

# TOHONO O'ODHAM HIGH SCHOOL

Student Handbook  
2023-2024



**TOHONO O'ODHAM**  
HIGH SCHOOL

*Tohono O'odham High School*  
Mile Marker 75, Highway 86, 31 miles E of Ajo,  
Sells, AZ, 856634

**DISCLAIMER**

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. As new policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

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## INTRODUCTION

### **1.1 Information About This Handbook**

This parent and student handbook includes information that applies to Tohono O'odham High School (TOHS). This information is addressed to students and can help each student and parent/guardian know what to expect at this school.

### **1.2 Tohono O'odham Bureau of Indian Education Schools (TOBIES) Board**

The TOBIES Board acts as the board for each Bureau of Indian Education School on the Tohono O'odham Nation. The information in this handbook is reviewed and approved by the board each year.

### **1.3 Tohono O'odham High School Mission Statements**

- I) **Main:** Tohono O'odham High School will prepare students for successful living by providing a positive school atmosphere where students learn how to learn, while supporting personal cultural identity.
- II) **Technology:** By embracing technology, we will support students in meeting or exceeding all academic state standards. We strive to make faculty and staff to be proficient in using technology for curriculum design, problem solving, critical thinking, communication and working collaboratively to improve and enhance the student experience at TOHS.

B. **Philosophy-** Education should give a person the self-confidence and ability to participate successfully in any chosen lifestyle. Each student's unique abilities should be recognized and developed, so that they may contribute to the well-being of their families, communities, and nation.

C. **Objectives-** Tohono O'odham High School emphasizes:

- 1. Assisting individuals develop their own potential;
- 2. Learning basic life skills and subject matter;
- 3. Using reading skills for information, ideas, opinions, and leisure;
- 4. Expressing ideas in speech and writing with clarity, creativity, and correctness;
- 5. Setting high standards in problem solving and communication;
- 6. Using technology as a tool to improve learning skills;
- 7. Improving individual self-worth;
- 8. Working well with others while maintaining one's own ideas, views, and standards;
- 9. Developing character qualities, social courtesies, and skills needed in society;
- 10. Attending school regularly and graduating;
- 11. Assuming personal responsibility as a citizen.

## 1.4 Accreditation

All Tohono O’odham BIE schools are currently accredited by Cognia.

## 1.5 Staff Qualifications

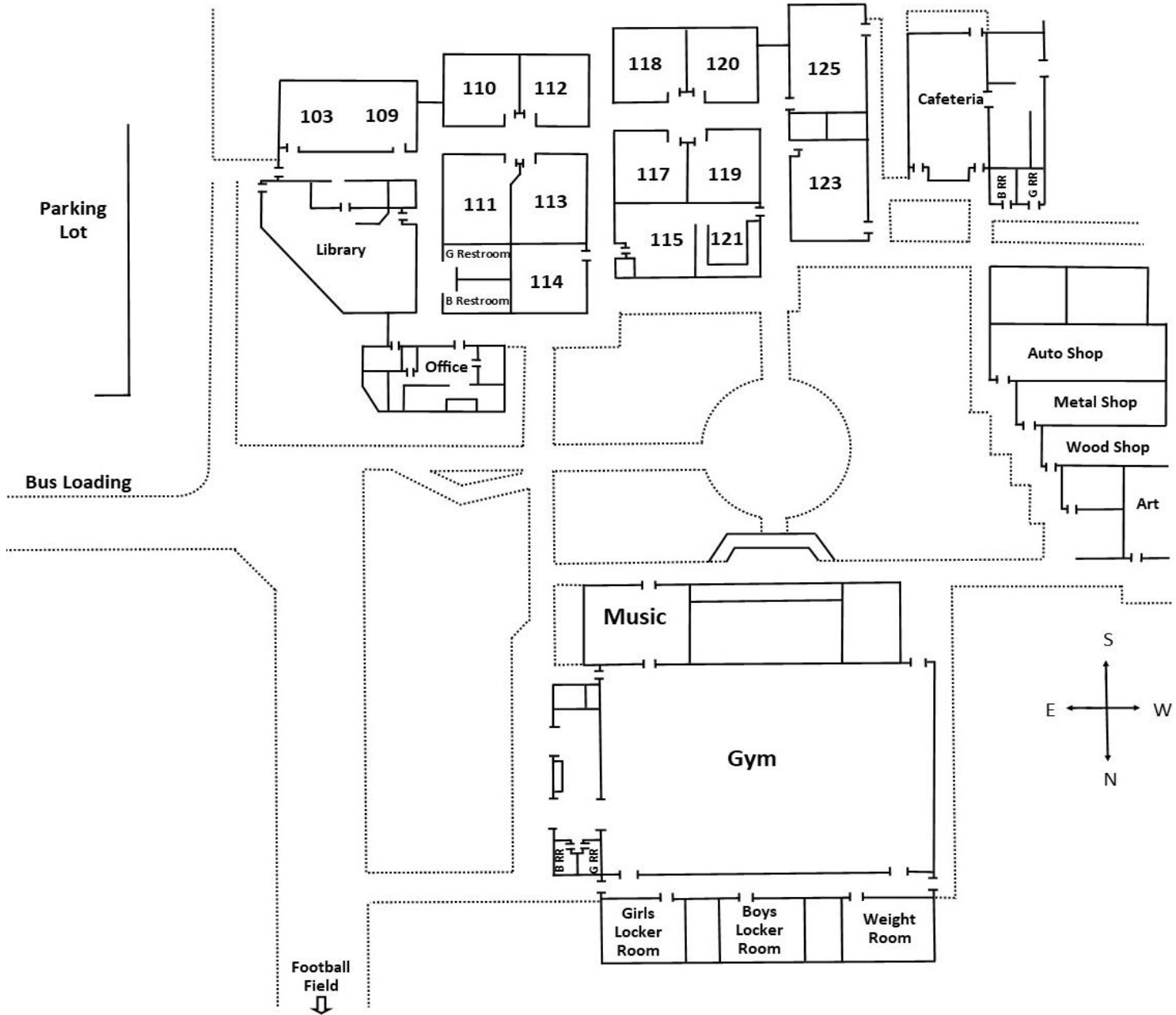
Qualifications of instructional staff at all locations are listed below. If parents would like additional information about the qualifications the staff member assigned to their child, they may contact the school Principal.

### Tohono O’odham High School

NAME	POSITION	DEGREE	FIELD	CERTIFICATION
	Principal			
Abougou, Dr. Jean-Claude	Teacher (Science)	Bachelor’s Master’s Master’s Doctorate	Biochemistry Food Chemistry MBA Nutritional Biochemistry	STEM 6-12 7-12 Science
Fulginiti, Dr. Paul A	Teacher (SPED)	Bachelor’s Master’s Doctorate	Bachelor of Arts Psychology Master of Arts Special Education Doctor of Education Leadership	6-12 Special Education
Gonzales, Mr. Joseph	Training Instructor	Bachelor’s	Business Administration/ Computer Information Systems	
Johnson, Ms. Errollyn	Teacher (Transition SPED)	Bachelor of Science Master of Education	Interdisciplinary Studies – SPED Curriculum and Instruction	EC-12 Special Education EC-4 General EC-12 Educational Diagnostician
McGill, Mr. Tyler	Teacher (English)	Bachelor’s Masters Doctorate	Government Management Juris Doctor	6-12 English 6-12 American Government
Schmid, Mr. Don	Teacher (Math)	Bachelor’s Masters	Secondary Ed Curriculum and Ed. Leader.	7-12 Math
	Teacher (Physical Education)			
	Teacher (Social Studies)			

<b>NAME</b>	<b>POSITION</b>	<b>DEGREE</b>
Jose, Adrian	Education Technician	Bachelor's English Bachelor's History
Perez, Monica	Education Aide	High School Diploma & Para-Pro Test
Hurlbut, Ron	Tech Security	High School Diploma & Military Training
Tohe-Tso, Lorissa	Education Technician	Associate degree

### 1.6 School Map





## 2.0 STUDENT RIGHTS AND RESPONSIBILITIES

### 2.1 Rights

**As a student, you have the right to:**

- A. A meaningful education.
- B. Freedom from unreasonable search and seizure.
- C. Make your own decisions, when appropriate.
- D. Freedom of culture and religion.
- E. Freedom of speech and expression, so long as it does not disrupt the educational environment or violate the rights of others.
- F. Freedom of the press, except when libelous, slanderous, or obscene.
- G. Peaceably assemble, and to petition the redress of grievances.
- H. Freedom from discrimination.
- I. Due process in disciplinary actions.

### 2.2 Responsibilities

**Students are held personally responsible to:**

- A. Attend school daily unless officially excused and be on time to all your classes.
- B. Participate in, and complete class assignments; to study and make a real effort to learn.
- C. Make up class assignments when absent.
- D. Act responsibly and be willing to accept the rewards and consequences of all your actions.
- E. Show respect for other people in your speech and actions and behave according to the rules stated in this handbook.
- F. If a Parent/Student meeting with the teacher is needed, arrange times and places to meet without interfering with the educational rights of other students.
- G. Inform school officials when you feel you have been treated unfairly.

## 3.0 ENROLLMENT

### 3.1 Admission

Students are eligible to attend the Tohono O'odham High School who meet the requirements of the Code of Federal Regulations. Parents should contact the school for admissions procedures before a child is sent to school. Children of federal employees will be able to enroll at the school nearest to where their parent is employed. Students who do not qualify for funding through the Bureau of Indian Education may be admitted upon approval by the school's board. Native American students living outside the tribal boundary, who are not enrolled in the O'odham Tribe, will be accepted on a space available basis with Tohono O'odham Tribal members having preference. Admission to a school will be approved by the school supervisor in compliance with Schools Board Policy 501.0

In compliance with Schools Board Policy 501.0, a student who has been suspended or expelled from another school will not be allowed to attend Tohono O'odham High School until the suspension from the previous school is completed, or the expulsion from the previous school has been withdrawn. (Suspension

means the temporary withdrawal of the privilege of attending a school for a specified period of time. Expulsion means the permanent withdrawal of the privilege of attending a school.) All schools will comply with the enrollment requirements of the McKinney Vento Act.

### **3.2 Age Limits**

A. A regular education student who will reach twenty-one before the first day of school will not be eligible to attend school. If a regular education student starts before they reach twenty-one, will be able to complete the school year. A special education student who reaches the age of twenty-two before the first day of school will not be able to return to school that school year.

### **3.3 Attendance Areas**

Tohono O'odham High School serves ninth through twelfth-grade students from the entire reservation.

### **3.4 Enrollment Forms**

A student will be listed as enrolled when all required application forms are completed and received at the school. A student may not attend classes at the school until all required application forms are received.

#### **Required forms are:**

- A. Application.
- B. Guardianship papers for students not living with their parent.
- C. Social Security Number.
- D. Certificate of Indian Blood (CIB) or Tribal Membership Certificate (unless parent/guardian is a federal employee, see 3.1).
- E. Birth record (birth certificate or baptismal record).
- F. Primary Home Language Survey
- G. For student who transfers, a withdrawal form from the previous school and a Records Release Form.
- H. Permission to publish student pictures.
- I. Immunization records.
- J. Health Care Permission Form
- K. Dental Treatment Permission Form
- L. Tohono O'odham Nation Health Care (formerly IHS) Contract Care Form (unless parent/guardian is a federal employee, see 3.1)
- M. Emergency Information and Check-out Form.
- N. Meal Application Form (if needed for the current year)
- O. Internet Access Agreement & Permission Form
- P. The Parent/Student Handbook Form
- Q. The Parent/Student/Teacher Partnership Compact Form
- R. Cumulative Files will be tagged with a bright pink tag indicating specific medical needs of the student and the school registrar will alert all teachers/paraprofessionals accordingly at the beginning of the school year.

### **3.5 Current Contact Information**

To maintain the safety of all students, the school office needs to have up-to-date student information. All student and family contact information must be current. If there are any changes in phone numbers, home address, or family/guardian contacts, **alert the school office immediately.**

## **4.0 STUDENT RECORDS**

### **4.1 Types of Student Records (TOHS complies with all requirements of the Family and Education Rights Privacy Act/FERPA)**

- A. A permanent record is kept, in which are filed the student's application materials and health records, copies of report cards, standardized test scores, records of attendance, transcripts, and withdrawals.
- B. A cumulative folder is kept for guidance purposes with information including teacher reports, records of interviews, honors, extracurricular participation, and course of study/scheduling information. When the student graduates or withdraws from school, the folder becomes part of the inactive file to which reference is made when information is requested by authorized outside agencies.
- C. Records of students with disabilities will include the required special program information related to the student.
- D. Records are kept at the schools for 5 years. After that, records are sent to the American Indian Records Depository in Lenexa, Kansas. Contact the school to request records.
- E. TOHS participates with the BIE provided Native American Student Information Systems (NASIS) which maintains an electronic file on each student. The file consists of attendance, grades, behavior, special programs, basic demographic, and enrollment data. The school also maintains other electronic file data (testing, progress monitoring, etc.).

### **4.2 Access and Right to Challenge**

- A. Parents and adult students may review the student's records by scheduling a time with the school administrator. Copies of student records will be provided if requested.
- B. Explanations or interpretations of the information in the student file will be provided if requested.
- C. If the parent or adult student questions the accuracy of the information in the student's records, school staff members will meet with the parents and/or student, answer any questions, and correct information found to be inaccurate.
- D. Parents/adult students may insert into records a written comment about the information they consider incorrect.
- E. Parents or adult students may request a hearing to challenge the content of the student records. This request for an informal hearing should be made in writing to the principal who will schedule the hearing.

### **4.3 Directory Information**

- A. Directory information is information that will be made available to the public. It includes student name, address, telephone, tribe, agency, area, sex, date and place of birth, name of parent, previous school attended, grade, the program of study, dates of attendance, awards received, participation in recognized school activities and sports, weight, and height of members of athletic teams, and graduation date.
- B. Parents or adult students not wanting any or all this information released may have it not released by

notifying the school in writing before August 31 or within 21 days (3 weeks) after the student enrolls for the school year.

- C. Written parental permission will be required prior to the school publishing pictures of students on the school's Internet website.

#### **4.4 Release of Records**

- A. Local school officials, other B.I.E. schools, persons with court orders, accreditation agencies, Bureau of Indian Education, and professional social services staff or other groups authorized by the B.I.E. will be allowed access to student records when carrying out their official duties.
- B. Except for those persons listed above and directory information, records will be released only after parents or adult students give written consent.
- C. A written consent to release records must be signed and dated by the person giving consent to release records (that would be the parent or adult student). The request must include a list of records to release, the reasons for release, and the names of the people to whom the record should be released.
- D. A copy of the records release request will be kept with the student's permanent record.
- E. Transcripts require a written, signed release request. Students needing a transcript can either get a release form from the present school office or from the school to which they want the record sent. Most schools do not consider a transcript to be official unless it is mailed to them from the school office. A mailing address is needed when you request that a transcript be sent from this school.
- F. FERPA Law (see Appendix A)

### **5.0 ACADEMIC REQUIREMENTS**

#### **5.1 Report Cards**

Progress reports are given to students every two weeks, and report cards are mailed or delivered to parents, guardians, or adult students at the end of each grading period. Parents have access to the most current grades and attendance records in the Parent Portal on NASIS. Access information is available through the school registrar.

- A. Addressing Special Education
  1. Students who receive instruction in the resource and/or self-contained room, from the resource and/or self-contained teacher shall receive a grade in that subject from the special education teacher. **Students receiving modified grades/curriculum will not be receiving credits in those courses toward standard diploma graduation.**
  2. Students receiving inclusion instruction shall receive a grade that is in collaboration between the general education teacher and special education teacher. This grade shall reflect the modification and accommodations that said student has written into his/her IEP. The homeroom teacher will enter that averaged grade in the NASIS program.
  3. The accommodations on the student's IEP must be followed.

#### **5.2 Career Planning Portfolio**

- A. ECAP (Education and Career Action Plan) On February 25, 2008, the Arizona State Board of Education approved Education and Career Action Plans (ECAP) for all Arizona students' grades 9-12 - State

Board Rule R7-2-302.05.

- B. All high school students must have a career portfolio as required by the Arizona Department of Education and sanctioned by the TOBIES Board. This is a graduation requirement.
- C. Each student, grades 9-12 will be guided in developing a file which includes information about their vocational, post-secondary, and career interests, aptitudes, and research related to their career interests using Expanding the Circle curriculum.
- D. The portfolio will be kept at the school, will follow the student from grade to grade, and from school to school.
- E. General Information
  - E.1 1. Phase I will consist of the following components: a) Students will create of a Four Year Plan their freshmen and sophomore years. This should be completed by the end of the first Quarter partly and by the end of March, two days devoted in each month to doing so. b) Students will create goals for their freshmen year based on their Four-Year Plan, their Academic Profile, and other teacher-approved data at the beginning of their freshmen year. These too should be completed as noted above. Juniors and Seniors will complete in History classes. c) Students will begin to ask and answer the pivotal questions: Who Am I? What Do I Want? and How Do I Get It?
  - E.2 2. Phase II will consist of the following components: a) Students will reevaluate their ECAP in English and refine their plan based on the credits they earned their freshmen year, the activities/classes they participated in over the summer months, and any changes in interests. 3. Students will refine their goals for their sophomore year by the end of the first quarter and reevaluate the progress they have made during their sophomore year and adjust their ECAP and goals.
  - E.3.3 Phase III will consist of the following components: a) Students will reevaluate their ECAP in History classes during Quarter I and refine their plan based on the credits they earned in previous years, the activities/classes they participated in over the summer months, and any changes in interests. b) Students will refine their goals for their junior year by the end of quarter one and reevaluate the progress they have made during their junior year and adjust their ECAP and goals. A copy of both is to be submitted.
  - E.4.4 Phase IV will consist of the following components a) Students will reevaluate their ECAP in Government/Economics during their senior year and refine their plan based on the credits they earned in previous years, the activities/classes they participated in over the summer months, and any changes in interests. b) Work in cooperation with guidance to re-evaluate and complete their ECAP per state requirements.

### **5.3 Standardized Testing**

- A. Students will be required to take a state-mandated test as well as other tests to measure progress. Special education students, in grades 3-11, whose Individual Education Plans allow it, will take an alternate assessment called MSAA in addition to AIMS-A Science.

### **5.4 Class Standing**

- A. Transcripts from their previous school will be considered when determining class standing for students who transfer into the school during the school year.
- B. High school students will be promoted through the 9th, 10th, 11th, and 12th grades according to their total earned credits:

9th grade (Freshman) = 0 to 5.5 credits

10th grade (Sophomore)	= 6.0 to 10.5 credits
11th grade (Junior)	= 11.0 to 14.5 credits
12th grade (Senior)	= 15 or more credits

**Twenty-two credits are required to graduate.** Class standing is assigned three weeks after school begins or when the student enrolls if not at the beginning of the year. Class standing does not change during the semester break.

## 5.5 Graduation Requirements

A. Students will participate in graduation only after they have completed all graduation requirements and have paid all debts to the school. Schools deciding to hold graduation ceremonies off school grounds must have prior approval from the principal, TOBIES Board, and the ERC.

### B. Credits Required:

English (Language Arts)	4
Mathematic (Algebra I and above)	4
Science	3 (At least one credit must be a lab science)
World History/Geography	1
American History	1
Government	1/2
Economics	1/2
Vocational or Fine Arts	1
Electives	4
Native American Study*	1
Physical Education & Health (9th Grade)	1
O'odham Language*	1
	22 credits total

\* Constitutes an elective credit (7 total electives required for graduation).

C. Students must have passed the CIVICS EXAM which includes 100 questions before their anticipated graduation date.

*To be eligible to graduate, a student must have all their credits completed by Friday before graduation.*

## 5.6 Classes

A. Periods- TOHS operates a block schedule. Periods 1-4 are held on maroon days, while periods 5-8 are held on gold days.

B. Class Changes-You should make thoughtful choices when selecting classes. Permission to change classes may be given during the first two weeks of the semester, only. After that, schedule changes are rarely made.

C. Incomplete/failed required courses-If you don't complete all required outcomes for a required course, you will be scheduled to repeat the same course. Students may have the option to complete the credit with the schools' online credit recovery program.

## 5.7 Grades

- A. Letter grades for a course will be assigned according to the percent of work completed for each required standard. These letter grades will be used:
- A (4.0) = 90% or more on each standard.
  - B (3.0) = 80%-89% on each standard.
  - C (2.0) = 70%-79% on each standard.
  - D (1.0) = 60%-69% on each standard.
  - F (0.0) = 59% or less on each standard.
- B. Class participation and working with others is an essential part of preparing students for successful living.
- C. Parent-teacher conferences will be scheduled shortly after the end of the first, second, and third quarters.
- D. Parent or guardian will be contacted when academic interventions are necessary.
- F. Students enrolled in classes designated as Dual enrollment will receive the same letter grades (A-F) as those enrolled in regular classes. However, grades earned in dual enrollment courses will have a higher weight compared to grades earned in regular classes.

Honors Graduates/Valedictorian and Salutatorian:

1. The student must have a cumulative weighted GPA of at least 3.0 at the end of seven (7) semesters
2. Barring a medical or special circumstance, students must graduate with their assigned cohort to be eligible for Valedictorian and Salutatorian honors.

T.O.H.S. publicizes those students who excel in academic achievement, displays exemplary character and/or behavior, and perfect attendance each semester. These honor rolls are posted at schools and shared with local newspapers.

Honors as an active student at T.O.H.S., you may be recognized with special awards and activities. These include Honor Roll, certificates of award, and special field trips or prizes

- a. Students who have a 3.0-grade average at the end of a semester will be listed on the Honor Roll.
- b. Students who have a 3.5-grade average at the end of a semester will be listed on the Principal's Honor Roll.
- c. Students who have a 4.0-grade average at the end of a semester will be listed on the Superintendent's Honor Roll.

## **5.8 Units of Credit**

Each course requires performance standards. Demonstration of standards is the knowledge you must use or skills you must show mastery of to receive credit. The smallest unit of credit granted is one-half. Credit is earned when you complete each required outcome for a course; and is recorded on your transcript at the end of each semester.

## **6.0 ATTENDANCE**

## 6.1 Attendance Policy

- A. When a student reaches a total of three (3) unexcused absences during a semester, a mandatory attendance intervention meeting will be held with the parent, student, and school staff. An attendance intervention plan will be established and followed.
- B. If a student has six (6) cumulative unexcused absences another mandatory attendance intervention meeting will be held with the parent, student, and school staff. The attendance intervention plan will be reviewed and revised.
- C. After ten (10) cumulative unexcused absences during the current school year the student may be dropped from school. Student retention will also be discussed and recommended. The student will be referred to the TOBIES Board for re-enrollment and placed under an attendance contract if re-admitted.
- D. Each school will establish a school site-based hearing committee to conduct student matters including behavior, attendance, and academics. Recommendations will be made to the principal and will be shared with the TOBIES Board.
- E. Waiver: There may be a student waiver request for health-related absences from school. Note: A waiver requires medical documentation of a chronic/catastrophic health condition.

## 6.2 Absences and Loss of Credit

- A. Both excused and unexcused absences are counted toward the high school grading policy.
- B. **Excused absences** are absences that are for a reason within the rules. These absences are classified as Excused because you have a Doctor's note that says "THIS STUDENT CAN NOT BE IN SCHOOL" or "WILL RETURN TO SCHOOL ON: \_\_\_\_\_ (with a date)". A death in the family or being in the hospital are also examples of excused absences.
- C. **Unexcused absences** are absences when you stay home because you don't feel good, you are tired, your clothes don't match..... These are classified as Unexcused. These types of reasons are not considered "excused" and students are expected to come to school anyway and then seek help with the problem at school.
- D. **Unacceptable and Unexcused absences** are also called **cuts** or **truant** absences because everyone who knows you thinks you are actually in school!
- E. All absences, both excused and unexcused, are counted as absences in the average daily attendance information used for school progress. Both excused and unexcused absences are counted as absences when considered for attendance awards and recognition.
- F. Excused Absences: Absences for illness, doctors or clinic appointments, death in the family, and traditional or religious observances, can usually be excused if the student brings a note explaining the absence. The student should bring a written excuse or clinic appointment slip to the school on the day they return. If it is an excused absence, the student's name will be added to the excused absence list with the dates for which you are excused.
- G. Leaving School Early: Students who need to leave school after they have arrived, must be checked out by a parent/guardian, or another person approved by the parent/guardian. Adult status (18 years or older) does not allow a student to check themselves out of the school. **Students must receive prior authorization from the administration for work, attending college courses, or other circumstances.**
- H. Tardy Policy: Please see the individual school policy section for tardy details. If the student arrives at school after classes begin, they must check in at the office and receive a pass to class.
- I. **When a student has reached 10 consecutive unexcused absences, he/she will be dropped for non-attendance.**



- J. Homebound instruction will be provided by the school, as needed based on a 504 plan or IEP.
- K. Chronic tardiness to classes will result in disciplinary consequences.
- L. The student and/or his parent or guardian may initiate an appeal to restore credit. The student and/or parent will have five (5) school days in which to initiate an appeal with the principal. Once the student and/or parent has appeared before the appeals board, the appeal may be granted providing that evidence is presented to show unusual circumstances which would necessitate the accumulation of more than 10 absences. If an appeal is successful, a student may subsequently be absent for one of the following reasons ONLY:
  - 1. Chronic medical condition verified by a doctor.
  - 2. Bereavement in the immediate family.
  - 3. Emergencies deemed acceptable by the administration.
- M. The high school principal is the ultimate authority concerning loss of credit at the school.

## **6.2 Withdrawal from School**

To officially withdraw from school, the parent or guardian must come to the school office to complete the necessary forms. The name of the new school the student will attend must be written on the withdrawal form. A student will need a withdrawal form from one school to enroll at any other. Students will have to return all school property when they withdraw.

## **7.0 GENERAL POLICIES**

### **7.1 Visitors**

- A. Public law requires that all visitors to a school sign in at the office when they arrive. Parents are encouraged to visit classes. Parents planning to visit can call the school for information.
  - 1. All visitors must sign in at the school office before entering any other area of the campus.
  - 2. Visitors whose attire does not meet the school's dress policy will not be allowed to visit classrooms or participate in school activities.
  - 3. Visitors will be given an identification badge and must wear it while on campus
  - 4. Visitors will sign out at the school office when leaving campus.  
Principals retain the authority to deny access to the school to any individual who has or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school.
- B. Classroom Visitation
  - 1. Visitors must arrange classroom visitations with the principal before visiting any classroom.
  - 2. Siblings and children not enrolled at the school are not allowed to accompany any adult during classroom visitations.
- C. Persons Providing Student Services or Doing Business with The School:  
These persons must provide a schedule for seeing students, and complete and submit required background investigation forms before working with the student.
- D. Student visitors may be a distraction in classrooms and are not allowed except on special occasions. Each student visitor must get a permission slip from the office before visiting campus.
- E. Counselors must complete a federal background check before school site visits.
- F. Adult and juvenile probation officers may be allowed school site visits. Visits will be limited.
- G. TOPD will be notified immediately of students checked out to individuals who are suspected to be intoxicated.
- H. Rights of Non-Custodial Parents (see Appendix B)

## **7.2 Health Care- Students who are sick should not be sent to school.**

- Diarrhea (loose or bloody stools)
  - Vomiting
  - Body rash and fever
  - Sore throat and fever and swollen glands
  - Severe coughing
  - Yellowish, pink, or red eyes
  - Continuously scratching of the body, especially the head
  - Head lice
- A) If a student becomes sick at school, the teacher will refer the student to a designated safety area. The school office will provide care or contact the parent and make arrangements for the student to go home.
- B) Students must have a signed parent consent form on file. All student medications must be checked into the office. A designated office staff person will be assigned to dispense daily medication with a signed parent's permission. Rescue inhalers, EPI pens, and diabetic medication may be self-administered with signed parent consent and will need administrative approval. Medications should be sent to the school in their original prescription container which includes proper dosing instructions. The school must have prior parental consent before administering students Tylenol, cough drops, antacids, Benadryl, ibuprofen, anti-itch cream, etc.
- C) Students who are experiencing turmoil or are in danger of harming themselves in any way should contact a teacher, school principal, or school counselor for assistance. Staff may also refer students in consultation with the parent/guardian.
- D) No pets are allowed on campus. Service animals (as defined by the Americans with Disabilities Act) are allowed if approved by the office.

## **7.3 Child Abuse Reporting**

All education employees who know and/or have reasonable suspicion that a child was abused or that actions are being taken or will be taken that could reasonably be expected to result in the abuse of a child are required, by law, to report such abuse or action within 24 hours to local child protective services or local law enforcement.

The following information is required to be reported:

- A. the name, age, sex, and tribal affiliation of the child;
- B. the present state of the child (does the child need immediate medical attention, is the child in imminent danger);
- C. the location or address and phone number where the child can be found;
- D. the name, address, and telephone number of the child's parent or other person responsible for the child's care;
- E. the indicators that led the reporter to believe the child is a victim of abuse.
- F. Mandated reporters are required to file a SCAN Report. Every employee is a mandated reporter!

## **7.4 Internet Access**

- Internet access is available for students and staff. Teachers will be assigning students to use the Internet to gather information needed to complete class work.
- The school board has approved the Guidelines for Student Internet Use. All students who use

school Internet access are expected to read those Guidelines and/or to take part in a discussion of the guidelines with a teacher. The guidelines will be reviewed in student orientation and students can sign the guidelines agreement at that time. Parental permission is also required. Students who enter school late will need to ask their teacher for the guidelines and sign the guidelines agreement.

- All student use of the Internet will be conducted under staff supervision. Student Internet use will be electronically monitored. Privacy is not to be expected. Student access may be suspended or canceled due to inappropriate use.
- All parents and community members must be under the direct supervision of a staff member if they use a computer.

## **7.5 Fire Alarms and Emergency Devices**

- There will be fire evacuation drills at each school monthly. Teachers will explain the proper procedure for leaving classrooms, and where to meet outside.
- During any fire alarm, please leave the building immediately and go to your assigned area until the "all clear" signal. After the "all clear" signal, quickly return to class.
- Setting off a fire alarm, a fire extinguisher, or other emergency control device when there is no fire or emergency is illegal and will result in disciplinary action.

## **7.6 School Bus Information**

- Rigid standards of discipline must be always maintained to satisfy safety standards. Each bus driver has complete authority over *all passengers* riding the bus. Students are expected to follow all bus rules and procedures required by the driver. The driver has the right to recommend suspension from the bus for any student who is disobedient or guilty of any misbehavior. School bus transportation is a PRIVILEGE, not a right. Any behavior that puts the safety of the students or the drivers at risk will result in the loss of the privilege, including first-time offenders. If a student is suspended from the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.
- All school rules apply during bus rides to and from school and any rides to and from school events. Students must get on and off the bus at their assigned stop. The school bus will stop only at scheduled stops.
- Students should be at their bus stop ten minutes before the scheduled arrival time. All students must ride their assigned school bus.
- Parents who want their child picked up or dropped off at a bus stop other than their own, must notify the school office in writing, e-mail, or call the school before noon on the day of the change. Please include a contact phone number on the note. Students must have a bus pass issued by the school office before getting on an alternate bus.
- The bus driver is authorized to enforce mandatory uniform policies. If students are not dressed within the dress code, they will not be allowed on the bus.

## **7.7 Extra-Curricular Activities Eligibility**

- A. Procedure
1. Eligibility will be checked every Friday.

2. The eligibility criteria for student participation shall be a passing grade of C in all core classes (English, math, science, social studies) in which the student is enrolled and must be maintaining progress toward promotion or graduation.
- B. Ineligible students
1. Teachers may be available for tutoring sessions during the school week.
  2. Teachers will fill out grade reports provided by the Athletic/Activity Director.
  3. The Athletic/Activity Director shall provide notice to each student receiving a failing grade.
  4. All coaches, club sponsors, and teachers taking field trips will receive the names of students who are eligible when official grades have been posted.
  5. After weekly grades are checked and a student is failing the student will be ineligible for one week. The Athletic/Activities Director will check all those ineligible each week to determine eligibility status.
  6. If the student is passing all core classes at the one-week check, he/she will be eligible. If the student is not receiving a passing grade in a core class another one week of ineligibility will apply. This process will repeat as many times as necessary.
- C. Attendance
1. Students will be in attendance the day before and after their scheduled activity or game, to participate that week. When two games are played in a week, they are to be in attendance all week and at least 4 periods (a.m. session) on all school events unless out for a scheduled appointment. (Example: clinic appointment).
  2. Only the following are considered excused absences:
    - Documented illness – clinic report or school nurse
    - Religious/cultural observation
    - Family emergency or events (i.e., funeral, etc.)
- D. Behavior
1. Student referrals such as class disruptions, tardiness, or any other discipline will not be tolerated and could result in the student being suspended or dropped from a team, club, or school-sponsored activity including field trips. These decisions will be made by the principal and athletic/activities director.
- E. Drugs
1. Students found using or distributing drugs, alcohol, or a controlled substance on school time or during a school-sponsored activity will be immediately suspended/dropped from a team, or club, or from participating in a school-sponsored activity for the remainder of the sports season.

## ***7.8 Parent Complaint Procedure***

TOBIES Schools has an established procedure in place to address parent concerns. The parent should follow the procedure listed here:

- A. First, the parent/guardian should make every attempt to resolve the concern at the school level.
- B. Second, if the problem cannot be resolved at the school level, the parent/guardian should fill out the parent complaint form which is attached at the end of this handbook. Then turn the parent complaint form to the school secretary, to request a meeting with the school board at the next regularly scheduled meeting, or to be determined.
- C. Third, pending the school board's decision, the Educational Program Administrator (EPA) may be notified.
- D. A parent who is a relative of a school staff member may not have the staff member present their concern to the school. The parent needs to present their concern themselves.

## **7.9 Child Find**

The Tohono O'odham BIE Schools are seeking to identify every student from 0 to age 21 who lives within the boundaries of the Tohono O'odham BIE Schools and who has developmental delays or may need special education. If you have a student or know of a student who you think has developmental delays or special needs, contact: Jennie Platerio, Special Education Coordinator, at 520-361-3511.

## **8.0 DISCIPLINARY PROCESS**

Every student is entitled to this Process in every instance where disciplinary action for a violation of school regulations is possible. So that each student knows his/her rights under these rules of Due Process, the following procedures are outlined. Incident referrals will be entered into the NASIS system. Parents will be notified in writing of incidents resulting in a suspension. Students having been suspended will be required to comply with a behavior contract upon return to school.

### **8.1 Minor Disciplinary Incidents**

Definition: Cases of minor classroom or school misbehavior will have informal disciplinary action.

This action includes:

- A. The student will be notified of the school rule broken or misbehavior observed and also of the consequences of that behavior, by the staff member per the school discipline chart. Notification of student misconduct will be sent home to the parent/guardian.
- B. When a student is referred to the office for misbehavior he/she will be asked for an explanation of the incident before any disciplinary action is taken.
- C. Informal disciplinary action may range from counseling the student or "time out from the classroom", through being assigned a school service project or an in-school suspension program, to being sent home for parental counseling or requesting a parent/teacher conference at school, or a short-term suspension assigned by the principal or his designee.
- D. **Short-Term Suspension** – The building principal or his designee has the right to suspend a student for some time of less than or equal to ten (10) school days during the school year. Students will have an opportunity to tell their side of the story before any short-term suspension is imposed. The student's signature on the disciplinary referral indicates that they have had an opportunity to tell their side of the story. Parents may request a more formal hearing for short-term suspension if they respond to the principal or his designee within two school days.
- E. The special education case manager will be notified when a student served by the special education program, has an incident that may result in out-of-school suspension for any length of time.

### **8.2 Major Disciplinary Incidents**

Definition—A major incident is an incident that seriously disrupts the school, endangers the student, staff, or others, is illegal, or when several minor incidents are repeated. These incidents may result in suspension or expulsion.

The following procedures will be used:

- A. If the behavior is against the law, the Tribal Police will be contacted.
- B. Within 72 hours each student and parent will be advised in writing of the charges against the student.  
The notice will:
  - 1. refer to the rule or regulation that is allegedly violated.
  - 2. state where information about the incident(s) is and when it may be seen by the student.

3. list the time, date, and place where the disciplinary hearing will be held.
  4. state those parts of the student's school record that will be considered at the hearing.
  5. Incidents that happen at the end of the day may require that a student be kept at school to complete the initial investigation and determine further action.
- C. Each student will be given a fair and impartial hearing before disciplinary action is taken, except when the health or safety of the student or others is in danger. In this instance, a student may be suspended immediately (see short-term suspension), with a hearing scheduled as soon as possible.
- D. Each student summoned to a disciplinary hearing has the right to:
1. have their parent(s) or guardian(s) present. Parents will be notified before the hearing; if the parent does not attend the hearing, the hearing may be held without them.
  2. be represented by lay or legal counsel of the student's choice,
  3. confront and question any witnesses,
  4. examine and question any evidence,
  5. bring witnesses on the student's behalf,
  6. present evidence on the student's behalf,
  7. not be required to testify against him/herself.
- E. When participating in a hearing both parent/legal guardian and student must be present. If not, the hearing will be continued at another date; not to exceed 2 continuances.
- F. At the close of each disciplinary hearing where it is decided that disciplinary action is necessary, the hearing officer will render a decision as to the appropriate disciplinary action. The student will be notified of the hearing committee's recommendation and his/her appeal rights.
- G. All recommendations will be reviewed by the school Principal, who will issue an official decision notice to the student.
- H. Each student summoned to a disciplinary hearing has the right to a written record of that hearing, including all findings of fact and decisions in each case.
- I. Each student has the right to appeal the disciplinary action:
1. The first appeal shall be to the school principal.
  2. The second appeal shall be to the EPA.
  3. The final appeal shall be to the school board.
- J. If it is found that the student did not break the school rule, all records of that incident will be removed from the student's record.
- K. Students served by the special education program will have an Individual Education Program team meeting when a disciplinary hearing may result in a change of placement. The IEP team will review the student's behavior and its relation to his/her disability.
- L. The special education coordinator will be notified when a special education student is assigned out-of-school suspension for more than **10 total school days**. The coordinator will review the file to determine that all Individuals with Disabilities Education Improvement Act requirements have been followed.

### ***8.3 In-School Suspension***

- C. Schools **may** have an in-school suspension (ISS) instead of an out-of-school suspension. This will meet the need to keep students in school receiving educational benefits.
- D. Policies:
1. Students may be placed in ISS in place of short-term suspension or after a formal due-process hearing for major disciplinary incidents.
  2. Parents will be notified before assigning a student to ISS for more than the remainder of the school day.
  3. Special education students assigned ISS will receive their IEP services as specified in their IEP.
  4. The general education classroom teacher(s) will be required to provide meaningful class work

during the student's ISS.

5. The ISS supervisor will return all completed class work and a daily progress report to the regular teachers.
- C. In-school Suspension Rules will include:
1. Students will report to the ISS room at the beginning of the day or period assigned.
  2. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closure will make up the time missed on the next day of attendance.
  3. Restroom breaks are provided periodically.
  4. Students must bring all necessary assignments, text, and materials.
  5. All school rules apply to ISS.
  6. Students will remain seated in assigned seats and work on assignments, behavioral packets or read appropriate material.
  7. Talking or interfacing with other students, sleeping, lounging, eating, or drinking at any time is not allowed. If the student has a question, they will raise their hand.
  8. Participation in, or attendance at, any extra-curricular activity from the time the student is assigned ISS until the next school day after completion is not permitted.
  9. Students assigned to ISS will eat breakfast and lunch together.
  10. If a student misbehaves in ISS, he/she may be dismissed from ISS and assigned out-of-school suspension and/or assigned additional days of in-school suspension.
  11. **Students and their Parents/Guardians must meet with the disciplinary committee before being allowed to return to school from out-of-school suspension.**

### ***8.3 Emergencies on Campus***

- Activities that endanger the students will require an immediate response. These may include trespassers, campus disruptions, weapons on campus, threats, and natural disasters.
- The safety of students and staff shall be the first consideration of the administrator under all circumstances.
- Each school will identify a crisis intervention team at the beginning of the school year to assist the administrator in handling emergencies on campus.
- By federal law, a student who has a gun on campus must be expelled from the school for a minimum of one calendar year. Other weapons are also covered by federal law. Other tribal and federal laws may apply.
- Special education students may be suspended up to 45 days, regardless of their disability, to an interim alternative education facility.
- School Procedures
  1. A student or staff member who becomes aware that there may be a weapon on the school grounds, will immediately report it to the administrator(s) in charge.
  2. Law enforcement will be notified.
  3. A campus lockdown will be announced.
  4. Classroom(s) will be secured and/or evacuated as necessary.
  5. The administrator in charge of the incident will file a report as soon as possible (within 24 hours) to the EPA who will notify the central office and school board members with information related to the incident.
  6. Within 24 hours, the school administrator will send a notice to all parents explaining the incident.

### ***8.4 Drug Incident Procedures***

- A. Drugs and alcohol will not be allowed on any campus. Drug use interferes with the learning taking place in classrooms. Since that is the case, the following guidelines will be used in assigning minimum and maximum consequences to students found to have brought drugs to school or used drugs at school, at any school function, or come to school under the influence. The range of consequences can be found on the discipline grid (9.9).

Alcohol, Drugs, Drug Paraphernalia, Vaping Products (9.2b.4)	MINIMUM	1 <sup>st</sup> Offense-5-day Suspension	2 <sup>nd</sup> Offense – 9-day suspension.
	MAXIMUM	Recommended Long-Term Suspension/Expulsion for the remainder of the school year	Recommended Long-Term Suspension/Expulsion for the remainder of the school year

Students involved in drug or alcohol incidents will be referred to local law enforcement. The SRO when available will provide counseling to students involved in drug or alcohol incidents at the schools.

### **8.5 Student Discipline – Individuals with Disabilities Act (IDEA)**

- A. All special education students who attend one of the Tohono O’odham BIE Schools are expected to follow the school-wide discipline plan unless otherwise specified in their Individualized Education Plan (IEP). Under the school-wide discipline plan, a special education student may be suspended for up to 10 consecutive days without the IEP team meeting or taking any special action. A special education student who is suspended for more than 10 consecutive days or whose suspension demonstrates a pattern of removals for similar behaviors requires the IEP team to hold a manifestation determination review within 10 school days of the removal. The special education teacher will contact the parent to provide a Prior Written Notice (PWN) which explains the school’s actions, a copy of the procedural safeguards which explain parental rights under (IDEA) and to schedule a time for the IEP team to meet. At the manifestation determination review meeting, the IEP team will review all information relevant to the behavior for which the student was suspended. The IEP team will determine if the conduct in question was directly or substantially related to the student’s disability.
- B. If the IEP team determines the behavior was directly or substantially related, then the team will:
1. Conduct a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP). If an FBA has been previously administered and a BIP already exists, the team must review and revise the BIP as needed.
  2. Return the student to their regular placement unless the IEP team agrees a change in placement is needed to meet the behavioral needs of the student or if they meet special criteria under the Safe Schools Act. Under the Safe Schools Act, special education students regardless, if their behavior was a manifestation of their disability can be suspended from school for 45 school days to an Interim Alternative Education Setting (IAES) for possessing a weapon, possessing or using an illegal substance, and/or causing serious bodily injury.
- C. If the IEP team determines the behavior was not a manifestation of the disability, the team will:
1. Apply the same disciplinary consequences including the duration of time as would be applied to students not identified as special education students engaging in the same behavior.
  2. Students who have been suspended for more than 10 consecutive days or 10 cumulative days in a school year will be provided educational services that will allow the student to continue to make



progress towards their IEP goals. The school may determine the time and location of those services.

- E. If a parent disagrees with the decision made by the IEP team during the manifestation determination review, they may file a due process claim against the school with the Bureau of Indian Education, Division of Performance and Accountability, 1011 Indian School Rd NW, Ste. 332, Albuquerque NM 87104.

## **9.0 BEHAVIOR EXPECTATIONS and DISCIPLINE**

### **9.1 General Behavior Rules**

**Behave with respect, responsibility, and safety. Treat others with respect and dignity.**

- A. These specific rules always apply during the school day, including at the bus stop and during transportation to and from school or school activities, and at any school-sponsored activity.
- B. Violation of any of these rules may result in disciplinary action. (Refer to Section 9.8, Disciplinary Actions for Prohibited Student Conduct.)
1. Always follow the reasonable directions of all staff.
  2. Stay away from Off Limits areas.
  3. Bullying or any bullying-type behavior will not be tolerated.
  4. Avoid intimidation, threatening, provoking, or fighting any other person.
  5. The possession and/or use of dangerous objects: including weapons, live animals, alcoholic beverages, tobacco, vaping products, and other drugs or drug paraphernalia.
  6. Profanity, vulgar language, or gang-related language and/or signs are prohibited.
  7. Follow the dress code and prohibited items guidelines.
  8. Respect school property and the property of others -- do not damage, vandalize or steal any school property or enter property without authorization.
  9. Misuse of any school property, including Internet and E-mail, is prohibited.
  10. Attend all classes on time and participate in class activities.
  11. Behave in a way that does not endanger or discredit yourself or your school.
  12. Cell phones may be used responsibly according to the teacher's discretion for that class.
    - A. Examples of responsible usage are:
      - 1 Writing essays
      - 2 Research
      - 3 Class work
      - 4 Graphing calculator
    - B. Examples of irresponsible usages are:
      1. Listening to music during instructional time
      2. Playing games during instructional time
      3. Social media
      4. Texting
      5. Calling without prior authorization by a staff member
      6. Cyber bullying
- C. Cell phone usage at school or on the bus is not a right, it is a privilege.
- D. Students and parents/guardians of students who are found to have damaged or stolen school property will be required to pay for the repair or replacement of that property. Damages covered by the Tribal Criminal Code will be reported to the police.

## **9.2 Search and Seizure.**

The TOBIE Schools Board has authorized school principals or its designee which requires two or more school officials to conduct searches of students, their property (person, backpacks, handbags, etc.), or their locker when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the Agency or the school. This includes K-9 searches conducted by TOPD.

## **9.3 Public Display of Affection**

Public display of affection **including** holding hands, embracing, and kissing, is inappropriate at school/school activities and may be subject to disciplinary action and parent notification. Visible passion marks/hickies are prohibited. Students may be prohibited from participating in school-sponsored activities.

## **9.4 Sexual Harassment**

- Sexual harassment means (1) unwelcome sexual advances, (2) requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by a student to another student, when made by a school staff member to a student, or when made by a student to a staff member
- Sexual harassment will not be tolerated.
- Reported incidents will be investigated and handled as appropriate.

## **9.5 School Dress Code**

### **A. Student Dress Code**

#### **1. Clothing**

- All clothing must fit properly, neither too small nor too large.
- All pants must be worn around the waist.
- Prohibited clothes include Extremely brief garments such as strapless or halter tops, bare midriffs, tube tops, net tops, tank tops, spaghetti straps, plunging necklines, short shorts, and see-through clothing. Skirts or shorts must not be shorter than 2 inches above the knee.
- No undergarments may show.
- For safety reasons, students must wear closed-toe shoes
- Pants must not have any visible holes, tears, or slashes higher than 2 inches above the knee.
- Head coverings are not allowed in classrooms at any time.
- Students may NOT wear gang attire.
- The school and its staff are not responsible for damaged, lost, confiscated, or stolen outerwear.
- Sunglasses will not be worn inside unless a doctor's statement requiring them is presented to the principal.
- Garments and accessories with statements, pictures, or slogans that are suggestive, obscene, or *culturally offensive*, promote the use of alcohol, drugs, violence, or drug use.

## **9.6 Discipline for Dress Code Violation**

1. When a student wears inappropriate clothing or appearance, he/she will be asked to change clothes or will be sent home. Refusing to comply with reasonable requests to change clothes will result in disciplinary action if necessary.
2. Parents and community members are role models for our students and are requested to follow the guidelines above when visiting the school.

### **9.7 Gang Activity**

In response to a desire to keep our schools free from threats or harmful influence of any groups or gangs, the Board has adopted a gang behavior policy that is in accordance with State statutes and Tribal Criminal Code.

1. The policy states that students who participate or assist in criminal street gang behavior will be subject to the disciplinary policies of the school. Students who violate this policy are subject to referral to Tribal Law Enforcement for follow-up.
2. Criminal street gang membership is defined as an individual to whom at least two of the following seven criteria apply.
  - a. Self-proclamation.
  - b. Witness testimony or official statement.
  - c. Written or electronic correspondence.
  - d. Paraphernalia or photographs.
  - e. Tattoos.
  - f. Clothing or colors and bandannas.
  - g. Any other indication of street gang membership.

### **9.8 Prohibited Items**

- A. In the interest of the education, health and safety of all students, the following items may not be brought to school:
  1. All personal toys and games are to be left at home as they disrupt the classroom learning environment.
  2. Drugs, drug paraphernalia, alcoholic beverages, narcotics, cigarettes, cigarette lighters, e-cigarettes, vapors, matches and look-alikes.
  3. Explosive devices, firecrackers, fireballs, cherry bombs, sparklers, incense, etc.
  4. Weapons, guns, knives, cake cutters, screw drivers, razors and/or other dangerous items.
  5. Toys which are realistic look-alikes for guns and knives.
  6. Skateboard, roller blades, etc. are not allowed.
  7. Energy drinks
- B. Prohibited items brought to school will be confiscated. Illegal or dangerous items will not be returned. Local law enforcement will be contacted, and disciplinary action will result.
- C. Inappropriate electronic device or cell phone usage during school hours is not allowed.
- D. The school and its staff are not responsible for the loss or damage of confiscated items.
- E. Consequences of inappropriately usage of electronic devices at school during school hours is confiscation of the device until picked up by a parent/guardian.

### **9.9 Disciplinary Actions for Prohibited Student Conduct**

- A. The range of disciplinary actions listed applies to conduct of a student when the student is
  1. On school grounds or at a school sponsored event.
  2. Traveling to or from school or a school sponsored event; or

3. Engaged in conduct that is in any other manner school related or affects the operation of any school.
4. The following table does not constitute an all-inclusive listing of Disciplinary Actions. Disciplinary Actions may vary according to the incident.

9.7 Prohibited Conduct	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURENCES
Chronic absences and tardiness; repeated failure due to lack of effort. (9.2b.9)	MINIMUM	Documented Parental Notice	Court/Social Services Referral
	MAXIMUM	Documented Parental Notice	Retention/Loss of Credit Suspension or Expulsion
Not following directions of school staff member 9.8 (9.2b.1)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Outside designated areas (9.2b.2)	MINIMUM	Documented Warning	Documented Parental Notice
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Dress and Appearance (9.2b.6 and 9.5)	MINIMUM	Verbal Warning with clothing change	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Excessive Public Display of Affection (9.2b.10 and 9.3)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Profanity, Vulgarity, or Gang-related Language Signs (9.2b.5)	MINIMUM	Documented Warning	Documented Parental Involvement
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Fire Alarms & Emergency Devices (7.4b)	MINIMUM	Documented Warning	Recommended Short-Term Suspension
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Arson (9.2b.7,10)	MINIMUM	Recommended Short-Term Suspension	Recommended Short-Term Suspension
	MAXIMUM	Recommended Expulsion	Recommended Expulsion
Prohibited Items 9.2b4 and 9.6a.1,2,4,6)	MINIMUM	Documented Warning and Confiscation of Item	Documented Parental Involvement
	MAXIMUM	Recommended Short-Term Suspension	Recommended Long-Term Suspension
Misuse of School Property or Damage, Destruction, or Theft.	MINIMUM	Documented Warning Parent/Student responsible to pay for damages incurred	Documented Parental Involvement

9.7 Prohibited Conduct	ACTION TO BE TAKEN		
	RANGE	FIRST OCCURRENCE	REPEATED OCCURENCES
Unauthorized Entry. (9.2a.7,8)	MAXIMUM	Recommended Long-Term Suspension	Recommended Expulsion
Threats, Assaults, Fighting, Sexual Harassment and Bullying (9.2b.3 and 9.5)	MINIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
	MAXIMUM	Recommended Long-Term Suspension	Recommended Long-Term Suspension
Tobacco and Cigarettes, e-cigarettes, vapors (9.2b.4)	MINIMUM	Documented Warning and Confiscation	Documented Parental Involvement
	MAXIMUM	Documented Parental Involvement	Recommended Short-Term Suspension
Alcohol, Drugs, Drug Paraphernalia (9.2b.4)	MINIMUM	5-day Suspension	10-day suspension.
	MAXIMUM	Recommended Long-Term Suspension/Expulsion for 1 calendar year	Recommended Long-Term Suspension/Expulsion for 1 calendar year
Possession of Weapons (9.2b.4)	MINIMUM	Documented Parental Involvement	Documented Parental Involvement
	MAXIMUM	Recommended Expulsion for 1 calendar year	Recommended Expulsion for 1 calendar year

B. Definitions:

- **Short-Term Suspension:** Suspension for a period less than or equal to ten (10) school days.
- **Long-Term Suspension:** Suspension that exceeds ten (10) school days in length and may extend through the rest of the school year. If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the first semester of the following school year.
- **Emergency Temporary Suspension:** An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. Due process procedures for suspension will be provided to the student as soon as possible following the student's emergency suspension.
- **Expulsion:** Student will be removed from school and will not be allowed to attend the school for the remainder of the year or for one calendar year depending on the nature of the offense.

## 10.0 SCHOOL POLICIES

### 10.1 Library Rules

Use the library often. Please follow these rules:

- The library is a place for quiet reading and study. Talking heard more than 3 feet away is too loud.
- Do not eat food or drink beverages in the library.
- You must have a pass from your teacher to be in the library during class times.
- Most books may be checked out for two weeks.
- Magazines, pamphlets, and reference books may be checked out for one class period.
- Reserve books are available as decided by teachers and the Librarian.
- Only teachers may check out audio-visual machines and materials.

### 10.2 Lockers

Lockers are assigned to students who want them. You should only use your own locker. You can get permission from the office to change your locker.

Always keep your locker locked. The school is not responsible for anything lost or stolen from your locker.

Lockers are school property and may be opened by school officials.

### 10.3 Hall Passes

You must have a written hall pass signed by a staff member to leave a classroom. If the pass is to another classroom or the office, you are responsible for having the pass signed by the person you visit before you return it to the person who gave it to you.

### 10.4 Off Limits Areas

The following areas are off limits for all students for Safety:

- A. Behind (west of) the Vocational Building and Cafeteria.
- B. Behind (west of and north of) the Gym.
- C. Behind (east and south of) the Academic Building.
- D. The Parking Lot, except to board or depart a bus or other vehicle at the beginning or end of the school day.
- E. Staff housing (east of parking lot).

### 10.5 School Property

Textbooks, computers, laptops, Ka-jeets jetpacks and other school materials are expensive, so we try to use them for several years. Many different students may need to use the same books and materials.

Replacing books and repairing school lockers, walls, and restroom fixtures uses money that could be spent on more supplies or activities for classes. Do not write or draw on schoolbooks, equipment, lockers, or buildings. You are responsible for all school property given to you or used by you. All school property must be returned in good condition before you complete a class, graduate, or withdraw from school.

## **10.6 Tardiness**

Tardiness to class interrupts the learning of others and affects your understanding of the day's work. Teachers will explain the consequences for tardiness in their classroom.

## **10.7 Bus Information**

- A. Remember that all school rules apply during any bus rides to school, home from school, and during any rides to and from school events.
- B. You must have written parental permission to ride a bus other than the one to which you are assigned.
- C. You must get on or off the bus at only your own bus stop. Please do not ask your driver to make an unscheduled stop. You may get off your bus at any stop if your parents are there to meet you. you should bring a note from home letting us know if this is planned.
- D. If you are not going home on your bus, you need to bring a note from your parent/guardian giving you permission to remain at school after the buses leave. This is required to stay for school activities and games. Athletic team members do not have to do this for their games.
- E. Rules:
  - 1. Be on time to catch your bus.
  - 2. Do not damage property going to the bus or while waiting for it. You will pay for any damage you cause.
  - 3. Wait for the bus to stop completely and the door is open before you try to get on or off.
  - 4. All food and drinks brought on the bus must be properly disposed of.
  - 5. Loud or profane language, which might distract the driver, is not allowed.
  - 6. Only the driver may assign seats.
  - 7. Keep the aisles clear.
  - 8. Do not leave your seat while the bus is moving.
  - 9. Keep all your body inside the bus.
  - 10. Do not throw anything through bus windows.
  - 11. Glass or other possible dangers objects are not allowed.
  - 12. Do not cross behind the bus. Walk at least six steps in front of the bus before crossing, and check for oncoming traffic.
  - 13. Use emergency doors and controls ONLY in an emergency.
- F. Students who break bus or school rules while riding the buses may have the privilege of riding the bus removed.

## **10.8 Student Vehicles**

- A. Driving a private vehicle to school is a privilege. You are responsible for the proper use of the vehicle you drive. Any student who abuses this privilege may lose it.
- B. Prior to driving a vehicle to school students need:

- Valid driver's license
  - Proof of insurance
  - Parental permission
  - Registration with the office
- C. If you drive a vehicle to school, you must park it immediately when you arrive at T.O.H.S. Do not sit in the vehicle or be in the parking lot unless you are coming or going.
- D. You may not use your vehicle to leave campus during the school day without permission from the office.
- E. Students cannot leave in cars until all buses have left.
- F. Students cannot drive other students' home without parental consent.

### ***10.9 Assembly Rules***

- A. Once seated, remain with your teacher until the assembly is dismissed (no going up and down the bleachers during the assembly).
- B. Show respect to our guests. This means no booing or whistling, no throwing of objects, no obscenities and no inappropriate shouting or gestures, no hoodies or caps are to be worn. Electronic devices should not be used.
- C. No Public Display of Affection during assembly.
- D. No food or drinks, except water.
- E. Dismissal will be by the direction of administration or staff.



## 11.0 ACTIVITIES

### 11.1 Student Council

The Student Council represents all the students at T.O.H.S. Every student at T.O.H.S. is eligible to vote for and/or hold a student council office. These offices include president, vice-president, secretary,

### 11.2 Clubs

Clubs and organizations at T.O.H.S. will be organized as student interest dictates. Any group of students who wants to organize a club should let the student council know so they can request assistance from the administration.

A staff supervisor and a constitution are required for any club or group to acquire and spend money. All clubs operate under the supervision of the Student Council. All club activities must be approved by the student council and the principal's office.

### 11.3 Student Activity Funds

All student activities funds must be handled using the following procedures:

- a. All purchases must have an approved Request for Payment BEFORE placing any order.
- b. Three days preparation time is needed to have a check/payment issued from a Request for Payment.
- c. Proceeds from a present activity may not be used to pay for purchases for and activity in present session.
- d. All fundraisers must have written pre-approval from the building Principal.
- e. Club sponsors will monitor and ensure that records of money collected by students are kept.
- f. Personal checks cannot be accepted as payment for fund raisers.
- g. Money collected during fundraisers should be counted immediately following the event with the sponsor and at least one student present.
- h. Student activity funds are not to be stored in classrooms or taken home for safekeeping by a student or staff member.
- i. All student activity funds must be deposited with the building Principal or school banker within 24 hours after the event.

### 11.4 Sports

T.O.H.S. is a member of the Arizona Interscholastic Association (pending SY 2024-2025). To participate in interscholastic athletics, you must:

- A. be under 19 years of age on Sept. 1.
- B. have a parental permission slip on file in the office each year.
- C. have a physical examination done each year on file in the office.
- D. meet the requirements of 7.7.
- E. make progress toward graduation (that is, earn 5 credits p er year).

## ***11.5 Participation***

You are encouraged to participate in all school activities. These will help you make the most of your high school education.

## 12.0 INTERNET POLICY AND PARENT PERMISSION

### GUIDELINES FOR STUDENT INTERNET USE

#### Quick Reference Guide:

- 12.1 Purpose
- 12.2 The Internet
- 12.3 Student's Individual Responsibility
- 12.4 Levels of Student Access
- 12.5 Internet Access is a Privilege
- 12.6 Administrator's Access to Student Files
- 12.7 Personal Safety
- 12.8 System Security and Resource Limits
- 12.9 Network Etiquette
- 12.10 Unacceptable Uses
- 12.11 Disclaimer of Liability
- 12.12 Changes in the Guidelines
- 12.13 Internet Acceptable Use Policy and Agreement Signature Page

#### **12.1 Purpose**

The primary purpose of Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. TOBIES Internet access (like all other uses of the school's computer facilities) must be in support of and consistent with these educational objectives. Internet access may be used for recreational purposes if it does not interfere with academic responsibilities, does not violate the Acceptable Use Policy, and if a computer is available. All students who use the school's Internet access are expected to read these guidelines and/or to take part in a discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

#### **12.2 The Internet**

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and millions of individual subscribers all over the world. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. With access to computers and people all over the world also comes the availability of material that may be of educational value in schools. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource safely and appropriately.

#### **12.3 Student's Individual Responsibility**

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his/her appropriate use of the Internet.

#### **12.4 Levels of Student Access**

A. Internet and World Wide Web. All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories.

- A. Grades 9-12: Before students in Grades 9-12 will be authorized to access the Internet and the World Wide Web, they will be asked to sign a statement stating that they have read the guidelines and agree to them. The agreement must also be signed by their parent or guardian.
- B. Individual e-mail accounts: Students may apply for individual e-mail accounts (if they become available). Before an account will be provided, the application must be completed and signed by the student, and for all students under 18 years old, by the student's parent or guardian.

### ***12.5 Internet Access is a Privilege***

(For both levels of access). Internet access through Tohono O'odham BIE-Operated Schools is a privilege, not a right. A student's access may be suspended or canceled by school officials if this privilege is abused. Inappropriate conduct on the Internet through the school access will also be subject to disciplinary policies.

### ***12.6 Administrators' Access to Student Files***

All student e-mail files, and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail, Internet files and records to law enforcement authorities. Internet usage is also monitored by the BIE who provides the access to the Internet. Students should not assume that uses of the school Internet would be private.

### ***12.7 Personal Safety***

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Schools cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious about supplying personal information and arranging personal meetings. Students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator for any online communication that the student feels are threatening, harassing, or otherwise inappropriate.

### ***12.8 System Security and Resource Limits***

Students are expected to follow procedures and guidelines that are issued to ensure the security of the school computer system and to respect its resource limits. These include any downloading guidelines and virus protection that may be issued. Currently the following are not allowed:

- A. Purchase or sale of services or materials, or ordering materials from online vendors
- B. Listening to radio music on the Internet
- C. Downloading music files without proper copyright approval.

### ***12.9 Network Etiquette***

Students are expected to learn and abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

### ***12.10 Unacceptable Uses***

The following uses of high school Internet access are unacceptable:

- A. Posting private or personal information about another person.

- B. Attempting to log in through another person's password, e-mail account, or to access another person's files.
- C. Attempts to harm or destroy data belonging to another user, the Internet, or any agency or network connected to the Internet.
- D. Accessing or transmitting obscene or pornographic material.
- E. Posting chain letters or engaging in "spamming" ("spamming" means sending annoying or unnecessary messages to large numbers of people).
- F. Engaging in sexual harassment. The school sexual harassment policy, which is included in the school's handbook, is applicable to Internet conduct.
- G. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass another person; or that violate any other laws.
- H. Plagiarism: "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. The school policy on plagiarism/cheating, which is a form of "forgery" is covered by the Disciplinary Policy in Student/Parent Handbook and is applicable to students' use of the Internet.
- I. Infringing copyrights: Copyright infringement occurs when a person transmits material that is protected by copyright without proper approval. For example, most software is protected by copyright and may not be copied without permission of the copyright owner. Downloading music from the Internet without the owner's approval is another way of infringing on copyrights.
- J. Participating in commercial activities that are not directly related to the educational purposes of the school.

### ***12.11 Disclaimer of Liability***

The Tohono O'odham BIE-operated Schools disclaim liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

### ***12.12 Changes in the Guidelines***

Schools may add additional restrictions to these guidelines. Those changes will be effective upon approval by the TOBIES Board.

### ***12.13 Internet Acceptable Use Policy and Agreement Signature Page (See the following page.)***



## United States Department of the Interior

Bureau of Indian Education  
Tohono O'odham BIE Schools  
Sells, Arizona 85634



### Internet Acceptable Use Policy and Agreement

#### GUIDELINES FOR STUDENT INTERNET USE

I have read (or discussed with a staff member) and understand the School Guidelines for Internet Use. I agree to follow these guidelines when I use the Internet or World Wide Web.

Print Student's Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Print Student's Full Name Here

Student Signature: \_\_\_\_\_

Parent or Guardian's Signature for approval of student's use of the school Internet.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

## **PARENT-STUDENT-TEACHER-PARTNERSHIP COMPACTS**

Students are usually more successful when they have the support of their family and their teachers. Tohono O'odham High School is offering a **PARENT/STUDENT/TEACHER PARTNERSHIP COMPACT** as a way to show that the parents, teachers, and students are making a **voluntary commitment to help each other achieve educational goals.**

**You can see that the school staff has already signed this Compact. Parents and students wanting to join this effort, please sign below and return this form to the school office:**

As a teacher, I will:

- Show respect for each student and his/her family by integrating O'odham language and culture into each discipline and utilizing O'odham speakers wherever possible.
- Help each student develop a positive attitude toward themselves and their future lives.
- Provide a variety of meaningful activities that are appropriate for learning.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As a student, I, \_\_\_\_\_, will:

- Be at school every day unless I am sick.
- Always try to do my best, in my schoolwork and my behavior by working cooperatively with my classmates and my teachers.
- Believe in myself and my ability to learn but ask for help when I need it.
- Show respect for myself, my school, and other people.

As a parent/guardian, I, \_\_\_\_\_, will:

- Be sure my child (children) is in school every day unless he/she is sick.
- Provide a time and place for my child to study at home.
- Agree to be at school one or more times each semester.
- Support the school by talking about school activities each day and contributing knowledge by visiting the school and sharing experiences with the students.

**STUDENT NAME** \_\_\_\_\_  
Print Student Name Here

Parent/Student Handbook is issued to each student so they will have basic information about their school. It includes information on student rights and responsibilities, academics, records, attendance, school rules, and activities.

This Handbook is intended to be used by both parent and student.

There is an attached Parent/Student/Teacher Compact for parents and students to read together. That form should be signed by the student and their parent and returned to the school office with this form.

**I have received the 2023-2024 Student Handbook and will read it.**

\_\_\_\_\_  
Date                      Student Signature                      \_\_\_\_\_

\_\_\_\_\_  
Date                      Parent Signature

- **If any parents/community members have suggestions on future additions or amendments that you would like to see in the Parent/Student Handbook, please contact your principal or school board representative.**



## **14.0 PARENT COMPLAINT FORM**

### **Tohono O'odham Bureau of Education Schools Complaint Form**

#### **Tohono O'odham High School**

**Per Section: 7.8 Parent/Guardian Complaint Procedures (School Board established procedure in order to address parent concerns)**

- A. Parent/Guardian should make every attempt to resolve the concern at the school level.**
- B. If the problem cannot be resolved at the school level, the parent/guardian should contact the School Board Secretary in writing, to request a meeting with the School Board at the next meeting.**
- C. Pending the School Board's decision, the Education Line Office may be notified.**
- D. A parent who is a relative of a school staff member may not have the staff member present their concern to the school. The parent/Guardian needs to present their concern themselves.**

**NAME:** \_\_\_\_\_

**CONTACT INFORMATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUMMARY OF YOUR CONCERN:**

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**WHAT HAVE YOU DONE TO RESOLVE THE MATTER:** \_\_\_\_\_

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**SIGNATURE** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*\*Document created and approved by BIE School Board on January 19, 2016*

## 15.0 APPENDICES

### ***Appendix A***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conducting certain studies for or on behalf of the school.
  - Accrediting organizations.
  - To comply with a judicial order or lawfully issued subpoena.
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Appendix B

### Rights of Noncustodial Parents in the Family Educational Rights and Privacy Act of 1974<sup>6</sup>

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to 1) provide a parent access to the records that are directly related to the student; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3.

*“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.*

Section 99.4 gives an example of the rights of parents.

*An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.*

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to the education record or removes the parent's rights to have knowledge about his or her child's education.

Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody, as a legal concept, establishes where a child will live, and often, the duties of the person(s) with whom the child lives. FERPA, on the other hand, simply establishes the parents' right of access to and control of the education record related to the child.

Here are the answers to questions frequently asked about the rights of noncustodial parents.

1. Does FERPA require a school to keep a parent informed of the child's progress even though the parent is divorced and living some distance from the child?  
No. FERPA does not require schools to inform parents of student progress whether the parents are divorced or not.
2. Does FERPA require a school to provide a parent copy of the record?  
Generally, a school is not required to provide parents copies of the record. However, if the distance is great enough to make it impractical for a parent to visit the school to review the record, the school must make copies of the record and send them to the parent when that parent requests access to the record.
3. May a school charge for copies of records?  
Yes. A school may charge a reasonable fee for copying.
4. Does the noncustodial parent have the right to be informed of and to attend teacher conferences?  
FERPA does not address conferences for the purpose of discussing student performance. Thus, a

school has no obligation under this law to arrange a conference to accommodate the noncustodial parent. However, if records of conferences are maintained, the noncustodial parent has the right to see those records.

5. **Must the school notify the noncustodial parent of his/her FERPA rights?**  
**No.** The school would be considered in compliance with the law if it notifies only the parent who has custody of the child.
6. **Must the school provide the noncustodial parent the same general notices it provides the custodial parent?**  
**No.** General notices, lunch menus, PTA information, announcement of teacher conferences, school pictures, and other similar information are not “education records” as defined by FERPA. Therefore, schools are not legally required to provide them.
7. **Is the school required to honor a parent’s “standing request” for access or copies?**  
**No.** FERPA does not require a school to honor a standing request, but the school may do so if it wishes. If parents wish to obtain information from their child’s record on a regular basis, they should submit requests periodically. The school must respond to each request within 45 days.
8. **How can a noncustodial parent get access to records?**  
Any parent may ask the school for the opportunity to review the record, either by going to where the records are kept or by requesting copies. The school may ask the parent for some identification.
9. **Can the parent with custody prevent the noncustodial parent from exercising his or her FERPA rights?**  
**No.** FERPA rights are given to both parents. The school may assume that a parent has these rights unless it has evidence to the contrary. The school does not need the permission of the custodial parent to give access to the non-custodial parent.