



CASA BLANCA COMMUNITY SCHOOL

**Student & Parent
Policies & Handbook**

2018-2019



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VISION

Casa Blanca Community School prepares students for global readiness while maintaining the Akimel O'otham Ñeo'ok and Himdag.



MISSION 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 AND CONTACT INFORMATION

Mailing Address:	P O Box 10940 Bapchule, AZ 85121
Physical Address:	3455 W. Casa Blanca Rd. Bapchule, AZ 85121
Office Phone:	(520) 315-3489 (480) 403-8582
School Fax:	(520) 315-3505
Student Absences:	(520) 315-3489 Option 2

****Please leave parent/guardian's name, student's name, and reason for absence****

BOARD OF TRUSTEES

Serena Joaquin	President
Dale Enos	Vice-President
Darren Pedro-Martinez	Secretary
Phillip Ahmsaty	Member
Jonell Pablo	Member

Board of Trustees meetings are held monthly.

SCHOOL STAFF

Patricia Avalos, Ed.S.	Principal
Kim Franklin, M.Ed.	Assistant Principal/ESS
Viola Harrison, M.Ed.	Academic Coach
Kenneth Young, B.S.	F.A.C.E. Coordinator
Andrew Garcia	Transportation Coordinator
Marcella Brown	Food Services Coordinator

Krysten Madrid
Flo Long

Registrar/Attendance Clerk
Administrative Assistant

SCHOOL HOURS

Breakfast	7:25 a.m.
First Bell	7:45 a.m.
Tardy	7:50 a.m.
Dismissal	2:45 p.m.
Friday Dismissal	12:30 p.m.

CBCS WEBSITE

Take a look at our website, www.cbcschools.com! We have information about teachers, important dates, and special events that are taking place at CBCS!

REGISTRATION

Start of School Year Enrollment at Casa Blanca Community School - To register a child for the **first time** Parents/Guardians of the students **must** provide the following documents:

- Birth Certificate
- Tribal ID Card (CDIB)
- Current Immunization Records
- Court Orders (if necessary)
- Exceptional Student information (if necessary)

Failure to provide the required documents will result in prolonging the enrollment process.

KINDERGARTEN ELIGIBILITY

Children must be five (5) years of age by August 31 of the current school year (A.R.S. §15-821C). Children who have birthdays that fall between September 1 and September 30 will be accepted upon readiness, space availability, and CBCS administrative review and approval.

CUSTODY

Parental/Guardian custody - In some cases, when parents live apart, both mother and father continue to have equal rights to their children. If there is a court order that limits the rights of one parent, in matters such as custody or visitation, the parent/guardian must provide a current copy of custodial papers to CBCS office.

Temporary custody - If a parent has given a family member(s) temporary custody of their child/children, the CBCS office must have a notarized letter on file stating the terms and conditions of the custodianship.

LATE ENROLLMENT

Students will need the following documents:

- All documents listed above
- Previous semester report card
- Attendance information from previous school
- Behavior information from previous school
- Registration after the first quarter will also include:
 - ♦ An interview with administration
 - ♦ Assessment of current academic level
 - ♦ Review of student attendance and behavior
 - ♦ Once this process is complete enrollment may be granted, if space is available

HOMELESS STUDENTS

Please inform the school if a student is homeless (lacks a fixed, regular, and adequate nighttime residence). CBCS adheres to the McKinney-Vento Homeless Education Assistance Improvement Act of 1991. Additionally, CBCS follows the Bureau of Indian Education Homeless Policy.

TRANSFERS AND WITHDRAWALS

Parent responsibility - If a student transfers to a new school, the parent/guardian must complete a "Student Withdrawal" form with the CBCS office. Students will need to turn in all library books, schoolbooks, and materials before leaving. CBCS will release student records once a request has been received from the other school.

CONFIDENTIALITY

Federal law protects the privacy of student medical and education records. CBCS complies with the Health Insurance Portability and Accountability Act (HIPPA).

CBCS complies with the Family Education Rights and Privacy Act of 1974 (FERPA).

All student and family personal information, records and sensitive data, regardless of storage media, are kept strictly confidential. Information will be released only upon in-person written and signed consent by the

legal parent/guardian. The exception is as required by tribal, state, or federal law or law enforcement authorities.

TOILET TRAINING

Upon entering school at Casa Blanca Community School, your child must be independent in taking care of all their bathroom needs. Specifically stated:

- Child must wear traditional underwear to school, not pull-ups or other absorbent undergarments, unless required by a diagnosed medical condition, in which case documentation will need to be provided
- Child must be able to independently recognize the need to use the toilet, and get to the toilet in a timely manner without having "potty accidents"
- Child must be able to use toilet provided by Casa Blanca Community School without the help of a potty chair or training seat
- Child must be able to pull pants up and down on his or her own
- If a child is unable to perform these tasks independently, enrollment may be denied

Enforcement: If a student has a "potty accident" at school, student will be sent to see the school nurse, who will clean the student up as best as possible. Parents/Guardians will be notified to pick their child up and will be informed of the "potty accident". The same procedure is followed after a second potty accident.

In the event of a third accident, a meeting will be scheduled with the parents, teachers, nurse, and administration to discuss whether a consistent routine has been established. The school nurse, administration, teacher, or representative(s) from an outside agency that may be involved with the child can work directly with the parent to develop a plan for toilet training at home and/or at school. The parents/guardians will be required to supply clean clothes to the school nurse or teacher.

EMERGENCY INFORMATION

Each family **must fill out an** "Emergency Card" form for each child with the following information:

- Student's name
- Student's parents/guardians name/s
- Student's current physical address
- Student's date of birth
- Student's parent/guardian's current and working telephone number(s)
- Two (2) emergency contact names and current working telephone numbers
- Telephone message name and number (if family does not have a phone)
- Names of persons authorized to "check out" student(s)
- Authorized person(s) must be at least 18 years old
- Other important information

UPDATE EMERGENCY CONTACTS

It is **extremely important** to notify CBCS of any changes in telephone numbers, addresses, or places of employment as soon as they occur. It is **vital** that CBCS has current information in the event of student illness or other emergencies. The parent/guardian must come in person to CBCS office and provide updated contact information and phone number(s).

FIRE DRILL PROCEDURES

Fire drills are an important part of safety at school. Fire drills will occur monthly throughout CBCS year. Usually the students exit the campus and line up on the south side of the campus. However, there are times we practice exiting the campus completely by walking across the street to the District 5 Community Center parking lot. Either way is good practice for everyone to exit the campus safely.

LOCKDOWN DRILL PROCEDURES

Lock-Down drills are scheduled twice a year to teach students how to respond in the event of an emergency requiring students and staff to lock-down and remain in the classroom/building.

- Visitors will not be allowed onto campus during a lock-down drill

- Students will not be released during a lock-down drill
- Parents/visitors that are on campus will be required to participate in the drill or event

BUS EVACUATION DRILL PROCEDURES

School bus drills will be scheduled by the CBCS Transportation department and will occur two times a year, once per semester.

EVACUATION AND RELOCATION PROCEDURES

Evacuation and relocation drills are scheduled once a year to teach students how to respond in the event of an emergency requiring students and staff to vacate immediately the CBCS campus. Students will be loaded on buses and transported to a relocation site and brought back to CBCS upon completion of the drill.

AUTO DIALER

Please make sure all contact information is current with CBCS. The auto-dialer is an electronic automated system that uses phone numbers on file to inform parents/guardians of absences, special events, and emergencies. It is very important that all contact information is current and that the front office is in possession of current information at all times.

ARRIVAL AND DISMISSAL

Coming to school daily is important, however, it's also important to arrive on time. Additionally, if a student will leave school before dismissal, there are procedures as well.

MORNING ARRIVAL

- Arrival before 7:45 a.m.
- Students are considered tardy after 7:50 a.m.
- **Three unexcused tardies are equal to one unexcused absence**

LATE ARRIVAL

- Parents/Guardians must accompany student into office after 7:50 a.m.
- Students who arrive after 10:00 a.m. will be considered absent for the day

- On Fridays, students who arrive after 9:00 a.m. will be considered absent for the day
- Students must remain in class until 12:30 p.m. to be considered present

EARLY AND/OR AFTERNOON DISMISSAL

- Student pick-up – Parents/Guardians must sign students out through the office prior to dismissal time
- Students must be picked up promptly at dismissal time
- Requests for changes to/for bus or student pick up – any changes must be made by 12:00 p.m.
- Bus changes are allowed on Fridays until 9:00 a.m.

STUDENT CHECK-OUT

Student checkout procedure - Teachers must receive official notification from CBCS office staff when parents/guardians or an authorized person has arrived to pick up a child from their class. Parents/Guardians must go to the CBCS office and sign out the student to take student before dismissal. The teacher will then send the child to the office to meet their parent/guardian or other authorized adult.

Student checkout authorization - Students will only be released to persons authorized by the parent/guardian and other authorized adults who are specifically listed on the student's "Enrollment Application". For a student to be released to anyone other than the parent/guardian, or other authorized adult not listed on the "Enrollment Application", CBCS will require specific written authorization from the parent/guardian.

Chronic Check Out – Chronic checkout situations will require a meeting with the administration.

WALKING STUDENTS

- Parents of students who walk must have a "Permission to Walk" form on file in the front office
- Students must follow school rules when walking to and from school. Failure to follow these rules may

result in the loss of privilege and/or incident referral

- Students may not walk home before dismissal time

SCHOOL VISITATION

Parents and/or legal guardians may visit classrooms, teachers, or students as long as the parent/legal guardian has checked in through the front office **prior to his/her visit**. Any parent or legal guardian visiting a classroom or his/her student shall not be allowed to have regular contact with or exercise control over any "Indian child," as that term is defined in 25 U.S.C. §§ 1903(4) and 3202, other than his/her own student. See generally, 25 U.S.C. § 3201, et seq., and 25 C.F.R. Pt. 63. Parents and legal guardians are encouraged to make an appointment beforehand with any teacher whom they wish to visit. Furthermore, student from other schools are NOT permitted to visit CBCS students during school hours, unless such student is participating in a CBCS program, such as a mentoring program.

Any parent or legal guardian who will have regular contact with or exercise control over any Indian Child other than his/her own student will be **REQUIRED TO** undergo a background check, consistent with the requirements of the Indian Child Protection and Family Violence Prevention Act, and successfully obtain a fingerprint clearance card **BEFORE** he/she has contact with or exercises control over any Indian student at CBCS other than the parent./legal guardian's own child. By way of example, parents/legal guardians must successfully complete the background check and fingerprinting before acting as a chaperone for a class field trip and/or before serving in the classroom for any function during which the parent/guardian will have regular contact and/or control over any student other than the parent/guardian's own child (for instance, during a class Halloween party). The foregoing are just examples and are not intended to be exhaustive. Should you have any questions regarding the need to undergo a background check and be fingerprinted, you are encouraged to contact administration before the anticipated volunteering date.

ATTENDANCE INFORMATION

In accordance with GRIC Truancy Ordinance, every child between ages 5-16 years of age shall attend school unless officially excused. Compliance regarding attendance is the parent/guardian's responsibility. CBCS has improved attendance as a part of its mission.

ABSENCE NOTIFICATION HOTLINE:

- 520-315-3489, then listen to greeting to select
- Parents/Guardians must notify the front office each day a student will be absent
- Excused absence – An absence may be excused if CBCS has been notified and it is due to:
 - ♦ Short term illness or injury (after 3 days, a doctor's note will be required)
 - ♦ Chronic illness (a Chronic Health Problem Form/Agreement must be on file in the front office)
- Verified medical or dental appointments (a doctor's note will be required)
- Family emergency – funerals for immediate family members, hospitalization of immediate family member, and other emergencies as determined by school administration
- Traditional/Spiritual ceremonies in which the student is an active participant
- Other family events (administration approval needed)
- Having lice is not considered an excuse for a long-term absence. If a student is sent home with an active case of lice, only one day will be excused. The student is urged to return to school as soon as possible
- CBCS recommends that doctor non-emergency appointments be made after school or during vacation days

TEN (10) CONSECUTIVE DAYS OF ABSENCE

A student, who has ten (10) consecutive unexcused absences, will be dropped from CBCS enrollment unless there is a valid medical reason with written documentation from a physician. When there is official documentation provided by the parent/guardian, then the student enrollment drop will be waived.

UNEXCUSED ABSENCES

An unexcused absence is considered to be any absence where the parent/guardian has not notified CBCS the reason for the student's absence

- When a student is absent, and the parent/guardian has not notified CBCS for the reason, the auto-dialer will generate calls to all of these families
- The following are examples of unexcused absences:
 - ♦ Missed the bus
 - ♦ Woke up late
 - ♦ No clean clothes/waiting for clothes to wash or dry
 - ♦ Out of town
- Letters of concern will be sent out after the 3rd, 5th, and 9th absence
- Parents/Guardians will be required to meet with administration and an Attendance Agreement will be developed after five (5) absences
- **Additional unexcused absences will result in**
 - ♦ Loss of privileges and/or recess
 - ♦ During and/or after school hours make-up work sessions

EXCESSIVE AND EXCUSED ABSENCES

- Excessive absences include if a student is absent for five (5) days of a school year (GRIC Truancy Ordinance, 2011)
- Will result in a meeting with administration
- May result in the student being retained
- May result in the student not attending extracurricular activities and/or incentive field trips
- Exclusion from extracurricular activities, incentive field trips, and 21st Century afterschool program
- Parent/Guardian conference with administration
- Truancy petition filed with GRIC Children's Court after at least five (5) absences per quarter (GRIC Truancy Ordinance, 2011)
- Parents/Guardians will receive a letter of notification that a Truancy petition has been filed against the family.
- A mandatory conference with parents/guardians will be held, which might result in the student being disenrolled from CBCS after 20 absences. Student will be unable to re-enroll the same school year.

- If the student is disenrolled, the parent/guardian may seek re-enrollment only with permission from the Board of Trustees for the following school year.

TARDIES

- A student is considered tardy after 7:50 a.m.
- Excused tardies include
 - ♦ Documented medical or dental appointment
 - ♦ Other tardies could be excused by administration
- Additional unexcused tardies will result in
 - ♦ Loss of privileges (recess, parties, field trips, and other activities)
 - ♦ Exclusion from extracurricular activities and 21st Century afterschool program
 - ♦ Parent/Guardian conference with administration
 - ♦ After ten (10) unexcused tardies, a mandatory conference between parents/guardian and administration will be held. An Attendance Contract will be created.
 - ♦ Fifteen (15) unexcused tardies will result in a truancy petition being filed

PERFECT ATTENDANCE/GREAT ATTENDANCE

Attendance is the key to academic success! Therefore, students are rewarded for attending school regularly. Special recognition includes monthly, quarterly, once a semester, and annually activities. Incentives include:

- Special time with the Principal
- Awards and certificates
- Special lunches
- Prizes and rewards
- Special field trips

Perfect Attendance Requirements:

- 0 Absences in a quarter
- 0 Tardies in a quarter

Great Attendance Requirements:

- 0 Unexcused absences in a quarter
- 0 Unexcused tardies in a quarter
- 5 or fewer excused absences in a quarter

ABSENCES AND RETENTION

A student who has **20 or more unexcused absences throughout school year or 10 or more unexcused absences in one semester** may be held back a grade and/or dropped. If the student has shown mastery level of 70% or higher in their academic areas, then retention may be waived with the approval of the teacher, parent, and principal.

HOMEWORK DURING AN ABSENCE

A parent/guardian may request homework for a student's absences. Please allow up to 24 hours for the homework to be prepared. Homework should be completed and returned upon the student's return to school.

DROPPED STUDENTS

If a student is dropped from CBCS enrollment for attendance, tardiness, or behavioral issues, it is the parent/guardian's responsibility to enroll the student immediately in another school.

- Students who are dropped from CBCS will not be allowed to re-enroll for the remainder of the current school year
- When a student is dropped from or leaves CBCS, the new school, in which the student has enrolled, will request school records
- If a new school does not request record within a timely manner, CBCS School Resource Officer will be notified the student may not be enrolled in any school

BUS TRANSPORTATION

- **(520) 315-3489 ext. 9894**
- Riding a CBCS bus is a privilege. If a student fails to follow CBCS bus rules, the student may lose the privilege to ride the bus
- Students will be dropped off at home if parent/guardian is home. If not, the student will be transported back to school. Parent/Guardian will be contacted
- Students that vandalize the bus may be held responsible for damages

- Students must follow school bus rules while on field trips
- Arranging bus changes must be completed through the Transportation Department
- Any parent/guardian is strictly prohibited from boarding a bus to remove a student
- CBCS makes every attempt to prevent or minimize any bus delays
- In the event of a bus delay, phone blasts are sent out to parents/guardians, so please make sure the front office has the most current phone numbers
- In the event of a bus delay, check our school website or Facebook page for the latest updates



HEALTH AND WELLNESS INFORMATION

The United States Department of Agriculture (USDA) and the Arizona Department of Education (ADE) have required schools to develop wellness programs.

WELLNESS PROGRAM GOALS

The Wellness Program must improve what children eat at school. Please consult teacher, cafeteria supervisor, or administration if you have questions.

- Four parties a year are allowed: Halloween, Christmas, Valentine's Day, and End-of-Year Celebration
- Healthy snacks and treats are highly encouraged and allowed such as pretzels, baked chips, crackers, cheese, 100% fruit drinks, etc.
- **Foods that are prohibited** are gum and soda
- Foods that are highly discouraged are high sweetened drinks, candy, sports drinks, fast food, cupcakes, cakes, any sweet treats
- The Wellness Program must increase the amount of physical activity children receive during CBCS day
- Students receive physical education (PE) classes weekly
- Food quality standards - To reduce the amount of less healthy food choices, all food served during CBCS day must meet the current standards
- Free meals available - All students are eligible for the free breakfast and lunch served at school

GOOD HEALTH GOALS

A school-wide daily morning "Tadai Running Club" and has been adopted to instill a lifelong good health habit in the fight against diabetes.

CONTAGIOUS ILLNESS

Contagious illness notification - The parent/guardian is required to notify CBCS office if their child has a contagious illness. Notices are sent home when students have been exposed to contagious illnesses. This notification is sent out for your information.

OTHER ILLNESSES

Illness or injury during school day - When students become injured or ill during the school day, the CBCS nurse, or other qualified school staff will check the child to determine what care the child needs.

- The parent/guardian will be called if the student needs to be sent home or to the doctor/dentist
- If a student does not need to go home CBCS staff will assist the student and return the student to class
- A written note will be sent home telling the parent/guardian about the incident and noting that follow-up care may be needed

***** Please make sure that CBCS has your most current phone and contact numbers (home, work, and emergency contacts) at all times. *****

STUDENTS MAY NOT REMAIN AT SCHOOL

Students who are ill may not remain at school.

Headache	Rash
Earache	Vomiting
Stomachache	Diarrhea
Sore throat	Cold-like symptoms
Conjunctivitis (Pink Eye)	Lice
Red eyes with yellow drainage	
Open sores with yellow drainage	

***** If your student has these symptoms, please keep your student home until the symptoms have been gone for 24 hours and contact CBCS Office to explain the student's absence. *****

MEDICATIONS

Prescription medicines – The school nurse will administer prescription medication that is ordered by a physician, if it must be given during school hours. A separate medication consent form must be filled out and signed by the parent/guardian in order for the school nurse to give these medications at school. In the nurse's absence, designated school personnel will be assigned to give the student their medications for the time the nurse is absent. These staff members have gone through training by the school nurse in order to administer these medications safely and appropriately. The parent/guardian must provide supplies or equipment that goes along with medication administration.

Over-the-counter medications - Will be administered with a doctor's orders, or at the discretion of the school nurse. This consent for these medications is included in the school health care consent form that is filled out by parents/guardians at the beginning of the school year. The pediatric medical director of Gila River Healthcare approves over-the-counter medications that are stocked in the nurse's office. If you have any questions regarding these medications, please contact the school nurse.

Transportation of medicines - All medicines must be brought to the office by a parent/guardian or other authorized adult, and must be in the original container with instructions affixed by the pharmacy or manufacturer. Medicines brought to school in baggies, envelopes, foil, or other unlabeled containers will be taken from the student for their safety and the safety of others. These unlabeled medicines will not be administered at CBCS.

Acetaminophen (Tylenol) - If a student is fever-free and it is determined that it is appropriate to do so, the school nurse or other authorized staff may administer an appropriate dose of Acetaminophen (generic Tylenol). This courtesy will only be provided with parental/guardian permission and if the student is at least eight (8) years old.

IMMUNIZATIONS

Immunizations must be current - All students must be up-to-date on immunizations to enroll and stay in school (A.R.S. §15-872).

- If your child requires additional immunizations after starting school, parent/guardian will receive notice of the missing inoculations
- Parent/Guardian will have 30 days to provide the CBCS with evidence that the immunization has been given
- After 30 days, if the immunization is not documented, the student will not be allowed to attend school until proof is provided
- **Absences due to a failure to obtain immunizations will not be excused**

HEAD LICE

Head lice definition - Head lice can spread from person-to-person but do not hop or fly. Head lice are a common problem in young children but can even get into adult hair. Lice move from person-to-person on shared items like combs, hats, and hair decorations.

Head lice checks - Students with lice will be sent home immediately. When head checks are done, each student will be given a notice to bring home. The notice will indicate if lice or nits are found on that student. Students found with sores, lesions, or drainage on their scalp from lice infestation will be immediately sent home along with a referral to their physician and may not return to school until they have a doctor's order to return to school.

Absences report due to head lice are considered unexcused, other than for the day or partial day when a student is sent home with an active case of head lice.

OTHER HEALTH SCREENINGS

Vision and hearing screening - The school nurse conducts an annual screening for vision and hearing for all children in the school. Notices are sent home if a child fails the screening twice so the parent can follow-up with the appropriate medical provider.

Vision assistance - If you require assistance with eyeglasses for your child, please contact the school nurse.

Other health screenings - Other screenings may include a dental exam, height, and weight measurement.

CHILD ABUSE REPORTING

Mandatory child abuse reporting - Tribal, federal, and state laws require that all CBCS personnel report suspected abuse or neglect of minors (A.R.S. §13-3620). The obligation to report abuse or neglect is initiated when:

- Signs of abuse or neglect are observed
- Abuse or neglect is reported by someone who may be assumed to have reason to know
- A child discloses directly and provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse

LOST AND FOUND

CBCS and school personnel are not responsible for lost items such as clothing and other personal items brought to CBCS.

- Parental responsibility - Taking the time to put names on clothing and personal items before school begins may save the cost of buying replacements
- Lost and found inquiries - Please contact CBCS office or your child’s teacher as soon as possible if something is lost at CBCS

CURRICULUM

Curriculum subjects - CBCS has designed a student curriculum that includes the following subject areas:

Reading	Language & Culture
Computer	Art/Music
Physical Education	Science
Technology	Character Education
Social Studies	Mathematics

COMPUTER CLASS

CBCS has a computer lab that is open to all students and staff. Computer classes support the curricula and are scheduled throughout the school year. Arizona technology standards are taught.

CULTURE AND LANGUAGE

Casa Blanca Community School is a part of Gila River Indian Community (GRIC) and one of the Community’s wishes is that the culture and language be included in the curriculum. Currently only O’odham is taught. The Board of Trustees endorses this program.

MATHEMATICS

CBCS implements the Eureka mathematics Curriculum. This program is aligned to Arizona State standards. Students receive 90 minutes of mathematics instruction daily. The materials in this program may look different from materials used in prior years. We encourage parents and guardians to please contact the teacher with any questions.

READING

CBCS implements the Wit and Wisdom Balanced Literacy Curriculum. This program is aligned to Arizona state standards. Students receive 90 minutes of classroom instruction in Reading and Written Language daily. The materials in this program may look different from material used in prior years. We encourage parents and guardians to please contact the teacher with any questions.

SCIENCE

CBCS utilizes the Full Option Science System (FOSS) science materials. The science programs use an inquiry-based and hands-on approach with units that last 8 weeks. The state science standard is taught.

INSTRUCTIONAL TIME

Observance of instructional time - All grade levels have time designated as uninterrupted

instructional time. During this time, CBCS protects instructional time by ensuring classes are not interrupted with announcements or messages from home.

Parental messages - If a parent/guardian should have messages, materials, etc. for their child, please bring them to CBCS office and a CBCS staff member will relay these to the classroom.

Appointment scheduling - Please try to schedule any appointments outside of the instructional day. CBCS offers a variety of educational programs to enhance and enrich student achievement. CBCS takes pride in the collaborative efforts of parents, teachers, and community to contribute to the achievement and successes of all students.

HOMEWORK

Homework importance - Homework is an important part of your child's total education.

Homework purpose - The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences, as well as for teaching your child to be responsible.

<u>Grade</u>	<u>Suggested Daily Guidelines</u>
K, 1 & 2	10 to 20 minutes
3 & 4	30 to 45 minutes

HOMEWORK AND/OR SCHOOLWORK REQUESTS DUE TO ABSENCE

Homework requests - When a parent/guardian requests homework/schoolwork during a student's absence parents are required to allow adequate notice for preparation of homework materials. Homework/Schoolwork may be picked up after the normal dismissal hour (2:45 p.m.) or the next school day.

PROGRESS REPORTS

Progress report purpose - A progress report's primary function is to communicate information to parents/guardians about their child's current achievement status concerning specific learning objectives in each curriculum area.

Progress report schedule - Reports are sent home at the end of the 5th week of each quarter to ensure that parents/guardians are well informed of student progress (e.g., each student's progress is reported to parents/guardians four (4) times a year.)

Progress report interpretation - Progress indicators represent the degree of progress toward learning objectives rather than comparison of achievement to other students. A progress report indicates progress from one assessment period to the next.

REPORT CARDS

Report card schedule - Report cards will be issued to each student four (4) times per year (e.g., every nine (9) weeks).

Report card interpretation - The child's grade level ability, academic achievement, and effort grades will be documented on these report cards.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences - Conferences are dedicated times to talk about areas that are strengths for the student as well as the areas in which improvement is needed. The conference time allows parents/guardians and educators an opportunity to plan and work together so that the child can benefit the most from his or her educational experience. Conferences will be scheduled at least twice during a CBCS year. Additional conferences will be scheduled for retention consideration immediately following the winter break.

Parental responsibility - It will help the teacher and the child if parent/guardians come to the conference prepared with a list of questions, comments, and concerns regarding their child's progress. By doing this, the teacher can specifically address areas of interest or concern.

Teacher appointments - Parents/guardians who would like to talk with their child's teacher during non-scheduled conference times shall contact CBCS to schedule an appointment to talk/meet with the teacher.

PROMOTION AND RETENTION

Promotion based on ability - Promotion from one grade to the next in grades K-4 is based upon the ability of a student to succeed at the next grade level. CBCS will base their recommendations to promote or retain a student based upon the following criteria:

- Class assessments
- Mastery of subject objectives
- Attendance
- If applicable, meeting Individual Education Plan (IEP) goals
- Lights Retention Scale results

Retention collaboration - If facts indicate that retention is in the best interest of the student's academic progress, close collaboration between the parents and all CBCS personnel involved must take place. Each student is given individual consideration. Retention decisions will be made only after a careful study of all facts relating to all phases of the student's growth, development has been accomplished, and all parties understand the necessity to retain a student.

PLEASE NOTE: Parents/guardians do not have to agree to retention. This is a professional staff decision, but parents/ guardians must be a part of the decision-making process.

TEXTBOOKS AND MATERIALS

Textbook selection - Textbooks, like all other instructional materials, are selected based on their alignment with the support of the CBCS curriculum and the Common Core Curriculum.

Supplies furnished by the school - All supplies and materials, including workbooks and other consumable items required, will be furnished at no cost to the students.

FIELD TRIPS

Field trip purpose - Field trips are generally an extension of concepts and facts taught in the classroom. Field trips are encouraged and supported by CBCS and the Board of Trustees. Grade levels may arrange field trips at the end of the year as an incentive for behavior, attendance, and academic excellence.

Parental chaperones – Parents/guardians are often asked to serve as chaperones and supervisors for various field trips and their assistance is truly appreciated. As set forth above, any parent or legal guardian of a student who is asked to serve as a chaperone on a field trip will be REQUIRED to successfully pass a background check and obtain a fingerprint clearance card BEFORE being allowed to serve as a chaperone. These requirements are imposed by federal law and the School is not able to make any exceptions.

Teachers will contact parents and provide specific guidelines for serving as a chaperone, other than those provided in this Handbook.

Field trip guidelines - Be advised of the following field trip guidelines:

- No younger brothers and sisters of children going on field trips will be allowed on the field trips
- Although this is **highly discouraged**, prior arrangements must be made for a parent to take student home directly from field trip before trip has begun
- Parent volunteers on a field trip are to actively supervise students assigned to them
- Parents/guardians volunteering more than twice a year are required to have a background check

Parental permission - Prior to each trip, teacher shall provide parents/guardians with information concerning the purpose and destination of the trip, day, and time of departure and estimated time of return. Parental permission slips must be signed by a parent/guardian and turned in to the teacher the day before the trip takes place.

STUDENT PROGRAMS

Individual student evaluations may be provided for any student who may have a special need. Results of these evaluations are used as necessary to make any educational program changes in a student's curriculum.

EXCEPTIONAL STUDENT SERVICES (E.S.S.)

CBCS exceptional education program provides a continuum of services and implements the regulations of the Individuals with Disabilities Act (IDEA) of 2004 in assuring students are provided a Free Appropriate Public Education (FAPE).

Exceptional education services include the following:

- *Exceptional Education
- *Speech/Language
- *Occupational Therapy
- *Counseling
- *Physical Therapy
- *Other services as indicated in the student's IEP

Process for ESS placement –

- 1) Students being considered for exceptional education placement must first go through the Student Assistance Team (SAT) for classroom intervention strategies.
- 2) Secondly, if the student is in need of further assessment, then the student may be screened, evaluated, and placed in a special program for other resource service(s).
- 3) Thirdly, the multi-disciplinary team includes the parents/guardians of the children requiring these additional services.
- 4) An appropriate Individual Education Plan (IEP) is developed with parental involvement for each student.
- 5) Exceptional education staff and regular classroom teachers work together to provide appropriate educational settings and learning experiences. This will ensure the success of all students enrolled in the exceptional education program.

Parents/Guardians of ESS students share in the decision-making process concerning their children's evaluation, placement, and program development.

GIFTED AND TALENTED EDUCATION (GATE)

The GATE program provides a continuum of service to the educational needs of children that are gifted and talented. There is an extensive placement process that is initiated by several factors including: high-test scores, teacher/parent referrals, exceptional leadership skills, and/or talents exhibited in the arts. If a student qualifies, a (Specific Education Plan) SEP is developed.

INDIVIDUAL EDUCATION PLAN (IEP) AND 504 PLAN

Classroom teachers, special program teachers, school psychologists, and other appropriate professionals and the parent/guardian work as a team to collaborate on an Individual Education Plan (IEP) or 504 Plan in the best interest of the child's needs and as may be required by law.

STUDENT RECOGNITION

The following criteria will be followed to identify students for specific recognition monthly and quarterly:

- Perfect Attendance – Zero (0) absences and zero (0) tardies
- Great Attendance – No more than three (3) excused absences and no more than three (3) excused tardies
- Student of the Month – Teacher nominations for students with excellent academic, attendance, behavior, leadership, etc.

TADAI RUNNING AND WALKING CLUB

The Tadaï Running/Walking Club is a fitness component of the Physical Education Program at CBCS and is endorsed by the Board of Trustees. Each child is given the opportunity to run/walk for 10 minutes each day. Parents/guardians are welcome to join in the Fun Runs, which are scheduled throughout the school year. Parent's/Guardian's support and encouragement for the running/walking club will be greatly appreciated.

COUNSELOR AND SOCIAL WORKER

The CBCS counselor and social worker provide services to students as needed. Group, individual, and classroom counseling lessons are provided.

21ST CENTURY COMMUNITY LEARNING

After school tutoring will be devoted to assisting students who are in need of extra academic help. Students assigned to tutoring will be identified by their teachers or parents/guardians for participation in this program. Students will also participate in enrichment activities as part of the program. Students with good attendance are encouraged to participate in the

enrichment classes. This program occurs on Mondays, Tuesdays, and Thursdays, and Fridays from 3:00 p.m. to 4:30 p.m.

FOOD SERVICE

The Food Service Program provides meals and related services to all students at no cost. A menu is sent home monthly and is posted on the CBCS website. Breakfast and lunch are offered each day and students are encouraged to eat. Parents/Guardians are responsible for notifying the school nurse or the food service supervisor of any food allergies. Written documentation of any food allergies must be submitted to the CBCS office. The Community Eligibility Provision (CEP) and Local Educational Agency (LEAs) are provided as:

- Allows schools and local educational agencies (LEAs) located in low-income areas to provide free breakfast and lunch to all students
- Eliminates the burden of collecting household applications to determine eligibility for school meal programs.
- Schools and LEAs with minimum Identified Student Percentage (≥40 percent) in the prior school year.
- Identified students = those certified for free meals without the use of household applications (for example those directly certified through SNAP)

FAMILY AND CHILD EDUCATION (FACE)

The Family and Child Education (FACE) program provides services for families with children ages prenatal to five. The goal of the program is to provide parents with a variety of information and support related to parenting, parent-child relationships, and family well-being.

The FACE Adult Education program provides adult students with General Education Development (GED) preparation and opportunities for other educational goals.

PARENT AND COMMUNITY

CBCS is eager to have parents, families, and community members contribute and participate in school events.

One of CBCS goals includes developing a strong and successful partnership between staff, families, and community members.

FAMILY/COMMUNITY EVENTS

Families are invited to attend CBCS's various special events held throughout the school year. These events include:

Open House	Awards Programs
Evening Events	Grandparent's Day
PE Field Day	Academic Nights
Fun Runs	Parent's Day
Native American Recognition Day	Field Trips

PARENT ADVISORY COMMITTEE

Parents/Guardians are strongly encouraged to take an active role in their child's school life by becoming a part of the school's monthly parent meetings. Parent meetings are planned and developed to provide families with ideas, activities, and resources to help students meet academic achievement goals and develop social/emotional skills.

BOARD OF TRUSTEES

Board of Trustees meetings are held monthly, unless otherwise noted. All meetings begin at 6:00 p.m. in the library. All parents/guardians, other community members, and friends are encouraged to attend these informational meetings.

BEHAVIORAL EXPECTATIONS FOR SUCCESS

The following behavioral expectations and guidelines are intended to maintain the appropriate academic environment and to ensure the success of all students.

ABUSE OR ASSAULT OF TEACHER OR CBCS EMPLOYEE DURING SCHOOL

Prohibition against abuse or assault - It is a violation of the law for a person to knowingly, verbally or physically abuse a teacher or any other CBCS employee on school grounds or while the teacher/employee is dutifully engaged in any school-related activity. Any assault against any school personnel engaged in an authorized and organized classroom/activity held

anywhere other than the school grounds shall also be considered aggravated assault.

Assumption of intent - If a student threatens harm to another student or a staff member, CBCS must assume that the student intends to act on the threat. The making of threats holds consequences that must be adhered. Threats include extortion, which is obtaining something by force or threat.

Abuse or assault consequences - Punishment may include immediate short/long term suspension or expulsion. The authorities will be notified immediately of any such incident.

BATTERY, ASSAULT, AND SEXUAL ASSAULT

Battery defined - Battery is the offensive touching of another person and offensive behaviors to the dignity of another person.

- For touching to be offensive, it does not need to cause physical harm, let alone serious physical harm.

Sexual assault defined - Students are expected to conduct themselves with respect for others at all times, including on the school bus. Therefore, the offensive touching of another person's sex organs, breast, or buttocks, without that person's consent will be treated as sexual assault.

Sexual assault consequences - Punishment may include immediate short/long term suspension or expulsion. The authorities will be notified immediately of any such incident.

Reporting sexual assault - CBCS takes sexual assault very seriously and recognizes that it deeply affects the dignity of the victim. For this reason, victims find it difficult to report incidents of sexual assault to the proper authorities. However, it is important for the school to know of threats to the school community in order to prevent them. That is why students should come forward if they have been the victim or know a victim of offensive physical contact.

BOMB THREATS

Bomb threat safety - Because of the potential of explosive devices to harm people and property all reports of the presence of a bomb are given credibility. Decisions to evacuate will be made on a case-by-case basis.

False threats - Emergency measures for bomb detonation or neutralization are extremely disruptive to the school's efficient operation. Therefore, a student making false bomb threats holds serious consequences that will be enforced on the first offense. Every offense will be reported to the student's parent/ guardian, the Tribal police, or to BIA authorities.

Bomb Threat consequences - Every offense will be reported to the student's parent/ guardian and to the GRIC police. Punishment may include immediate short/long term suspension or expulsion.

BULLYING

Bullying prohibition - Bullying has been shown to have serious and lasting effects; therefore, CBCS is committed to eliminating bullying on its campus. Bullying or cyberbullying of a student by another student is strictly prohibited and is subject to appropriate disciplinary action up to, and including, suspension, long-term suspension, and referral to law enforcement officials.

Bullying definition - Bullying is when one person belittles, ridicules, humiliates, or intimidates another. Bullying can be either physical or emotional. Bullying is an action that is repeated over time. It can include:

- Hitting, punching, choking, taunting, teasing, or starting rumors
- Extorting money
- Threatening violence and /or using intimidation
- Making fun of physical, racial, or family characteristics
- Negative action or imbalance of power
- Using technology to bully another student

Bullying and Cyberbullying consequences - Every offense will be reported to the student's parent/ guardian.

Punishment may include immediate short/long term suspension or expulsion. If necessary, the authorities will be notified immediately of any such incident.

COMPUTERS AND NETWORK USAGE

Broad access to information that the Internet provides may expose students to harmful content. Computer access also gives students the ability to use computers, the school network, and the Internet to cheat or post hurtful content. Students will sign a user agreement each school year.

- Computer misuse consequences – CBCS will punish students for the improper use of school computers and networks
- Downloading executable applications or programs without the express written permission of a teacher or school official
- Downloading files other than those expressly designated for course purposes by a teacher
- Viewing, searching for, attaching to e-mail, or posting any material unrelated to coursework or school activities. Such material includes, but is not limited to:
 - ♦ Pornography, video games, gambling sites, fantasy sports sites;
 - ♦ Accessing social networking sites (e.g. Facebook, Twitter, Snapchat, etc.)
 - ♦ Impersonating others
 - ♦ Posting material meant to bully or to hurt another student

DRESS CODE

Student responsibility - All students are expected to wear appropriate clothing during the school day and at all school-sponsored activities. School uniform policy must be adhered to.

Monday, Tuesday, Wednesday, and Thursday

Students must wear school uniforms as outlined below:

- All students are required to wear uniforms. The school uniform is comprised of a school-approved T-shirt or polo shirt and black or khaki bottoms

- Shirt colors are maroon, navy blue, and black
- Plain navy blue or khaki bottoms: pants, shorts, skirts, skorts, overalls, or jumpers (no plaids, stripes or combination of colors)
- Pants or shorts should fit around the waist and not drag on the ground; no pants below the waistline or sagging

Friday

Students may wear:

- Appropriate dress down clothing that adheres to the community ordinance prohibiting gang affiliation and meets appropriate expectations

Dress code non-compliance - Students wearing clothing or hairstyles that do not comply with the guidelines stated will be sent to the office. Parents/Guardians will be contacted should the need arise.

DRESS CODE GUIDELINES

- Pictures and/or words on any garments, backpacks, or personal items must not display any obscene, vulgar, pictures, or statements that promote any type of illegal activity
- Any display of a music group, movie, or media show that promotes gangs, violence, mistreatment of people or has sexually explicit scenes and/or lyrics is prohibited
- Jewelry shall not be worn if it presents a safety hazard to self and/or others; excessive jewelry is also not permissible
- No gang-related colors are to be worn. Negative student group/gang affiliation apparel is not allowed, including anything worn or carried on campus. Gang related personalization is not permitted on items such as hats, clothing, and backpacks or on oneself (drawings on the body with markers or other writing instruments)
- No hats, caps, or hoods are to be worn in school. (special school-sponsored events may permit hats or caps upon occasion)
- Shoes are to be worn at all times. Open-toed, platform shoes or shoes with heels or soles that

exceed 1" in height are neither appropriate nor safe. Heelys (shoes with wheels) are also prohibited. Regular tennis shoes are recommended for school wear

- Spaghetti strapped shirts/tank tops are not to be worn
- Other items not allowed: makeup, memorial t-shirts, drawing on body, cutting clothes, or hairstyles that are worn over the face or eyes

FIGHTING

Prohibition against fighting - Fighting is strictly prohibited at CBCS and while riding the school bus.

Fighting defined - Fighting is engaging in a conflict with another with the desire to harm physically that person (as opposed to humiliating him or her).

Fighting consequences - It is possible that all students involved in a fight will be punished. It is also possible that students in a fight will be punished unequally, depending on who initiated the fight and other factors. Consequences may include short/long term suspension or expulsion. All instances of fighting will be reported to the student's parents/guardians. The authorities may also be notified after the first incident or successive incidents.

Self-defense - This policy is not meant to punish students who use reasonable means to defend themselves from a battery or assault. However, students who perceive a threatened battery must use all means available to escape the assault or batter. Physical self-defense must be the last resort

FIREARMS AND OTHER WEAPONS IN SCHOOL

CBCS has a zero-tolerance policy for firearms and other deadly weapons. No student shall carry or possess a weapon or simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the Principal. If the Principal observes, or receives a report of, a student

possessing a weapon on school premises, then the Principal shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm may be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not readmitted within a one (1) year period, if ever. The Board, at its sole discretion, may modify the one (1) year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis, in accordance with school policies and federal special education law.

The following definitions shall apply to this policy:

Weapon- A weapon is any instrument that causes serious bodily injury or death, whether by design or incidentally. Examples include, but are not limited to knives, bats, brass knuckles, or any item that resembles a weapon.

A "weapon", as used in this policy, includes any of the following:

- A firearm.
- A knife, other than a folding pocketknife, with a blade length of not more than 2 ½ inches that cannot be locked in an open position.
- A destructive devise.
- A dangerous instrument.

Firearm - A "firearm" is any weapon or part of a weapon that is designed to shoot a projectile by the action of an explosive.

“Firearms” include any loaded or unloaded gun that will, that is designed to, or that may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine or similar device; any combination of parts that would readily be assembled to form a firearm

Destructive device – A destructive device is any device other than a firearm that will, or is designed to, or may readily be converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow. Other destructive devices include any collection of parts that could be readily assembled to form a destructive device.

Dangerous Instrument – A dangerous instrument is anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

Deadly weapon – A deadly weapon is any weapon designed for lethal use, including a firearm.

School premises – School premises refers to the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for instance athletic games, music competitions, field trips, etc.) are held away from school property.

Firearms and other weapons consequences - Every offense will be reported to the student’s parent/guardian. Punishment may include immediate short/long term suspension or expulsion. The authorities will be notified immediately of any such incident.

GAMBLING

Gambling defined - Gambling is defined as any activity in which a prior agreement is made that one party will be paid-either money, goods, or services-by another party depending on the occurrence of an event that is

not the payment of money, goods, or services. By way of illustration, such activities include card games like poker and blackjack, dice games, and sports betting.

Gambling consequences – Gambling consequences include any restitution, community service, short/long term suspensions for repeated offenses.

GANG AFFILIATION

Prohibition against gang related conduct - No demonstration of gang affiliation-including misconduct, appearance, speech, or signage will be tolerated on or near school property, at school related events, or in school vehicles. Misconduct associated with gang membership includes violence, threats, intimidation, bullying, fighting, and disrespect.

Prohibition against gang related appearance - A student’s appearance may also signal gang affiliation (see also “Dress Code”). Outward displays of gang affiliation include bandanas, sagging pants, hats that are gang tagged, hairnets, shoelaces in gang colors, jewelry, visible tattoos, belts, and clothing or other personal effects marked with gang insignia. CBCS personnel will confiscate all gang-affiliated clothing or ask the student to remove it. Wearing or displaying gang clothing or attire is prohibited and will be reported to law enforcement.

Consequences of gang related violations - CBCS treats gang activity seriously and will punish all violations accordingly. A student violating this policy is subject to discipline up to, and including short/long term suspension.

HARASSMENT/SEXUAL HARASSMENT

Harassment definition - Harassment includes name-calling, using slurs, making inappropriate jokes, and creating inappropriate caricatures. CBCS prohibits individuals from verbally threatening another person(s). Threats include but are not limited to communicating physical harm to another person or their family, through all and any form of communication (e.g. texting, email, voice mail, or drawings).

- If a student has committed a serious violation and/or repeated violations of this policy, he or she shall meet with the school counselor
- The student may also attend one or more in-school detentions, or receive a long-term suspension for as long as one year
- The parent/guardian may be required to attend a parent-teacher conference

Harassment consequences - The student's parents/guardians shall be notified of a violation of this policy.

HATE CRIMES

Hate crimes definition – Hate crimes are crimes (e.g., acts forbidden by state, federal, tribal, or municipal law) that are motivated by hostility toward a person's gender, sexual orientation, disability, religion, race, or nationality, whether actual or perceived.

- Hate crimes do not include bullying
- Evidence of the student's motivation may include his or her statements made before, during or after the incident

Hate crimes consequences - CBCS treats hate crimes more seriously than if the acts were committed without a hateful motivation.

HAZING

Hazing definition - Hazing is when a person or group of people subjects another person to humiliation or injury for amusement. Such activities may include:

- Forced consumption of alcohol or other substances
- Initiation rituals as part of joining athletic teams, gangs, or school clubs or starting a new class
- Hitting, padding, punching, stomping, or "jumping in"

Hazing consequences - Hazing is a serious offense that may subject the offender to a criminal conviction.

INTERVIEWS

Administration responsibility - It is the responsibility of CBCS administration to make every effort to act on behalf of parents/guardians in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

Child Protective Services interviews - Questioning of students at CBCS by Child Protective Services (CPS) or Tribal Social Services (TSS), social workers, and law enforcement authorities concerning suspected child abuse/neglect does not require parent/guardian notification prior to the interrogation. A CBCS official may be present only if such presence is necessary to the investigation. CPS/TSS social workers and law enforcement authorities may notify parent/guardians if they think it is necessary.

PERSONAL ITEMS

Personal items – Students who bring personal items to school may have them confiscated by CBCS staff and parents/guardians may be required to come to pick up. Personal items include:

- Any electronics – games, toys, players, devices, cell phones, tablets/iPads, recording devices, or any other electronic devices
- Inappropriate personal items – perfume, makeup, toys, games, excessive jewelry, etc.

SEARCH AND SEIZURE

Search of student belongings – Designated school personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of CBCS rules or produce evidence of unlawful activity. Searches conducted by CBCS personnel shall be reasonably related to the objective of the search (New Jersey v. T.L.O., 469 U.S. 325 (1985)).

SEARCH OF A STUDENT'S PERSON

Search of a student - A search of a student may only occur when the Principal, Assistant Principal, or other administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited, or illegal substance or object and/or presents a threat to other

students. The search shall be confined to outer clothing, backpacks, book bags, equipment bags, etc. Any other body search is inappropriate in the school setting.

SEARCH OF A STUDENT'S PROPERTY

Searches on school property - Furnishings provided by CBCS for storage of personal items (such as desks) are provided as a convenience to students, but remain the school's property and are subject to its control and supervision. Students have no reasonable expectation of privacy on school property. School property may be inspected at any time, with or without reason or notice by school personnel.

THEFT

Theft defined - Theft is the act of taking the property of another without that person's permission. "Taking" is any display of exerting ownership, possession, or control over an item and includes attempts to sell or give away the property of another person. The willful and knowing destruction of the property of another will be treated also as theft.

Theft consequences - These consequences apply to the property of other students and school personnel as well as to school property and to property used for off-campus events. CBCS will not be liable for any personal property that is stolen or damaged.

VANDALISM AND LIABILITY

Vandalism responsibility - Students, who damage CBCS property, including school buses, may be held liable for those damages according to tribal law. In the case of minor children, the parents/guardians are generally liable for damages and restitution sought through Gila River Tribal Courts.

SCHOOL RELATED CRIMINAL AND CIVILIAN LAWS

A person commits interference with the peaceful conduct of education institutions by knowingly:

- Going on or remaining on the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering

with lawful use of such property by other or in such manner as to deny or interfere with the lawful use of such property

- Refusing to obey a lawful order given by CBCS officials

NOTIFICATION OF TRIBAL POLICE

CBCS may report crimes to the tribal police or authorities. Crimes are acts that are forbidden by public law such as tribal, municipal, state, or federal law. The following acts are crimes in this jurisdiction and will be reported to Tribal police and authorities:

- Possession or use of drugs
- Possession or use of alcohol by a minor
- Possession of a firearm on school property
- Battery/Assault/Sexual Assault
- Theft
- Hazing
- Gambling by a minor
- Vandalism
- Arson

PROHIBITED SUBSTANCES DEFINED

Drugs - Any controlled substance such as narcotics, stimulants, depressants, hallucinogens, marijuana, and prescription drugs not intended for the individual possessing or suing them, and substances commonly called "designer drugs". Medication, taken according to a doctor's prescription, is not prohibited.

Alcohol - A drink that acts as a depressant and includes beer, wine, whisky, rum, gin, and other fermented liquor.

Tobacco products - Includes cigarettes, cigars, pipe tobacco, snuff, and chewing or dipping tobacco. Cloves or any other product packaged for smoking are also prohibited.

Inhalants - Breathable chemicals that give off mind-altering vapors and are used to cause intoxication. A number of household products with legitimate uses can cause intoxication. Students may not possess these products such as fingernail polish remover, rubber cement, glue, sharpies, liquid white-out

or aerosols (e.g. hair spray or deodorant) unless under the direct supervision of an adult .

STUDENT DISCIPLINE

The Board recognizes the necessity of maintaining an orderly environment in the school. In order for learning to take place, disruption by any student in the classroom or at school generally shall not be permitted. Students are responsible for their own actions and students must respect the rights of others.

Disruption of the learning environment by students is defined as action or behavior of students that negatively affects the learning environment or violates the rights of other persons.

When a student disrupts the learning environment, the student shall be asked what he/she is doing. The student shall then be asked to state what the rules are. If the student continues to disrupt the learning environment or refuses to answer questions asked of him/her, the student shall face the consequences of his/her disruptive behavior.

Consequences of disruptive behavior for a student shall be to remain where they are and follow the rules, or be removed from the area pending a disciplinary decision.

A student is subject to disciplinary action when he/she:

- Disrupts the learning environment.
- Engages in conduct that is disorderly, such as intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - ♦ Fighting or engaging in violent behavior.
 - ♦ Making unreasonable noise.
 - ♦ Using abusive or obscene language or gestures.
 - ♦ Obstructing vehicular or pedestrian traffic.

- ♦ Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate (e.g. failing to comply with lawful directions of a teacher, school administrator, or other school employee in charge of the student).
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - ♦ Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - ♦ Selling, using, or possessing weapons, fireworks, drugs, or other controlled substances or drug paraphernalia.
 - ♦ Selling, using, or possessing obscene material.
 - ♦ Using profane, vulgar, or abusive language (including ethnic slurs).
 - ♦ Gambling.
 - ♦ Hazing.
 - ♦ Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
 - ♦ Lateness for, missing, or leaving School or class without permission or excuse.
 - ♦ Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
- Engaging in conduct that violates any policies in this handbook, or of the Board's rules and regulations for the maintenance of public order on school property.
- Is believed to have or actually committed a crime.

DISCIPLINARY PENALTIES

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

- ◆ Verbal warning.
- ◆ Written warning.
- ◆ Written notification to parents.
- ◆ Assembly of an intervention team.
- ◆ Probation.
- ◆ Detention.
- ◆ Suspension from transportation.
- ◆ Suspension from athletic participation.
- ◆ Suspension from social or extracurricular activities.
- ◆ Suspension of other privileges.
- ◆ Exclusion from a particular class.
- ◆ In-school suspension.
- ◆ Involuntary transfer.
- ◆ Suspension.
- ◆ Expulsion.

Depending upon the nature of the violation, student discipline shall be progressive, i.e. generally student's first violation should merit a lighter penalty than subsequent violations. A school employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone, or in combination.

STUDENT SUSPENSION/EXPULSION/DUE PROCESS

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student rests with the Principal. If a danger to students or staff members is present, the Principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension for three (3) days or more shall be reported by the Principal to the Board President within five (5) working days.

In all cases, except where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instated. IN no instance shall students be released early from school unless the parents have been notified.

A recommendation to expel shall be through the Principal. The authority to expel rests only with the Board, however. All requested expulsions shall have supporting data indicating the required due process procedure.

REGULAR EDUCATION STUDENTS

Suspension for ten days or less ("short-term" suspension):

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After receiving the notice, the student will be asked for an explanation of the situation.
- The authorized school personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: (after Step 1 has occurred): Provided that a written record of the action taken is kept on file, authorized school personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the students.
- Suspend the student for ten (10) days pending a recommendation that the student be ultimately given a long-term suspension or expulsion or both.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until

dismissal time and then given a written message to be delivered to the parents.

- *A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension, and request a meeting to solicit their input.*

No appeal is available from a short-term suspension.

Suspension for more than ten days or expulsion:

Step 3: If the offense is one that could result in a suspension of over ten (10) days or expulsion, in addition to Steps 1 and 2, above, the Principal will set up and conduct a formal hearing. The Principal may appoint a hearing officer to conduct the hearing in the Principal's stead.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested, or hand delivered (with an adult witness present), at least five working days prior to the formal hearing. A copy of the letter will remain on file, and will explain:

- *A statement of the charges and the rules and/or regulations violated.*
- *The extent of punishment to be considered.*
- *The date, time, and place of the formal hearing.*
- *A designation of the School's witnesses.*
- *That the student may present witnesses.*
- *That the student may be represented by counsel, at his/her own expense.*
- *If a hearing officer has been appointed, the name and contact information for the hearing officer.*

- *The right of the parents/guardians to indicate their objection to the decision to hold the hearing in an executive (closed) session. Such objections must be made in writing to the Board, in cases of expulsion. Otherwise, they should be submitted to the Principal or hearing officer, whoever is conducting the hearing.*
- *When a parent or legal guardian has disagreed that the hearing be held in executive session, it shall be held in an open meeting unless:*

- ♦ *If only one student is subject to the proposed disciplinary action and disagreement exists between the student's parents/legal guardians, then the Board (hearing officer) after consultation with the student's parents or legal guardians, legal guardians shall decide in executive session whether the hearing itself will be held in executive (closed) session or in an open meeting.*
- ♦ *If more than one student is subject to the proposed disciplinary action and the parents of the students involved disagree as to how the hearing should be conducted, the school will provide separate hearings.*
- ♦ *Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and their counsel, if any, from having access to the minutes and testimony for such session or from recording such session at the parent or legal guardian's expense.*

Step 5: A formal hearing will be held, during which the student will be informed of the following rights:

- ◆ *The student is entitled to a statement of the charges and the rule or regulation violated.*
- ◆ *The student may be represented by counsel, without prejudice, at his/her own expense.*
- ◆ *The student may present witnesses.*
- ◆ *The student, or legal counsel, may cross-examine witnesses presented by the school.*
- ◆ *The burden of proof of the offense(s) lies with the school.*
- ◆ *Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents/legal guardians are allowed to tape record the hearing at their own expense.*
- ◆ *The school has the right to cross-examine the student's witnesses and may also be represented by an attorney, at its own expense.*

Step 6: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

For long-term suspension (suspensions of more than 10 days):

- *Upon conclusion of the hearing in which the decision is to impose a long-term suspension, the decision may be appealed to the Board. To arrange an appeal, the parents/legal guardians of the suspended student, or the student, must deliver a letter addressed to the Board and the Principal, within five (5) working days after receiving notice of the long-term suspension. The letter must describe, in detail, any*

objections to the hearing or the decision rendered.

- *The appeal to the Board will be on the record of the hearing as conducted. If the Board determines that the student was not afforded due process rights, or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment itself is not reasonable on the record of the hearing, they may modify the punishment.*
- *The decision of the Board is final.*

For expulsion:

- *Upon conclusion of the hearing by the hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation for expulsion. A formal letter to the responsible parent or legal guardian will be mailed by certified mail with return receipt requested, or hand delivered (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:*

- ◆ *The date, time, and place of the Board meeting at which the recommendation will be made and considered.*
- ◆ *That the recommendation may be appealed at that time to the Board.*
- ◆ *That the appeal shall be in writing and delivered to the Principal prior to the time for the Board meeting at which expulsion will be considered.*
- ◆ *That the written appeal shall designate a spokesperson on behalf of the student.*
- ◆ *That the spokesperson will be given time to speak to the Board on appeal.*
- ◆ *That the decision of the Board is final.*

PROCEDURES FOR SPECIAL EDUCATION STUDENTS

Suspension for ten days or less (“short-term” suspension): Short-term suspension may be used for special education students for disciplinary reasons on the same basis as for regular education students. (It is not considered a change of placement.)

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After receiving the notice, the student will be asked for an explanation of the situation.
- The authorized school personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: (after Step 1 has occurred): Provided that a written record of the action taken is kept on file, authorized school personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the students.
- Suspend the student for ten (10) days pending a recommendation that the student be ultimately given a long-term suspension or expulsion or both.

When suspension is involved:

A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to be delivered to the parents.

- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension, and request a meeting to solicit their input.

No appeal is available from a short-term suspension.

If a special education student is suspended for an accumulated total of more than ten (10) days during the school year, a manifestation determination conference may be held depending on the proximity of the removals to one another.

Suspension for more than ten days or expulsion:

Step 3: A suspension of more than ten (10) consecutive days or expulsion of a special education student shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student’s disability.

Step 4: If the offense is not a manifestation of the student’s disability, the student may be suspended or expelled by following the procedure outlined above for students in general, provided that education services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the American with Disabilities Act, as amended, or Section 504 of the Rehabilitation Act of 1973, but not qualified under the IDEA, may be suspended from school, and educational services may cease, if nondisabled students in similar circumstances do not continue to receive educational services.

Step 5: If the behaviors are a manifestation of the student’s disability, the School may not suspend the student for more than ten (10) school days.

DISCIPLINE ON THE BUS FOR SPECIAL EDUCATION STUDENTS

To ensure the safety of students, the school will expect students to follow all established bus rules. Student behavior on the bus that endangers the health or safety of other passengers on the bus shall not be tolerated.

Bus rules shall be reviewed by teachers and transportation staff and posted on each bus. Such rules shall include, but are not limited to, the following:

- No standing.
- No fighting.

- *No throwing objects.*

The bus driver may discipline a student in accordance with the nature of the violation. If a student's disruptive behavior on the bus creates a health or safety hazard then, depending on the severity of the student's behavior, he or she may be given a verbal warning. If after the verbal warning the student does not comply with the bus rules, then the student will be denied bus transportation. A student who is denied such transportation will receive a suspension from bus transportation notice.

The suspension notice shall be given to the student to be given to his or her parent or legal guardian. A copy of

the notice will also be mailed the student's parent/legal guardian. The suspension shall require that the parent/legal guardian go to the school the next day following receipt and set up an intervention plan. Until the meeting occurs and such a plan is complete, the student will not be allowed to ride the bus.

If transportation services are not provided for in a student's individualized education program (IEP), then a special education student may be denied transportation on the basis of his her behavior in accordance with the above procedure.

PROHIBITED BEHAVIOR AND CONSEQUENCES

The following section describes misbehaviors that are disruptive to the educational learning environment and are prohibited. The consequences corresponding to the following offenses are guidelines. Disciplinary action for violations of these policies may be adjusted depending on the individual case circumstances.

TYPE	DESCRIPTION	CONSEQUENCES	RESPONSIBLE STAFF
CLASS A BEHAVIORS	<i>Mild disruptions, excessive talking, refusing to remain in seat, refusing to complete work, making rude noises, throwing objects, prohibited items, inappropriate websites, horseplay, lying, or cheating</i>	<i>Verbal redirection, offer choices, contact parent/guardian, losing privileges, Critical-Thinking Center, reflection page</i>	<i>Classroom teachers, instructional assistants, bus drivers, cafeteria staff, recess monitors, and other certified staff members</i>
CLASS B BEHAVIORS OFFICE REFERRAL	<i>Vandalism, theft, insubordination, fighting, bullying, skipping/leaving class without permission, harassment/ sexual harassment, sexually inappropriate materials/websites, profanity, minor physical altercation, repeated disorderly conduct</i>	<i>Reprimand, warning, written/verbal apology, privilege restriction, restitution, community service, lunch/recess detention, in-school suspension, out-of-school suspension, off-bus suspension, or termination of bus privileges.</i>	<i>Principal, Assistant Principal, or other administrator</i>
CLASS B REFERRALS THREE (3) OR MORE	<i>Three (3) or more Class B referrals for same behavior</i>	<i>Mandatory parent meeting with Action-Plan or Behavior Intervention Plan</i>	<i>Principal, Assistant Principal, or other administrator, classroom teacher, counselor, social worker</i>
CLASS C BEHAVIORS	<i>Drugs, alcohol, distributing medication, fire, arson, battery, assault, serious bodily injury, weapons, activating fire alarm, possession of combustible materials, gang activity, repeated bullying behavior</i>	<i>Parent/Guardian contact, police or SRO involvement, restitution by parent/guardian, short term (1-5 days) out-of-school suspension, (6-10 days) long-term out-of-school suspension, expulsion or Board of Trustee's action.</i>	<i>Principal, Assistant Principal, other administrator, law enforcement officer, school resource officer, possible Board of Trustee action</i>

PARENT POLICY

Casa Blanca Community School (CBCS) is a great place to learn. We prepare your child for global readiness while maintaining the Akimel O’otham Neo’ok and Himdag. We hope that our relationship will be a very positive one. Additionally, we feel strongly that open communication between parents/guardians and staff members is essential to fully meeting your child(ren)’s needs.

In accordance with Elementary and Secondary Education Act (ESEA) Section 1111(h)(6) (referred to as the “PARENTS RIGHT-TO-KNOW” provision), you have the right to know and may request information regarding the professional qualifications of your child’s classroom teacher. You have the right to seek information regarding the following:

- *Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
- *Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.*
- *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.*
- *Whether the child is provided services by paraprofessionals.*

If, at any time, a teacher that is not highly qualified has taught your child for four or more consecutive weeks, the school will notify you.

PARENT INVOLVEMENT

We rely on the parents and students to help us uphold our promise. We believe that the needs of the individual student and their family, whatever the economic circumstance, physical or mental limitation, or diversity of the family unit, must be served. CBCS regards parental involvement vital to the success of students. Parents are partners in helping their child achieve.

To help facilitate communication, parent representatives meet with school personnel to provide an opportunity to have input on the education of their children. CBCS provides

assistance to ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating students in an understandable and uniform format. Critical school documents will be provided to parents in their native language or interpreted by school personnel upon request.

In addition, CBCS will provide assistance and information on the qualifications for their child’s classroom teacher. Furthermore, teachers are encouraged to be available before and after school to communicate with parents about students; appointments can be made with your student’s teacher. There is a continuous effort to build parents’ capacity for strong parental involvement and to provide a partnership between the school, parents/guardians, and the community to improve student academic achievement. CBCS will schedule an annual Parent Involvement Open House to build effective parental involvement.

CBCS GOALS

We want to provide all children, grades kindergarten through fourth grades, a program that will prepare them to be confident, fair, tolerate, and self-reliant individuals within an environment of patience, understanding, appreciation, justice and care.

We will share the achievement data of school with parents; invite input from parents regarding school academic goals; discuss scientifically-based research instructional practices, and give direction in securing research-based curriculum materials that align with goals.

EDUCATIONAL PHILOSOPHY

It is our desire that every student enrolled enjoy a nurturing environment that enhances each student’s individual needs and abilities. CBCS offer opportunities to develop social and recreational skills while providing many varied learning experiences. Our school utilizes playground and audiovisual equipment, reading materials, and carefully researched educational curriculum which we have found to be most beneficial for the specific needs to each age group.

The health, safety and development of our students, your child(ren), are our top priority. We recognize the needs of all developmental stages and health and safety concerns with patience and genuine, devotion to each and every child. We encourage frequent parent/guardian interaction with our staff and attempt to involve our parents in various projects that each student participates in as part of our extensive program.

Community between our staff members and parents is a vital link in the growth of each student. We are entirely dedicated to the belief that children are the hope of our future and DESERVE to become productive outstanding citizens of tomorrow.

OTHER ADULTS PICKING UP STUDENTS

If someone other than the parent will be picking up the child, the name of the person must be listed on the enrollment sheet or an updates given to front office. **There are NO exceptions.** Additionally, any person other than the parent picking up a student must show a valid picture ID to confirm that he/she is listed on the enrollment form before the student is released to the individual.

FIELD TRIPS

Field trips provide community knowledge, recreational opportunities, as well as fun for our students. All information on field trips will be posted for parents at least one week prior to the field trip. Permission slips must be signed by a parent or legal guardian before the student may attend the field trip. **PRIOR TO A FIELD TRIP, ARRANGEMENTS MUST BE MADE TO TAKE A STUDENT HOME FROM A FIELD TRIP.** Appropriate school attire is required, as students will be representing CBCS. The staff will explain to the students all rules pertaining to the field trip before leaving the school. Attendance will be taken before, during, and after each field trip. Transportation will be provided by CBCS buses, whose drivers have all required certifications.

PARENT/GUARDIAN COMMUNICATIONS

Parent involvement is important to our success with your children. We encourage you to stop by

the school at any time. You are always welcome to come visit, email, or call your child's teacher.

Please consult with your child's teacher should any problems arise concerning your child – whether at home or at school. We invite you to volunteer to accompany the students on field trips, organize parties for holidays, and share your culture, your family traditions, and your occupation. We desire your contribution of ideas and time to enable us to have an even higher quality program.

VISITS and CHAPERONING FIELD TRIPS

We invite you to visit the school at any time and want you to feel free to ask any questions. Please check in at the front office should you decide to visit your child's classroom. We hope that parents will be able to join their child on fieldtrips by volunteering to chaperone.

Fingerprint Background Check

Any time a parent will be volunteering for more than two days or chaperoning a fieldtrip the **parent must first successfully pass a fingerprint clearance and background check.** **There are NO EXCEPTIONS to this policy, as it is required by federal law.**

While visiting or volunteering out school, we ask each parent to please refrain from bringing inappropriate materials. CBCS will not be responsible for any lost or stolen personal property.

PARENT/TEACHER CONFERENCES OR MEETINGS

We encourage you to attend Parent Meetings and Parent-Teacher Conferences. Parent Meetings are held regularly; and Parent-Teacher Conferences are held during fall and spring. Teachers will discuss your child's progress during that time.

PERSONAL INFORMATION KEPT CURRENT

The information on your child's Enrollment Record must be kept current. Please let us know if there are any changes in phone numbers, addresses, current immunizations, employment or people authorized to pick up your child or to emergency contact information. You will be required to

update these records in January and August annually, or when any other changes may occur.

ATTENDANCE

Students are signed in and out daily as they enter and/or leave the school. This is to ensure all students are accounted for at all times. During emergency evacuations, attendance will be taken once the students reach their destination and once they arrive back in the classroom.

In accordance with GRIC Truancy Ordinance, every child between ages 5-16 years of age shall attend school unless officially excused. Compliance regarding attendance is the parent/guardian's responsibility. CBCS has a mission of improving attendance and we ask parents to help.

An unexcused absence is considered to be an absence where the parent/guardian has not notified CBCS the reason for the student's absence. Truancy petition filed with GRIC Children's Court after at least five (5) absences per quarter (GRIC Truancy Ordinance, 2011).

MANDATORY REPORTING

Arizona law (A.R.S. §13-3620) requires school personnel to report abuse, physical injury, neglect or threatened harm to a child's health or welfare by a person responsible for the child.

IMMUNIZATIONS

Arizona law (A.R.S. §15-872) requires that each student attending CBCS is up-to-date with the following vaccinations: 5 DTaP (diphtheria tetanus and pertussis vaccine), 4 Hib vaccine (Haemophilus influenza type B), 2 MMR (measles, mumps, rubella vaccine), 3 Hepatitis B vaccine, 1 Varicella (chickenpox vaccine) and 4 Polio.

EXPOSURE PLAN

All employees are trained in ways to protect students, themselves, and others from exposure to blood, bodily fluids, etc. according to Tribal Occupational Safety and Health (TOSH). Our employees receive Blood-borne Pathogen and Infectious Disease training annually.

ILLNESS

Contagious illness notification – The parent/guardian is required to notify the School

Office if their student has a contagious illness. Notices are sent home when students have been exposed to contagious illnesses. This notification is sent out for your information. No student will be identified through the notice. **The Bureau of Indian Education requires that students be excluded from school when they are suspected of having contagious diseases.**

OTHER ILLNESS OR INJURY

Illness or injury during school day – When students become injured or ill during the school day the School Nurse or other qualified school staff will check the child to determine what care the child needs. The parent/guardian will be called if the student needs to be sent home or to the doctor/dentist. If a student does not need to go home school staff will assist the student and return the student to class. A written note will be sent home telling the parent/guardian about the incident and noting that follow-up care may be needed. **Please make sure that the School has your most current phone and contact numbers (home, work, and emergency contacts) at all times.**

Students who are ill may not remain at school. Please do not send your students to school when they are ill. Common signs of illness include the following symptoms of illness with a fever:

- Headache
- Rash
- Stomach Ache
- Earache
- Vomiting
- Diarrhea
- Sore Throat
- Cold-like Symptoms

Additional signs of illness include:

- Red eyes with yellow drainage
- Open sores with yellow drainage.

If your student has these symptoms, please keep your student home until the symptoms have been gone for 24 hours and contact the School Office to explain the student's absence.

If your student needed hospitalization overnight or had any type of surgery or procedure, please notify the school nurse so that she can observe

them more closely and provide appropriate care for them during the school day.

Parental responsibility for sick child – Parents/guardians must make arrangements for the care of their students, should their student become ill on a school day.

INTERACTION WITH BOARD MEMBERS

The Board of Trustees is only empowered to act when it is at a duly called meeting, work session, training, or the like. No individual Board member has any authority acting alone. Accordingly, parents should refrain from approaching individual. Any issues should go to the Principal first before it goes to the Board.

The Board invites the viewpoints of the public, including parents, and considers the responsible presentation of these viewpoints vital to the efficient operation of the school. The Board also recognizes its responsibility for the proper governance of the School and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore established the following procedures to receive input from the public, and to establish reasonable time, manner, and place restrictions.

Any individual wishing to address the Board shall complete a “Call to the Public” form and give this form to the Principal prior to the start of the Board Meeting. Please note that the call to the public allows the individual to speak to the Board for three minutes. The Board will not respond and is not able to answer questions during this period.

PARENTS/GUARDIANS THAT EXHIBIT INAPPROPRIATE/CONCERNING BEHAVIOR

If a CBCS employee is aware that a student’s parent/guardian is under the influence or shows belligerent or other inappropriate behavior, CBCS will contact the proper authorities. In the event a staff member observes such behavior, the student shall not be released.

MEDICINE

PRESCRIPTION MEDICATIONS

The School Nurse will administer prescription medication that is ordered by a physician, physician’s assistant or nurse practitioner if it must be given during school hours. This includes medication that is ordered for four (4) or more times a day or for a specific time of day or incident. A separate medication consent form must be filled out and signed by the parent/guardian in order for the school nurse to give these medications at school. In the nurse’s absence, the Principal’s Designated School Personnel (PDSP) will be assigned to give the student their medications for the time the nurse is absent. These staff members have gone through training by the School Nurse in order to administer these medications safely and appropriately. Supplies or equipment that goes along with medication administration must be provided by the parent/guardian. The School Nurse’s office does have a nebulizer machine for asthma medication administration but parent/guardian must provide tubing, mask, and the medication for the nebulizer.

OVER-THE-COUNTER MEDICATIONS

OTC medications will be administered with a doctor’s orders, or at the discretion of the School Nurse. This consent for these medications is included in the school health care consent form that is filled out by parent/guardians at the beginning of the school year. All medicines must be brought to the office by a parent/guardian or other authorized adult, and must be in the original container with instructions affixed by the pharmacy or manufacturer. Over-the-counter medications that are stocked in the Nurse’s Office are approved by the pediatric medical director of Gila River Healthcare. If you have any questions regarding these medications, please contact the school nurse.

Transportation of medicines – All medicines must be brought to the office by a parent/guardian or other authorized adult, and must be in the original container with instructions affixed by the pharmacy or manufacturer. Medicines brought to school in baggies, envelopes, foil, or other unlabeled containers will not be accepted. These

unlabeled medicines will not be administered at the school. If a student is found to have medication in their backpack or on their person, it will be brought to the nurse office immediately and the parent/guardian will be called.

Parental permission – The parent/guardian must fill out the “Medication Permission” form **before** any medication will be administered at School.

HEAD LICE

Parents are responsible to check for head lice – **Please check your child’s hair weekly. PARENTS WILL BE NOTIFIED IF A STUDENT HAS LIVE LICE, AND HE/SHE WILL BE SENT HOME IMMEDIATELY.**

- If lice are found treat the hair with lice product that may be recommended by a doctor or pharmacist or a safe non-toxic alternative (like the mayonnaise treatment).
- It is important that you follow the directions carefully and that you remove the nits – the hair needs to be combed through daily for at least 10 days to remove all nits.
- Lice products do not kill all of the nits. If you find nits, but do not see bugs remove the nits.
- If there are nits in the first ¼ inch of the hair there are probably bugs too.
- If all of the nits are more than ½ inch from the scalp, they are empty or dead.
- The nits are visible to others and can cause your child embarrassment so please remove them.

Head lice checks – Lice checks are also periodically performed at school (during annual school health screening and on an as needed basis).

- Students with lice will be sent home immediately with a referral to pharmacy for lice shampoos, treatment schedule, and instruction sheet on prevention of lice/nits.
- If lice were found please check all family members and treat people with lice and/or nits.
- Students found with sores, lesions, or drainage on their scalp from lice infestation will be immediately sent home along with a referral to their physician and may not return to school until they have a doctor’s order to return to school.
- Absences reported due to head lice are considered unexcused, other than for the day or partial day when a student is sent home with an active case of head lice.
- Please provide your statement with a treatment and return them to school as soon as possible.

INJURY

If a child is injured while attending the school, first aid will be administered. If treatment by a doctor is needed, we will make every effort to contact the parent in advance. However, in the event of an emergency, we will make sure your child receives the necessary emergency treatment until you are reached. Incident/Accident reports will be completed on each injury that occurs in the school and must be signed by a teacher, School Nurse, and/or Principal.

Casa Blanca Community School 2018/2019

Parent/Guardian and Student Acknowledgement

This is to certify that we have received and reviewed the 2018-2019 Casa Blanca Community School Student/Parent Policy Handbook. We agree to abide by the policy set forth.

We understand that students in kindergarten through 4th grades are to:

- Wear the appropriate uniform daily
- Attend school daily and arrive on time
- Behave appropriately at school and on the bus
- Come to school ready to learn

My child and I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

Student's Name: _____

Grade Level: _____

Teacher: _____

Parent/Guardian's Signature: _____

Date: _____

This completed form is to be returned to the school office.