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WELCOME TO CASA BLANCA COMMUNITY SCHOOL!

School is an exciting adventure. This handbook is meant to assist all of us to know what is expected of us so we can work together for a positive and enjoyable school experience. If you wish to view any written school policy, please contact the Principal's office. You also need to be aware that this handbook is subject to possible revision during the school year. If you should have any questions about the contents of this handbook, please contact Mrs. Cook, Principal/Superintendent.

MISSION STATEMENT

Casa Blanca Community School is committed to providing enriching and empowering educational opportunities for all Native American children in a safe and drug-free setting. Cultural identity and respect for the history and language of the Gila River Indian Community will be combined with knowledge of the present to build for the future. All children are capable of achieving and will acquire social and academic skills necessary to become productive, capable and responsible citizens of the Gila River Indian Community.

VISION STATEMENT

Casa Blanca Community School is committed to providing a quality educational environment where students can build a foundation as life-long learners and reinforce the ideals of their culture and community.

SCHOOL MASCOT

Roadrunner

ENROLLMENT

To register a child in school for the first time, a social security number, certified birth or baptismal certificate, tribal verification and immunization records will be necessary. When enrolling a student, parents/guardians will be required to fill out several forms in order to complete registration. Information such as emergency phone numbers, physicians' phone numbers, etc. will be required. Immunization requirements are covered under "Health Services".

School Capacity – Class Size Limitation Policy

In order to maintain opportunities for students to learn and to improve test scores, the number of students assigned to classes must be limited. Research supports the notion that lower class size improves student learning. The Bureau of Indian Affairs recommends a teacher-pupil ratio of 18:1. The class size limitation for our school is as follows:

- A. Kindergarten – first grade = 20
- B. Second – third grades = 22
- C. Fourth grade = 24

When classes have reached their full capacity, your child will be placed on a waiting list.

Special Education

Various special education programs are available to enrolled students in kindergarten through fourth grade. Eligibility for special education programs is regulated by state and federal guidelines. We will ensure that all children with suspected disabilities are identified and evaluated. If you suspect your child of having a disability, contact the school administration. Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards will be given to a parent or guardian upon initial referral for evaluation.

Section 504

Section 504 is a federal statute that prohibits discrimination based upon a disability. Obligations for school districts start when federal funds are received.

Section 504 covers eligible children, employees, and other individuals with disabilities for reasonable accommodations that enable them to work or learn. Section 504 is what good teachers do for children with disabilities, making practical accommodations to "level the educational playing field" so children can benefit from their education. A team knowledgeable of the person determines, with evaluation data, if the individual meets eligibility criteria.

Access to Records

Parents have the right to inspect and review all educational records directly related to their children. In case of legal separation or divorce, either parent may have access to a child's educational records unless a court order to the contrary has been filed with the school. Students over 18 years of age have a similar right.

Parents wishing to review and inspect education records must make a request to the Principal. Compliance with such a request will be made as quickly as possible.

- A. The school file consists of grades, attendance records, standardized test scores, and discipline records. If your child has attended several different schools, the records from those schools will also be on file.
- B. In the event that parents or guardians request items to be corrected or removed from their child's file, a written request must be made and the person in charge of the record shall, within thirty days, grant or deny the request. In the event that the request is denied, you may appeal the decision to the next highest school official, and ultimately to the School Board.
- C. Records cannot be transferred in writing or orally to any other place without the written consent of parents/guardians, with the exception of another public school in the state in which your child has enrolled after transferring from our school or by court order.

Change in Student Information

It is imperative that the school be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

Transfer/Withdrawal Policy

Formal withdrawal from school must be completed in order for student records to be forwarded to another school. Withdrawal process includes the following steps:

- A. Notification by the parents/guardians to the Principal's office prior to the student's last day of attendance (at least seven (7) days in advance).
- B. All classroom and library materials must be returned to the school.
- C. The Attendance Clerk will notify the forwarding school or the state school district in which the student resides of the student's withdrawal from Casa Blanca Community School. This will be done in writing within five (5) school days from the date of withdrawal.

Parent/Guardian, Student & Teacher Responsibilities

Student Responsibilities:

- Always try to do best in work and behavior.
- Work cooperatively with classmates.
- Show respect for school, other people and yourself.
- Obey the school and bus rules.
- Take pride in school.

- Arrive to school prepared with homework and supplies.
- Believe you can learn and will learn.

Parent/Guardian Responsibilities:

- Encourage your child to attend school regularly and on time.
- Provide a home environment that encourages your child to learn.
- Help your child complete all homework assignments.
- Communicate regularly with your child's teachers.
- Support the school in developing positive behaviors.
- Talk with your child about his/her school activities everyday.
- Encourage your child to read at home and to monitor his/her television viewing.
- Volunteer time at your child's school.
- Show respect and support for your child, the teachers and the school.

Teacher Responsibilities:

- Demonstrate your belief that all children can learn.
- Show respect for each child and his/her family.
- Arrive to class prepared to teach.
- Provide an environment conducive to learning.
- Help each child grow to his/her fullest potential.
- Provide meaningful and appropriate homework activities.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with students and their parents/guardians.
- Seek ways to involve parents/guardians in the school program.
- Demonstrate professional behavior and a positive attitude.

ATTENDANCE

School Hours

School hours are from 8:00 a.m. to 3:00 p.m. each day. Students shall not arrive earlier than 7:45 a.m. or remain on the school campus later than 3:00 p.m. unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:45 A.M. EACH SCHOOL DAY.** Supervision will not be provided for students who arrive before 7:45 a.m. or remain later than 3:00 p.m. These procedures are designed for the safety and well-being of your children.

Regular attendance and being on time is critical to the learning process and also helps students develop a good attitude toward school. When your child is sick and it is necessary for him/her to miss school, it is very important to notify the school as soon as possible either by a phone call or a note. Please attempt to schedule doctor, dentist, and other appointments for students at times outside the school day.

If your child has any of the following symptoms, your child should be kept home from school:

Fever, diarrhea, severe headache, harsh cough, vomiting, persistent pain, chills, earache, severe stomachache, skin rash, skin infections, sore throat, crusty eyelids, head lice.

If your child is ill more than three (3) consecutive days, a medical note must be provided. Please be advised, students must be in attendance by 9:30 a.m. to be counted as present for school that day. Students that arrive between 9:30–11:00 a.m. will be counted present for a half-day only.

All absences for doctors' appointments and court appearances will be excused ONLY if the student presents a written doctor's excuse from the appointment agency upon returning to school.

- Examples of unexcused absences are as follows: Shopping, babysitting, not having clean clothing, and not making an effort to come to school after missing the bus.

Tardiness

If a student is late for school (after 8:30 a.m.), he/she must report to the school office before going to the classroom. The student will be given a pass to take to the classroom teacher.

- Examples of unexcused tardies are as follows: Oversleeping and missing the bus.
- Three (3) tardies will count as one (1) unexcused absence.

Makeup Policy

All work for absences must be made up. When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The teacher will be notified and will make a folder which includes all homework. Homework assignments can be picked up in the school office at the end of the school day or sent home with another child if requested.

Truancy Ordinance

On December 1, 2004, the Gila River Indian Community Council enacted Ordinance GR-05-04, which revised the Gila River Indian Community's Truancy Code. The truancy code begins at Section 4.605.02.B. of the Gila River Indian Community Children's Code. Casa Blanca Community School will follow and enforce this code. Copies of the truancy code are available at the school office.

Truancy means more than five (5) absences from school during any one semester, without a valid excuse.

Valid Excuse means:

- The student is less than six (6) years old; has reached his/her 16th birthday, his/her parents' or guardians' permission not to attend school, and has been officially withdrawn from school; or has reached a school diploma, graduate equivalency diploma, or has

otherwise satisfied the requirements of graduation as established by the school district in which he/she resides.

- The student is ill, as documented by a medical professional for an absence longer than 3 days.
- The student suffers from a physical or mental condition that the school determines makes it impractical for the student to attend school, even with reasonable accommodations.
- Death of a family member for a period up to five (5) days.
- Attendance at religious or cultural events.
- Participation in a school-sponsored or authorized activity.
- Required court attendance as evidenced by a Notice of Appearance, subpoena, or other Order of the Court.
- Family event for which prior notice is given such that the child will be able to continue coursework while away from school and maintain the level of progress prior to the absences.
- For other good cause as determined in advance by the appropriate school official after consultation with the student's parent or guardian.

The school will make a reasonable effort to get students into school. These efforts may be, but are not limited to, the following:

- **First contact:** The school will contact parents/guardians by phone and document the attempt/conversation every time a student is absent without a valid excuse. In the event that parents/guardians cannot be contacted by phone, a letter will be sent by the Attendance Office.
- **Second contact:** Letters will be sent home on the 3rd, 5th, and 9th unexcused absence (**whether consecutive or not**) in a given semester.
- **Third contact:** After the 5th absence, the Truant Officer will make a home visit to discover why the student has not been in school and will work with the family to resolve it. The Truant Officer will convey to the parent/guardian that after this visit, the student is expected to return to school regularly, and failure of the student to return to school regularly will result in service of a Juvenile Truancy Petition. If it is a first offense for a student between the ages of 10 and 17, under the revised ordinance, the student may be referred to Teen Court.

Penalties

If a student is truant, students and/or parents/legal guardians may be subject to the following penalties:

Students:

- Referred to Teen Court;
- Made a ward of the Court; and/or
- Placed under the supervision of the Children's Court for up to one year (365 days).
- Parent could be ordered to accompany student to school

Parents:

- Placed under Court supervision for up to one year (365 days);
- Fined up to \$500;
- Held in contempt and subject to sanctions;
- Subject to criminal prosecution which could lead to jail time (prosecuted by law office).

(Truancy Ordinance)

Parent/Student Check-Out

In the event your child must leave school (doctor appointment, etc.) during the school day, we require that a parent/guardian or individual on the emergency list, sign him/her out in order to comply with state guidelines regarding our responsibility for student safety. If it is necessary for another adult to check out your child (in a non-emergency situation) you must give permission by sending a note or calling the school office.

School Visits

Please feel free to visit the school. We do ask that as a courtesy, you notify the teacher before visiting. In addition, school policy requires that you check in the school office and wear an ID badge when visiting.

- For the safety of our children, the school office must be aware of the identity and location of anyone on the school grounds when classes are in session.
- We do not allow children from other schools to visit our students during school hours.

HEALTH SERVICES

Our school is staffed with a registered school nurse. The nurse administers first aid and periodically conducts mandatory vision and hearing screening tests. The school nurse provides support and consultation to health assistants, and works with physicians, parents and school staff.

Much advancement has been made in medicine to help prevent childhood diseases. To help protect your child, Arizona Law requires immunization against Rubella (measles), Poliomyelitis, Diphtheria, Tetanus, Pertussis, Mumps, and Hepatitis B. Children can be exempted if a physician certifies that one or more of the immunizations are contrary to their religious or personal beliefs.

Although the law allows exemptions, the Pinal County Health Department may tell us to exclude your child from school if there is an outbreak of any of these diseases. All children must have verifiable records or required immunizations or a signed exemption before being allowed to attend school.

Medication Administration Policy

- A. Medications will be given in the school health office **ONLY** if it must be administered during school hours. Medications to be given two or three times daily are to be given at home, unless specifically ordered by the doctor to be given at school.
- B. Medications shall be delivered to the school health office by the parents/guardians. The medication must be in the original container from the pharmacy. Pharmacies will provide a duplicate container for school use upon request. The appropriate consent for giving medications at school must be completed and signed by the parent/guardian and the physician.

- C. Inhalers are considered medications and must be kept by the school nurse.

Policy on Lice Checks

The **NO LICE/NO NITS** (eggs) ordinance GR-05-01 was passed by the Gila River Indian Community Tribal Council in April 2002. The Nurse and Teacher Aides will periodically check students in the privacy of the Nurse's office. Those students that have live lice or live nits will be sent home with lice shampoo and a comb. Your child will be excused for three (3) days to clean his/her hair. After the third day of absence, your child will be unexcused. Upon returning to school, the nurse will recheck him/her and if still not clean, he/she will be sent back home. If no live lice or live nits are seen, the student will be allowed to stay at school.

Policy on CHILD ABUSE REPORTING

Casa Blanca Community School adheres to current state and tribal statutes regarding mandatory reporting for school personnel. It is not the responsibility of Casa Blanca Community School to perform investigations regarding suspected abuse. Therefore, contacting parents/guardians is the sole responsibility of Tribal Social Services and or Gila River Police Department. Casa Blanca Community School shall not interfere with formal investigations through family contact without absolute permission from the above mentioned agencies.

State Law on Reporting Child Abuse and Neglect

The law reads in part:

“[It is the] duty and authorization to report non-accidental injuries, physical neglect and denial or deprivation of necessary medical or surgical care of nourishment of minors. Any...nurse, psychologist, school personnel, social worker, parent, counselor...shall immediately report information. “

All Casa Blanca Community School personnel are responsible for the safety and well-being of students during school hours and school-sponsored hours. It is the duty of all Casa Blanca Community School personnel to abide by the above state law excerpt regarding mandated reporters. All Casa Blanca Community School personnel shall immediately contact in this order only: 1. School Social Worker, if unavailable, 2. Dean of Students, if unavailable, 3. Principal. It is the strict expectation of all Casa Blanca Community School personnel to act in an appropriate and sensitive manner that preserves the dignity and confidential rights of all students and families involved. Under no circumstances is there to be any further discussion of the suspected abuse to other staff. It is not the duty of school employees to act as investigators only as law abiding reporters of suspected abuse and or neglect. This policy is in direct response to legal and ethical responsibilities that work to exercise child protection and appropriate consideration of school liability.

TRANSPORTATION POLICY

The primary purpose of the CBCS Transportation Department is to **safely** transport students to and from school. It takes shared cooperation and responsible actions by the transportation department, student, parent/guardian, teacher, and school administrator to achieve this goal. The transportation department staff commits to provide the safest buses and best-trained drivers that our resources allow. Our drivers are required to meet training standards that exceed the requirements established by state and federal regulations. We rely on all of the students (supported by their parents or guardians) to follow procedures that contribute to the safety of everyone on the bus. Students at CBCS are to ride on the Casa Blanca Community School bus runs only, not the middle or high school bus runs. In order to provide an efficient and effective transportation system for our students and to eliminate confusion, **ALL** students will be picked up and returned to one designated location.

In Case of Emergency

Students may be dropped off at a specified designated location other than their usual drop-off location. Should any emergency arise, a **written note** signed by the parent/guardian must be sent with the student stating where the student is to be dropped off. The note must contain directions to where the child should be dropped off, not just the name of a relative, etc. Any changes in a child's drop-off location must be made by **2:00 p.m.** before school is released for the day. (Changes must be made by **12:00 p.m.** on early release days.)

Use of Video Cameras on School Buses

The Casa Blanca Community School Board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transporting students to and from school, field trips, curricular events, and extracurricular events.

Student Records

The content of the videotapes are confidential student records and are subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes.

Expected Student Behavior

1. Obey the bus driver at all times.
2. Be on time for the bus, both a.m. and p.m.
3. Stand a safe distance from the curb or highway.
4. Be courteous to the driver and other bus passengers.
5. When crossing street by school bus, always cross **in front** of bus.
6. Always use the steps and handrail when boarding and leaving the bus.
7. Sit quietly in *assigned* seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
8. No eating, drinking (except water in plastic bottles), chewing gum or spitting inside the bus.
9. Keep hands, head, arms and all objects inside the bus.

10. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
11. Keep the bus clean and free of damage.
12. Skateboards are not allowed on the school bus.
13. Students are permitted to leave the bus only at their designated stops. Any changes require a parent or guardian's *written* request, approved by a school official.
14. Students are permitted to ride only their assigned bus.
15. Remain seated while bus is in motion and until it comes to a stop.
16. State law prohibits the following items on school buses:
 - a. Alcoholic beverages
 - b. Tobacco
 - c. Dangerous or narcotic drugs
 - d. Legally prohibited substances
 - e. Animals, insects or reptiles
 - f. Fireworks
 - g. Smoke or stink bombs
 - h. Explosives
 - i. Glass items
 - j. Weapons
 - k. Other dangerous objects

All items carried by students (i.e. instruments, backpack, etc.) must be under their control at all times, and must be carried in the lap, between the seats or properly secured in a vacant seat.

For bus rules' offenses, the following procedures will be followed:

- **1st offense:** Immediate referral to transportation department and possible parent/guardian notification.
- **2nd offense:** Immediate referral to transportation department and notification to parents/guardians of the offense.
- **3rd offense:** Student will be suspended from the bus for three (3) days. A conference with parents/guardians is required before the student can begin riding the bus again. Should the student's misbehavior continue, he/she may be suspended from riding the bus indefinitely. It is then the responsibility of the parents/guardians to transport the student to and from school.

GENERAL INFORMATION

Asbestos

On October 22, 1986, President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act. The Act directs EPA to develop a regulatory framework to require schools to inspect their buildings every three years for asbestos and take appropriate abatement actions using qualified, accredited persons for inspection and abatement. This same statute requires initial and annual notifications of the availability of a management plan that outlines the steps to be taken to eliminate the hazard. At Casa Blanca Community School we are very willing to comply with this statute because of our great concern for the well-being of your children. We

have received a management plan that pinpoints all asbestos in the school. The plan is available for public review in the school office during normal business hours.

Computer and Network Use

Computers are provided for the students' usage as learning supplements for research and other activities. Content filtering shall be provided on all computers with internet access. Students should not use any computer equipment unsupervised. Note that computer/internet usage is a privilege, not a right. This privilege may be revoked for any violation of school policies. Students may not:

- Bring in outside software or equipment for use on school computers.
- Install or modify any programs on school computers.
- Use computers without permission.
- Damage or break school computer equipment.
- Attempt to bypass internet content filters.
- Submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials.

Computer Lab Rules and Procedures

- Students are to take special care of the computer lab equipment.
- Students are not to open programs or systems files.
- Students are not to take food or drinks into the computer lab.
- Students are to arrive prepared for instruction.
- Students are to listen intently to directions and follow instructions.
- Students are to follow all computer lab rules and procedures.

Mental Health Services

Casa Blanca Community School offers both certified school guidance counselor(s) and a licensed social worker to students and their families. School based counseling serves students in prevention, intervention and crisis services. Services are sensitive to cultural norms and serve as a tool to help students reach academic achievement. It is important to note, that *clinical therapy* for mental health issues is not a service that is appropriate in the school setting. Students and families who are in need of this level of mental health assistance will be referred to outside community services. School counselors will operate as a liaison to help these students and families when outside mental health services appear to be primary to the child's needs. Sensitivity to the ethical responsibilities of confidentiality is strictly adhered to.

Field Trips

Field trips are planned to enrich educational experience and are integrated with curricular areas of classroom study. When a student is enrolled at Casa Blanca Community School, a Field Trip Permission Slip is signed by the parents/guardians and put in the student's folder. This authorizes permission to participate in any school field trip. Parents/guardians will receive advance written notification of all scheduled field trips involving their child. It is the responsibility of the parents/guardians to contact the school if they do not wish their child to

participate. Parents/guardians are welcome to attend field trips. No younger children will be allowed on field trips. While field trips are educationally beneficial, they are also a privilege. If a student's record indicates any reason why he/she should not go on the field trip, the school reserves the right to deny the student to attend the trip. If a student is not attending a field trip for any reason, he/she is expected to report to school and he/she will be supervised at school. All disciplinary school rules, including appropriate behavioral expectations, apply to field trips. Inappropriate behavior on a field trip may result in the loss of future field trip privileges.

Lost and Found

Please put your child's name on clothing and personal things brought to school. Taking some time to do this before school begins may save the cost of buying replacements. Students are not to bring toys, games, radios, etc. to school except with the teacher's permission.

Lost items are stored on the stage in the school cafeteria for owners to claim. At parent/teacher conferences, lost and found items will be set out on tables for items to be claimed. Many items, especially clothing, go unclaimed all year. When lost and found becomes too full, the school will call a charitable group and donate all unclaimed items. Please contact the school office if something is lost at school.

Parent Teacher Organization (PTO)

Parents/guardians are strongly encouraged to take an active role in their child's school life by becoming a part of the PTO. The PTO feels all parents, teachers and staff are an important part of the organization. The PTO helps to improve communication and education at CBCS and they sponsor many fundraisers and school events throughout the school year. There are no dues. Everyone who has a vested interest, parents/guardians, teachers, and staff members are welcome to join the PTO!

Report Cards

In order to assure that parents are well informed of student progress, reports are sent home. Progress reports are sent home midway through each grading period and report cards are sent home at the end of each nine week grading period.

The grading scale for grades 1-4 are based on the following percentage scale:

90-100	A (outstanding)
80-89	B (very good)
70-79	C (satisfactory)
60-69	D (having difficulty)
Below 60	F (serious difficulty)

Conferences

Parent/teacher conferences are held three (3) times per year. Parent/teacher conferences for the 2008-2009 School Year will be held on October 23rd and 24th, 2008, January 15th and 16th, 2009, and April 2nd and 3rd, 2009. However, as the school year progresses, if you have any problems, concerns or questions, please contact your child's teacher and/or the Principal for assistance. All

of us are interested and concerned with your child's progress and well-being. We pledge our support for your child's success in school and our goal is open communication.

Phone Calls to Teachers

If parents/guardians would like to talk with their child's teacher, they should call the school office either before classes begin (8:00 a.m.) or after students are dismissed (3:00 p.m.). During instructional hours, you may leave a message for the teacher with the school receptionist. The teacher will make every effort to return the call on the same day or within 24 hours. If an emergency occurs during the school day, please call the school office and the school receptionist will assist you.

Promotion and Retention of Students

Promotion from one grade to the next is based upon the ability to succeed at the next grade level. When formulating a recommendation, each teacher will work closely with the Principal and parent/guardian. Above all, the recommendation must be in the best interest of the student.

Teachers will base their recommendation to promote or retain upon the following criteria:

- A. Successful completion of class assignments, projects and homework;
- B. Attendance;
- C. Report cards and unit tests;
- D. Achievement on standardized achievement tests; and
- E. Age, maturity and effort.

If facts indicate that retention is in the best interest of the student's academic progress, close cooperation must exist between parents and all school personnel involved. Retention decisions will be made only after a careful study of facts relating to all phases of the student's growth and development.

School Pictures

A professional photography company will visit the school in the fall and spring to take individual student pictures and individual class pictures. Packets of color photos will be offered for sale to parents/guardians.

School Supplies

A list of required school supplies for each grade level is distributed to parents/guardians at the beginning of the school year. The school will provide students with textbooks, paper, and the necessary supplies for classroom activities.

Student Dress Code and Uniform Policy

In accordance with the Federal mandate to maintain a safe and orderly learning environment, Casa Blanca Community School establishes the following dress code policies and procedures. Students are expected to dress in proper uniform attire on a daily basis. It is the responsibility of the parent/guardian to ensure compliance with the dress code. All students must be in uniform from the first day of school until the last day of school; including summer school. Unless notice

is sent home in advance, there will be no exceptions. Parents, please be sure to provide your child with an adequate wardrobe to assure that he/she will have available a clean uniform each day of the week. It is not the responsibility of the school to provide the student with a uniform at any time. Not having laundered clothes is definitely not an emergency, unless there is an unusual circumstance.

We will be strictly enforcing the policy this year. Students without uniforms will be brought into compliance by being allowed to call a parent/guardian to bring a uniform. During the waiting period for Educational Assistance Program (EAP) funds, students may wear solid color tee shirts without logos, and pants, shorts, or skorts (no denim). **Please contact the Principal if you are waiting for these funds and your child will not be in uniform.**

The following is the Dress Code guideline. Please read and follow the policy when purchasing clothing.

Clothing Guidelines

BOYS

Light blue tee shirt with the Casa Blanca Community School logo, purchased at Casa Blanca Community School. Tee shirt shall not be excessively large and must be tucked in.

Navy blue pants or shorts (no denim, cargo, rivets, studs, chains, or split/slits, and no wide legs). Pants/shorts shall fall on the natural waist, not below; and must not be more than 2” above the knee.

GIRLS

Light pink tee shirt with the Casa Blanca Community School logo, purchased at Casa Blanca Community School. Tee shirt shall not be excessively large and must be tucked in.

Navy blue pants, skorts, jumper, or shorts (no denim, cargo, rivets, studs, chains, or split/slits, and no wide legs). Pants, shorts, or skorts, shall fall on the natural waist, not below. Shorts, skorts, or jumpers must not be more than 2” above the knee.

DRESS CODE

All students are required to comply with the Board of Trustees adopted uniform dress code.

Scope/Consequence of Discipline: Conference requesting change of attire or suspension.

1. Any clothing that displays gang signs, colors, or names, or any identification symbols is not allowed.
2. No memorial shirts will be worn.
3. Students will not be allowed to wear clothing that is too large. Oversized shirts and coats may not be worn in such a manner as to conceal sagging clothing or to provide concealment for items inappropriate for school. (Electronic devises, weapons, substances, etc.)
4. Jackets and sweaters are not options for covering up inappropriate clothing and may only be worn outside, weather permitting.
5. Students may not wear jewelry of any kind. This includes bracelets, rings, necklaces, and earrings.

6. Only CLEAR, SEE-THROUGH plastic BOOK BAGS or BACKPACKS are allowed and may be purchased at the school.
7. Belts: Plain (no trim or metal adornments). The tail of the belt must be tucked in to the belt loops. The belt tail is not to hang down.
8. Shoes: For safety reasons, no shoes with wheels (Heelys), flip-flops, slippers, thongs, bare feet, or sandals/shoes without a strap around the heel, may not be worn. Shoelaces must be the same color as the shoes. Socks must be worn.
9. No hats or caps of any type may be worn on campus.
10. Hair is to be CLEAN, neatly combed, and LICE-FREE. Please refer to the Tribal Lice Ordinance (GR-05-01).
11. Undergarments must not be showing. Shirts may not be worn under the uniform tee shirt.
12. No student shall be subject to discipline for failure to wear a uniform if the reason is due to economic hardship. Please contact the Principal immediately to discuss.

On occasion the Principal will allow a “Dress Down Day” day where students may wear clothing other than the prescribed uniform. This will be on special occasions only. The students and parents will be notified prior to the “Dress Down Day”.

Textbooks/Library Books

Textbooks are assigned to each student upon enrollment and are for the current school year only. **STUDENTS ARE RESPONSIBLE FOR THE PROPER CARE OF ALL BOOKS.** They are to be collected at the end of the year and are expected to be in good condition. Books which have been lost or badly damaged must be paid for by the student. This policy pertains to library books as well.

DISCIPLINE

Student Code of Conduct

The purpose of the Student Code of Conduct is to provide students with an effective and safe learning environment. Prohibited behaviors and consequences for such behavior are included under Group A, B, and C Violations and Disciplinary Actions.

1. **RESPECT THE RIGHTS OF OTHERS:** Students have the right to an education without the interference from others.
2. **SCHOOL ATTENDANCE:** Students have a responsibility to attend school daily and to be on time.
3. **COMPLETE WORK ASSIGNMENTS:** Students are responsible for completing all class work and homework on time. It is the student’s responsibility to get homework or make-up work for absences.
4. **PREPARED FOR CLASS:** Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.

5. **RESPECT PUBLIC PROPERTY:** Students have a responsibility to respect and to protect all school property, materials and equipment.
6. **SHOW RESPECT:** Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. **OBEY SCHOOL RULES:** Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
8. **COOPERATE WITH SCHOOL STAFF:** Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

Our Discipline Philosophy

Students have the right to learn and teachers have the right to teach in safety. No one has the right to disrupt, to prevent other students from learning, or to violate the rights of others.

The intent of this school discipline process is to teach students who are acting as a disturbance within the school environment, how to think of ways to problem solve and manage their frustrations without harming others verbally or physically. Students will have the opportunity to learn the cause and effect of their actions and understand the consequences of their behavior. It is our goal at Casa Blanca Community School to teach the value of accountability for themselves and in the context of our school community.

Consequences

A number of factors must be considered in determining the degree of disciplinary action to be taken. These factors include the severity of the misbehavior, the age of the student, and the student's disciplinary history.

Please note: The Principal/Dean of Students is the designated leader of the school and, together with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the violations of this Handbook, the Principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided such action does not violate the School Board policy or procedures or state and/or federal laws.

Search and Seizure Policy

If the Principal or Dean of Students has information that a student has in his/her possession items that are harmful or constitute a criminal offense, the Principal or Dean of Students reserves the right to search the student's personal possessions on the school premises in the presence of a staff person as appropriate, and to seize illegal or impermissible items. Every effort will be made to maintain as much respect and dignity for the person as the situation allows. The student's parent or guardian will be notified.

If the item(s) found is/are harmful or constitutes a criminal offense, notification is made to law enforcement officials and the item(s) is/are confiscated and are non-returnable.

Trespassing Policy

Trespassing is when a student is physically present without permission in a school building, physically present without permission on school grounds or at a school activity after requested to leave by a school official, or physically present on a school campus while suspended or expelled. If a student is trespassing, he/she will be asked and/or escorted out of the building (or grounds). The police will be notified if deemed necessary.

Group A Violations and Disciplinary Actions

(Classroom Teacher/Dean of Students)

1. **Inappropriate Language/Conduct:** Engaging in disrespectful, profane, offensive, obscene, or abusive language/behavior, or in boisterous and noisy conduct creating alarm, anger, or resentment in others.
2. **Insubordination:** Willful refusal to follow a direction or order given by a staff member.
3. **Disruptive Behavior:** Actions that interfere with the rights of others to an education, instruction, and/or with the effective operations of the school.
4. **Being in an unsupervised area without permission:** Wandering the school grounds without permission.

(The following disciplinary actions are the same for violations 1 - 4):

Consequences:

- Time-out in class or in partner class
- Time-out Notification letters sent out weekly to parents
- 1- 3 days in school suspension and parent conference

Group B Violations and Disciplinary Actions

(Dean of Students/Principal)

1. **Stealing:** Taking money or other objects/property of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

Consequences:

- 1 - 5 days in school and/or out of school suspension, mandatory restitution by parent/guardian or student (may include community service for restitution), possible police notification.
2. **Fighting:** “Fighting” is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

3. **Bullying/Intimidation:** No student may intentionally hurt another person, either physically or psychologically. Students may not participate in, or conspire with others, to engage in harassing acts that injure, degrade, or disgrace other individuals. No student may intentionally or knowingly cause physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
4. **Gang Activity:** Gang activity is strictly prohibited. A “gang” is herein identified as any group that participates in disruptive, intimidating, illegal and/or violent activities.
5. **Damage to school property, including buses:** Damage to school property, this includes school buses. Any student, who willfully cuts, defaces or otherwise damages in any way any property, real or personal.
6. **Actions that could result in injury:** Inappropriate actions such as pencil fighting, tripping, slap fighting, running in the halls, throwing objects, etc.
7. **Leaving school grounds:** Leaving school grounds during school hours without proper school authorization.

(The following disciplinary actions are the same for violations 2 - 7):

Consequences:

- 1 – 5 days in school and/or out of school suspension, parent conference, possible police notification.

8. **Graffiti:** Drawing or writing inappropriate symbols, pictures, words or notes.

Consequences:

- 1 - 3 days in school and/or out of school suspension, parent conference, payment and/or restitution of damages.

9. **Inappropriate language/conduct directed at staff:** Engaging in disrespectful, profane, offensive, obscene or abusive language/behavior directed toward any staff.

Consequences:

- 1 – 5 days in school and/or out of school suspension, parent conference.

Group C Violations and Disciplinary Actions (“ZERO TOLERANCE”)

(Principal/School Board)

1. **Drugs/Alcohol:** Having in possession, taking or attempting to distribute any drug, narcotic, drug paraphernalia, alcohol, huffing contraband, or “look-alike” drugs at school or at a school-sponsored activity. Students exhibiting signs of drug or alcohol use will be immediately placed in an administrators’ office pending notification of

law enforcement personnel and parent/guardians. Reasonable suspicion of being under the influence or possessing drugs and/or alcohol.

2. **Fires and False Alarms:** (1) Arson is the intentional destruction or damage to any school building or property by means of fire or explosives; (2) Failure to exercise ordinary caution, resulting in fire in a school building, damage to school property, or injury to persons; (3) False Alarm – Giving of a false alarm (police, fire, ambulance, 911) or tampering or interference with any fire alarm system.
3. **Weapons:** Possession of any weapon on a student’s person or in any area subject to the student’s control on school property, at a school activity, or on vehicles used to transport students is prohibited. A weapon means any **firearm*** (loaded or unloaded), any device that or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death. Some examples include, but are not limited to knives, **guns***, fireworks, live ammunition, metal knuckles, clubs, or martial arts instruments.
***Firearm/guns will be subject to harsher consequence.**
4. **Assault:** “Assault” is an act with intent to cause fear in another or immediate bodily harm, death, intentional infliction or attempting to inflict bodily harm upon another person.

(The following disciplinary actions are the same for violations 1 -4):

Consequences:

- **Mandatory police notification, parent conference, 1 - 5 days in or out of school suspension upon discretion of the Principal, consideration for expulsion by the School Board.**

Student Discipline Policy Procedures

A. Definitions:

1. **In school suspension** is an alternative to the out of school suspension procedures. The student will serve their suspension time in a separate classroom from the mainstream classrooms.
2. **Out of school suspension** means action taken by the Principal prohibiting a student from attending school. Suspension may not be consecutively imposed against the same student for the same misconduct, except where the student will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed ten (10) school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.
3. **Dismissal** means the denial of the appropriate educational program to any pupil, including exclusion and suspension.

4. **Expulsion** means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.

B. Suspension Procedures:

1. No suspension from school shall be imposed without an informal administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to persons or property around him. A written notice of suspension shall be made to the parent/guardian and shall contain the following:
 - a. The grounds for suspension;
 - b. A brief statement of the facts;
 - c. A description of the evidence or testimony.

Suspensions for Group A and/or B violations will be determined by administration as an in school suspension and/or out of school suspension on a case-by-case basis. The Principal has the right to determine and apply suspension as in school or out of school.

Group C violations are subject to out of school suspensions and/or consideration for expulsion.

1. Students suspended for behavioral issues will be required to make up all course work.
2. In school and out of school suspensions will not be counted as absences.
3. Students may not attend or participate in school-sponsored events while on suspension.

C. Expulsion Procedures:

1. No expulsion shall be imposed without a hearing, unless the student and his/her parent/guardian waive the right to a hearing in writing. If the student and his/her parent/guardian do not attend the hearing, the Principal shall render his/her decision as provided for below.
2. The Principal or Dean of Students shall:
 - a. Give written notice of intent to take action;
 - b. Serve notice upon the student and his/her parent/guardian by certified mail;
 - c. Provide notice containing a complete statement of the facts, a list of the witnesses, and a description of their testimony;
 - d. Provide a statement of the date, time, and place of hearing;

- e. Provide a description of alternative educational programs accorded the student prior to commencement of the expulsion proceedings; and
- f. Inform the student and his/her parent/guardian of the right to have legal counsel at the hearing, examine the student's records before the hearing, present evidence, and confront and cross-examine all witnesses.

D. Hearing Procedures (expulsion):

1. Hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days is requested. The hearing shall be at a time and place reasonably convenient to student, his/her parent/guardian. The student shall have a right to a representative of his/her own choosing, including legal counsel.
2. The hearing shall take place before the School Board.
3. The proceedings of the hearing will be recorded and preserved at the expense of the school.
4. The student, his/her parent/guardian, or his representative, shall have the right to compel the attendance of any official employee of Casa Blanca Community School or any other person who may have evidence upon which proposed action may be based. The student, his/her parent/guardian, or his representative shall have the right to present evidence and testimony. The student cannot be compelled to testify in the dismissal proceedings. The decision of the School Board shall be based solely upon substantial evidence presented at the hearing and shall be made within five days of the date of the hearing. The decision shall be in writing and the controlling facts shall be stated in sufficient detail to apprise the student, his/her parent/guardian, and the School Board of the basis and reason for the decision.
5. The School Board shall report their decision, in writing, to the parents/legal guardians of the student within five (5) days of their decision.

Student Grievance Procedure

- A. It is the policy of Casa Blanca Community School that each student's right shall not be denied, and all rules shall be administered equally and fairly to all students. In the event a parent/guardian has a complaint alleging that the school or school employee has denied that right, the following procedure will be followed:
 1. Any person who has a complaint alleging the school is not complying with this policy shall file the complaint in writing to the Principal within three calendar school days of the alleged violation.

2. The Principal shall investigate the complaint and determine whether the school is in fact in violation of the policy. The decision shall be communicated to the complainant within five calendar school days of the receipt of the complaint.
3. If the complaint is found to be justified, the Principal shall initiate action to rectify the complaint.
4. If the complaint is not satisfied with the findings, he/she may appeal, in writing, to the School Board no later than five (5) calendar school days. The School Board shall issue its decision no later than five (5) calendar days after receipt of the appeal. The decision of the School Board shall be final.