet misbehavior - See Computer and Internet policies.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.

A-4 Drawing, writing, or making inappropriate or offensive symbols, pictures, words notes or objects.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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A-5 Dress Code Violation - See section on Dress Code.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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A-6 Dishonesty , which includes, but is not limited to, cheating, lying, plagiarizing (copying someone else's work and claiming it as your own). First offense may require parent conference.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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A-7 Public Display of Affection - There will be no hand-holding, kissing, or intimate touching. Any violations will result in a mandatory parent conference.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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A-8 Inappropriate Language - Verbal messages that include swearing, name calling, or use of words in an inappropriate way. As determined by school officials.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
A-9 Vandalism of school property that can be cleaned with cleaning products or repairable items.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required Parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.

Example: writing on walls or desks with pencils or writing instrument that is removable with cleaning products. Other examples are: Instigating or participating in food fight where property damage can be cleaned with cleaning products or repairable items.

GROUP B OFFENSES

GROUP B CONSEQUENCES

	First Offense	Second Offense	Third Offense	Fourth Offense	ADDITIONAL OFFENSES
B-1 "Ditching" or Being in an unauthorized area - Example: Choosing not to ride assigned bus to and from school; riding the school bus when not in attendance at school; or walkers riding the bus without permission; roaming or loitering on campus; trespassing on campus during suspension (Title 17 N.N.C. § 226.6), Leaving school grounds without permission (truancy).	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.

B-2 Contraband - Objects which can cause damage, personal harm, disturbance, or disruption. The list of contraband items includes but is not limited to: energy drinks, water balloons, trading cards, heavy chains, shaving cream, bandannas, toys, toxic glue, Kool-Aid, lemon salts, cinnamon, breath strips, matches/lighters, liquid paper/white out, felt tip markers, dice, stink bombs, rubber bands, permanent markers, darts, wire, paperclips, safety/button pins, alcohol-based products such as hand-sanitizers, perfume/cologne, body sprays, needles, BB's or other projectiles which can be shot with a rubber band, sling shot, pea shooter, or snapper/firecrackers.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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B-3 Defiance, Disrespect towards Authority, and Non-Compliance - Engaging in refusal to follow directions, talking back, or delivers socially rude interactions; and failing to comply and sleeping in class with verbal or written rules given by school personnel OR with school rules, policies, and regulations (Title 17 N.N.C. § 483).	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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B-4 Disruption - Engaging in behavior causing an interruption in a class activity, or during lunch period (food fights). This includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out of seat behavior (Title 17 N.N.C. § 486).	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
B-5 Gambling - Playing games of chance for money or other items (Title 17 N.N.C. § 421).	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
B-6 Minor Aggression Act - Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing. Other behaviors that maybe considered under this violation are running in the building, hallways, or corridors, pulling a chair from underneath another person, or other behaviors that demonstrate low-level hostile behaviors. Other examples: Pencil fighting, slap fighting, arm wrestling, shooting rubber bands, throwing objects/projectile items with a slingshot or other item like a slingshot; and unwanted touching (Non-sexual) . (Title 17 N.N.C. § 330 and 340)	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.

<p>B-7 Stealing/theft or forgery (Petty Theft) or the attempt to do either, or serious acts of dishonesty – The theft of school property is under \$100; for example, shoplifting while off campus on a school related activity or taking school property items without permission (Title 17 N.N.C. § 324 and 2734).</p>	<p>Verbal teacher conference and written notification to parents.</p>	<p>Conference with parent, teacher and student.</p>	<p>Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.</p>	<p>Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.</p>	<p>Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.</p>
<p>B-8 Possession of Combustible - Substance or object that is readily causes bodily harm or property damage, i.e., matches, lighters, snappers/firecrackers, gasoline, alcohol-based products, and lighter fluid (Title 17 N.N.C. § 380).</p>	<p>Verbal teacher conference and written notification to parents.</p>	<p>Conference with parent, teacher and student.</p>	<p>Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.</p>	<p>Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.</p>	<p>Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.</p>
<p>B-9 Vandalism of school or personal property with damages value is \$50.00 or less - Includes school building, school grounds, school buses, or attempting to. (This includes breakins). Some examples are school computers accessories, writing with permanent/non removable initials/words in desk top, writing on walls, or minor damaging school vehicles. Other examples are instigating or participating in food fight when property damage values are \$50.00 or less. Parents are responsible for replacing stolen or damaged property.</p>	<p>Verbal teacher conference and written notification to parents.</p>	<p>Conference with parent, teacher and student.</p>	<p>Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.</p>	<p>Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.</p>	<p>Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.</p>

B-10 Bus Safety Violation - Any behavior on the bus in violation of bus safety procedures or any school violations. This offense results in loss of bus riding privileges as determined by school administrator; and in addition with other consequences.	Verbal teacher conference and written notification to parents.	Conference with parent, teacher and student.	Students will be sent home and can't return to MFCS until after a required parent conference with an administrator and possibly require parent shadowing.	Three (3) days external suspension, required parent showing, a required parent conference, counseling recommended, and a behavior contract will be implemented.	Three to ten days external suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.
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GROUP C OFFENSES

GROUP C CONSEQUENCES

	First Offense	Second Offense	ADDITIONAL OFFENSES	OTHER POSSIBLE INTERVENTIONS FOR ALL OFFENSES
C-1 Bullying is repeated acts over time that involves a real or perceived imbalance of power. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships, cyber bullying/threats and recording, posting and sharing inappropriate behaviors/actions). Paraphrased from: Ericson, Nels, 2001, addressing the problem of Bullying, US Dept. of Justice, Fact Sheet, and (AZ SAFE). Refer to Bullying and Hazing Policy Legal Reference Title 17 N.N.C. § 486	□ External suspension of 3 to 10 days AND Mandatory Parent Conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing	• 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation To Principal for 45 Day Long Term Suspension.	• 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made.	1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school /community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral

<p>C-2 Harassment, Nonsexual - Engaging in verbal or written abuse (i.e. name calling, ethnic or racial slurs), or derogatory statements addressed publicly or anonymously to others that may cause disruption of the school programs or incite violence which may also include possession of pornography and inappropriate text, symbols or pictures (Legal Reference Title 17 N.N.C. § 483 and 486, paraphrased from ARS 13-2921)</p>	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
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<p>C-3 Threat or Intimidation – When a student indicates by words or conducts the intent to cause physical injury or serious damage to a person or their property (Legal Reference Title 17 N.N.C. §226.2 and 310, paraphrased from ARS 13-1202 -Az SAFE).</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return •parent shadowing</p>	<p>• 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation To Principal for 45 Day Long Term Suspension.</p>	<p>• 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • Revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made.</p>	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral</p>
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<p>C-4 Hazing - There will be NO hazing, solicitation to engage in hazing or aiding and abetting another person who is engaged in hazing of any person.</p>	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school /community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
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Hazing definition: Any intentional knowing or careless act committed by a student against another student in which one or both apply:

A) To initiate into, associate with or maintain the membership into any organization (i.e. Sports, clubs, clique, etc.)

B) Contributes to or causes a substantial risk of physical injury, mental harm or humiliation.

Included are any written threats, any student-produced story or theme glorifying hazing, or any drawing showing a violent intent. Legal Reference Title 17 N.N.C. § 486, ARS 15-2301 and 15-341

***This does not apply to the normal risks associated with athletics, P.E., or playground activities.**

Hazing is prohibited. It is the responsibility of students to report hazing to a teacher, other staff member, coach, or administrator.

<u>HAZING CONSEQUENCE PROCEDURES</u>	<u>PROCEDURES FOR REPORTING HAZING</u>
<p>1.Anyone who participated in such an act is disciplined according to MFCS discipline policy and procedures (A “C” OFFENSE) as stated in this handbook.</p> <p>2.Students who participate in such an act will be reported, possibly arrested and prosecuted through the Navajo Nation Police, and may be prosecuted criminally by the Federal Bureau of Investigation.</p> <p>3.Instigation, participation, or attempting to get others to instigate or participate in this type of conduct will also face disciplinary action according to MFCS discipline policy and procedures.</p> <p>4.Acquiescence (consent or willing participation) of a victim(s) of hazing will not excuse those who commit hazing from the full consequences of this policy.</p>	<ul style="list-style-type: none"> • All teachers and staff will take reasonable measures to prevent hazing of students at school and on school-related activities. • All teachers and staff will report knowledge of hazing incidents to school administration. • The school will initiate an investigation through the appointed crisis team, which may consist of the principal, assistant principal, school counselor, school resource officer, parent coordinator, and security. This is defined under the Disciplinary Procedures section of this handbook.

Continue of C Offense

	First Offense	Second Offense	ADDITIONAL OFFENSES	<i>OTHER POSSIBLE INTERVENTIONS FOR ALL OFFENSES</i>
<p>C-5 Photographic/Videotaping/ Filming/ Digital Recording or Viewing (ARS 133019) Many Farms Community School Inc. prohibits any student from photographing, videotaping, filming or digitally recording by cell phone, iPod, iPad, or any other type of electronic device without administrator approval.</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral • Health notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult.</p> <p>4. Students may be required to develop a presentation addressing the discipline violation.</p> <p>5.Behavioral RTI Referral</p>

<p>C-6 Fighting - Mutual participation in an incident involving physical violence, where there is no major injury (Legal Reference Title 17 N.N.C. §226.19, 316, and 483)</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1.Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2.Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3.At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult.</p> <p>4.Students may be required to develop a presentation addressing the discipline violation.</p> <p>5.Behavioral RTI Referral</p>
<p>C-7 Verbal Provocation (Instigating), whether or not that student participated in the fight. Verbal Provocation (Instigating) is anything which, in the opinion of school administrators, uses language or gestures that may incite another person(s) to fight (Az SAFE). Legal Reference Title 17 N.N.C. § 483.</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1.Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2.Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3. At times, parents or legal guardians may be contacted for permission to use school/ community service as a consequence for the student. School/community service will be monitored by an adult.</p> <p>4. Students may be required to develop a presentation addressing the discipline violation.</p> <p>5.Behavioral RTI Referral</p>

<p>C-8 Assault - A fight and major injury occurred or No fighting occurred, person attacked another. A person commits assault by: 1. Intentionally, knowing or recklessly causing any harm physical injury to another person. 2. Intentionally placing another person in reasonable apprehension of imminent physical injury 3. Knowingly touching another person with the intent to injure, insult or provoke such person, (Legal Reference Title 17 N.N.C. §314, ARS 13-1203 and paraphrased from Az SAFE).</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing</p>	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral</p>
<p>C-9 Alcohol Violation - Possession, use, distribution or being under the influence of any alcoholic beverage or substance represented as alcohol. (Legal Reference Title 17 N. C. §226.12, 313, 410 and 411; ARS 13 - 503) This includes any alcohol-based mouthwash and hand sanitizer.</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing</p>	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long term suspension. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral</p>

<p>C-10 Tobacco Violation - The possession, use, distribution or sale of tobacco products. A person who knowingly sells, gives or furnish cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind (Legal Reference Title 10 N.N.C. §119, ARS 133622).</p>	<p>☐External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health •notification of law enforcement • behavior contract upon return •parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
<p>C-11 Drug Violation - The unlawful possession, use, distribution or being under the influence of any controlled drug, narcotic substances, illicit drugs, inhalants, or drug paraphernalia. Category includes over the counter medications if abused by the student. Drug means any narcotic drug, dangerous drug, and marijuana. Drug paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in preparing, storing, containing, concealing, introduced into the human body, Illicit Drugs includes marijuana, meth, etc.(Legal Reference Title 17 N.N.C. §226.10, 313, 390, 391, 392, 393, 394, and 395; ARS 13-3415).</p>	<p>☐External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral

C-12 Possession, distribution, use of Alcohol, Tobacco, Drug “look-a-like”.	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/community service will be monitored by an adult.</p> <p>4. Students may be required to develop a presentation.</p>
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<p>C-13 Possession or handling of a weapon/other dangerous instrument that can be used as a weapon, including but not limited to firearms. Minors are prohibited from carrying or possessing firearms, knives (and other sharp objects), fireworks explosives, brass knuckles, or martial arts instruments (Legal Reference Title 17 N.N.C. §320, 321, 322, 323, and 324; ARS 133315).</p>	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/ community service will be monitored by an adult.</p> <p>4. Students may be required to develop a presentation addressing the discipline violation.</p> <p>5. Behavioral RTI Referral</p>
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<p>C-14 Aggravated Assault (Legal Reference Title 17 N.N.C. §315, 316, and 317; ARS 13-1204) "A person commits aggravated assault if the person commits assault as defined in Title 17 N.N.C. §315, 316, and 317; ARS 131203 under any of the following circumstances:</p> <ol style="list-style-type: none"> 1. If the person cause serious physical injury to another. 2. If the person uses a deadly weapon or dangerous Instrument. 3. If the person commits the assault knowing or having reason to know the victim is a teacher or other employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse professional duties, or any teacher engaged in any authority and organized classroom activity held on other than school grounds. 	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health</p> <ul style="list-style-type: none"> • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be Required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
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<p>C-15 School Threat or Interference with or Disruption of Education Institution - Any threat (verbal, written, or electronic) by a person to cause property damage or to harm students and staff, Legal Reference Title 17 N.N.C. § 485, ARS 13-2911 (J) includes bomb threat, Fire Alarm misuse, intentionally ringing fire alarm when there is no fire. This could include threats with note/letter writing and cyber bullying and false reporting by calling "911" from school district phones.</p>	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<p>1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.)</p> <p>2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school.</p> <p>3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult.</p> <p>4. Students may be required to develop a presentation addressing the discipline violation.</p> <p>5. Behavioral RTI Referral</p>
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<p>C-16 Sexual Harassment - Unwelcome conduct (verbal or physical) of sexual nature that denies or limits a student's ability to participate in or receives benefits, services, or opportunities in the school programs/activities/education (US Department of Education, Office of Civil Rights, revised sexual harassment guidance: Harassment of students by School Employee, other students, or third parties, Title IX, January 2001) Legal Reference Title 17 N.N.C. § 443.</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
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<p>C-17 Extortion - Committing theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: use of dangerous instrument, threatening to accuse them of a misbehavior, threaten to expose a secret or an asserted fact, whether true or false, tending anyone to hatred, contempt or ridicule Legal Reference Title 17 N.N.C. § 336).</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health</p> <ul style="list-style-type: none"> • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • Revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral
<p>C-18 Stealing/theft or their attempt, or serious acts of dishonesty - Theft of school or personal property of high value at less than one thousand dollars is a class 1 misdemeanor (Paraphrased from Legal Reference Title 17 N.N.C. §226.4 and 330, ARS 13-1802).</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference. • counseling with School Counselor and/or possible referral to IHS Behavioral Health</p> <ul style="list-style-type: none"> • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Executive/Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Behavioral RTI Referral

<p>C-19 Engaging in or instigating others to engage in any activity forbidden by law while on campus or at a school related activity.</p>	<p>□ External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return • parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5. Referral Behavioral RTI
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<p>C-20 Vandalism of school property with damages valued greater than \$50.00, which includes school building, school grounds, school buses, or attempting to breaking. Some examples are school computers, carving initials/words in desktop, spraying paint on walls, or damaging school vehicles. Parents are responsible for replacing stolen or damaged property. Other examples are: instigating or participating in food fight when property damage with value greater than \$50.00 (Legal Reference Title 17 N.N.C. §226.9 and 380).</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return •parent shadowing 	<ul style="list-style-type: none"> • 10 day external suspension with mandatory parent conference, • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return •Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school/community service as a consequence for the student. School/ community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5.Behavioral RTI Referral
<p>C-21 Repeated or multiple violations of any school regulation.</p>	<p>□External suspension of 3 to 10 days AND Mandatory parent conference.</p> <ul style="list-style-type: none"> • counseling with School Counselor and/or possible referral to IHS Behavioral Health • notification of law enforcement • behavior contract upon return •parent shadowing 	<ul style="list-style-type: none"> •10 day external suspension with mandatory parent conference, •notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation to Principal for 45 Day Long Term Suspension. 	<ul style="list-style-type: none"> • 10 day external suspension, • parent conference • notification of law enforcement, • external professional counseling services • revision of Behavior Contract upon return • Recommendation for long-term suspension or expulsion will be made. 	<ol style="list-style-type: none"> 1. Student will be removed from all school sponsored activity (including athletics, student council, field trips, etc.) 2. Behavior Contract/Agreement is an agreement between the student, parent, and school personnel. The purpose is to help the student to be successful in school. 3. At times, parents or legal guardians may be contacted for permission to use school / community service as a consequence for the student. School / community service will be monitored by an adult. 4. Students may be required to develop a presentation addressing the discipline violation. 5.Behavioral RTI Referral

F. PARENT NOTIFICATION OF DISCIPLINE

Students are given a copy of their discipline referral to take home as written parent or legal guardian notification. In addition, a copy of the discipline referral is mailed home to the parent or legal guardian as written notification. In some cases a student may be taken home by a School Resource Officer with the notification of discipline.

G. PARENT SHADOWING PROGRAM

In some disciplinary actions, parents or legal guardians may be required to come to school and “shadow” or follow their child for 1 or 2 entire school days. Parents/legal guardians must complete an entire school day, or the parent shadowing will not be counted and another day will have to be scheduled. Only the parent or legal guardian will be allowed to participate in the parent shadowing. The parent/legal guardian will come to school with the child, go to every class with the child, eat lunch with the child, and leave with the child at the end of the school day. Students are not allowed to participate in any after school activity on the day of shadowing.

H. PROCEDURES FOR SHORT TERM SUSPENSION

Based upon the evidence presented, the administrator shall determine if a short-term suspension should be imposed and shall inform the student of the decision.

If a danger to student or staff member is present, the student may be removed from school immediately, with a notice and hearing following as soon as practical.

I. PROCEDURES FOR SUSPENSION FOR OVER TEN DAYS

The student shall be granted due process as stated under short-term suspension above. In addition, the following procedures will be followed:

1. If, in the opinion of the principal, the student should be suspended more than ten days, the parents will be notified and the student sent home with a written notification of a suspension for over 10 days. If unable to locate the parent, the student may be isolated until regular dismissal time and then given the written notification to be delivered by the suspended student to the parent.

2. If written notification is given to the student to be delivered, a follow up copy will be hand delivered by a school representative, or sent by mail, the following school day.

3. A formal hearing will be arranged and conducted by the Executive Director/Principal. A formal letter will be sent by certified mail or hand delivered 5 working days prior to the hearing. The letter must contain the following:

1. The student is entitled to both a statement of charges and the identification of the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time and place of the hearing.
4. A list of witnesses.
5. Statement that the student may present witnesses.
6. Statement that the student may be represented by legal counsel.
7. If a hearing officer has been designated, the name of the hearing officer.

4. During the formal hearing:

1. Legal counsel can attend an executive (closed) session pertaining to the disciplinary action.
2. Student is entitled to statement of the charges and rule or regulation violated.
3. Student may be represented by counsel.

4. Student may present witnesses.
5. Student or counsel can cross-examine witnesses presented by the Executive Director/Principal.
6. The burden of proof lies with the school.
7. The hearing must be recorded on tape or official record.
8. Parents are allowed to tape-record hearing at their own expense.
9. The school has right to cross-examine witnesses and may be represented by legal counsel.

5. The decision and appeal procedure upon the conclusion of the hearing is as follows:

1. The decision may be appealed to the Board.
2. The parent(s) of the suspended student must deliver to the Executive Director/Principal a letter directed to the Board within 5 days after receiving written notification of the decision to suspend for over 10 days.
3. The letter must describe in detail any objections to the hearing or the decision rendered.
4. The Board may give the student another hearing; the Board may modify the punishment.
5. The decision of the Board is final.

J. PROCEDURES FOR EXPULSION

All steps listed above for a suspension over ten days will also be followed for expulsions, except, that the formal hearing will be conducted and the final decision rendered, by the governing board only. Based on the severity of the case, the Principal shall make the final and immediate decision.

K. PROCEDURES FOR SPECIAL EDUCATION STUDENTS

Procedures for short-term (10 days or less) suspension are the same as listed above for all students. An external suspension of more than ten consecutive days, a series of suspensions totaling ten or more days, or expulsion of a special education student requires a manifestation determination meeting. Such a meeting shall be for the purpose of determining whether or not the offense is due to the student's disability condition, and whether or not the offense is due to the educational placement. If the offense is due to the student's disability condition or the educational placement, the student may not be unilaterally suspended or expelled, and other educational placements shall be considered.

If the behaviors are related to the disability condition or the educational placement, the school must determine an alternative placement and revise the individual educational plan. Alternative education services must be initiated within ten school days after the date of the student's exclusion from school.

L. LAW ENFORCEMENT OFFICERS

In cases where law enforcement officers interview students, the building administrator shall make a reasonable effort to notify the student's parent of the interview. A School Resource Officer/administrator may be called in to observe the interview.

The school shall make reasonable efforts to notify the parent when the arrest is made or a student is taken into temporary custody. If a student is arrested or taken into temporary custody on school property during school day, the school no longer has jurisdiction over the student. Any action taken by law enforcement officer will be separate from disciplinary action by the school.

Arizona law/Navajo Nation Law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here:

Serious Crimes and Threats require schools to report to local law enforcement agencies the following:

- Any suspected crime against a person or property that is serious offense as defined by Title 17 N.N.C. §315, 316, and 317; ARS 15-341(A) (33) which includes Aggravated assault resulted in serious physical injury, involving the discharge use, use or threatening exhibition of deadly weapon or dangerous instrument.
- Arson of an occupied structure
- Any conduct that poses a threat of death or serious physical injury to employees, student or anyone on the property of the school.

Deadly Weapon Possession

Title 17 N.N.C. § 320 and 32, ARS 15-515 requires school officials to report to local law enforcement officials any violations of Title 17 N.N.C § 321), ARS 13-3102(A)(12)Possessing a deadly weapon on school grounds or Title 17 N.N.C § 320, ARS 13-3111 a minor in possession of a firearm.

Possession of Illegal Drugs

Title 17 N.N.C. §226.10, 313, 390, 391, 392, 393, 394, and 395; ARS 13-3411(F) requires school officials to report the possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs, bath salts/harmful chemicals, methamphetamines, narcotic drugs, spice or the manufacture of dangerous drugs in a drug free school zone to local law enforcement.

Child Abuse/Neglect

Title 9 N.N.C. §1123, ARS 13-3620 school personnel who reasonably believe that a minor is or has been a victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted by other, that accidental means or that is not explained by the available medical history... to immediately report such allegations or cause reports to be made to a Peace Officer or to Navajo Nation Social Services, except if the report concerns a person who does not have care custody or control of the minor, the report shall be made to a Principal/School Resource Officer. Social Service workers investigating abuse/neglect may conduct interviews at district schools. Under certain circumstances, the parent/guardian of a student who is the subject of the investigation or a sibling of the subject need not be given notice of such interviews.

All staff members are mandated to report suspected abuse or neglect to Principal, and CPS and local law enforcement. All abuse reported must be documented and submitted to the immediate supervisor who will inform the SCAN that will review the report. The team follows a specified protocol that mandated the team to submit abuse documentation to BIE security officer: however, the duty to report immediately remains with staff members. Reportable suspected abuse or neglect includes physical, sexual/emotional abuse or neglect and may also include infliction of physical injury, impairment or bodily functions, or inflictions of serious emotional damages.

M. SEARCH AND SEIZURE PROCEDURES

The Fourth Amendment of the US Constitution protects students against unreasonable search and seizure of property. However, this individual's right must be balanced by the school's responsibility to protect the health, safety, and welfare of all of its students. The following guidelines will be used when making a search:

Searches of school property (including personal items found on school property) may be done at any time if there is reasonable cause to believe the health, safety, or welfare of students may be in danger. Illegal or contraband items may be seized, if found, during the search.

A student may be searched by an administrator or designated school representative if there is reasonable cause to believe the student has illegal items or items that may adversely affect the health, welfare, or safety of students. If possible, one or more witnesses will be present during the search.

In cases of imminent danger or emergency (for example, a weapon possession) any school employee may make a search.

N. DRUG SEARCHES USING CANINE

The Governing Board has approved these types of searches. All students, staff, and parents are notified that Many Farms Community School Inc., in conjunction with law enforcement agencies, can conduct unannounced searches on storage areas (lockers) on the school's property, classrooms when students have exited, and searches of vehicles parked on school property. These searches may include the use of drug-sniffing dogs. Multiple searches can be conducted.

Many Farms Community School, Inc. Student Internet Policy

Student agrees to:

1. Handle all computers and software with care.
2. Agree to and sign the Acceptable Use Policy/Student Internet Policy.
3. Get permission before giving out personal information over the internet and report any questionable messages he/she receive (email accounts).
4. Access his/her personal account only and abide by password restrictions set by administrator.
5. Use and distribute information properly, relay messages that support illegal activities.
6. Be responsible to avoid tasks that clog the system and network (game, mailing lists, chain letters, etc.)
7. Report antisocial behaviors and activities such as hate mail, harassment, discriminatory remark, and pornography to teacher or network administrator.
8. Refrain from cyber bullying or any similar actions. Such actions will be grounds for serious disciplinary action including expulsion.

Be aware that Many Farms Community School, Inc. reserves the right to access any information stored or transmitted over the network or on any computer on school grounds or at a school related activity.

Noncompliance with regulation regarding network use will results in disciplinary actions from warning to more severe measures such as denial of access and suspension of internet privileges and disciplinary actions.

Teachers/staff will be accountable for student's activity on computers.

I understand that when I am using INTERNET or any other telecommunication equipment I must adhere to the internet policy; the rules of common courtesy and etiquette, and all laws regarding access and copying of information as prescribed by Federal, State and Local laws. My signature and parent(s) /guardian(s) signature means that I agree to the guidelines of the Acceptable Use Policy for internet access at Many Farms Community School, Inc.

Students name _____ Date _____

Parent name _____ Date _____

Many Farms Community School Inc.

Parent-Teacher-Student Compact

The parent-teacher-student compact is a friendly agreement between the teacher, parent, and students. By signing this compact all individuals have read, discussed, and understand the K-8 Parent / Student Handbook. Cut out and return to front office.

As a student at Many Farms Community School Inc. I will:

- Attend school regularly.
- Work to the best of my ability in classes and at home.
- Help make the school safe.
- Ask for help when needed.
- Respect and cooperate with other students and adults.
- Have high expectations of my classmates and myself.
- Read daily.
- Follow all school rules.

Print Full Student Name: _____ Grade: _____ Date: _____

Student's signature: _____

As a parent or legal guardian of a student at Many Farms Community School Inc. I will:

- Schedule daily homework time, review it regularly, & discuss what my child has learned.
- Encourage my child to read.
- Keep in contact with the school through school visits, phone calls, letters, and attendance at parent-teacher conferences.
- Maintain high expectations of my child by praising his/her achievement at school; providing a warm, caring home; emphasizing school; and encouraging academic success.
- Make sure my child is in school every day.
- Encourage my child to be responsible for his/her actions.
- Keep my child's school records up-to-date.
- Participate in parent-teacher activities throughout the year.

Print Full Parent Name: _____ Date: _____

Parent signature: _____

As a teacher at Many Farms Community School Inc. I will:

- Support the components of this parent-teacher-student compact.
- Show that I care about all students.
- Have high expectations of all students and myself.
- Provide a safe and stimulating environment focused on student growth and development.
- Respect the cultural differences of students and their families.
- Participate in parent-teacher activities held throughout the year.

Print Full Teacher Name: _____ Date: _____

Teacher signature: _____

SCHOOL: _____

****This compact must be turned in to the teacher and the school secretary in the front office. Thank you!**